AGENCY:

Grantee Information Form (GIF) Sent:   /  /

GIF materials returned to OCVA:   /  /

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|  |  |  | DVLA | SA | STOP | Other |
| How many months since last on-site visit or check-in? (program or fiscal) | 12 months | 0 pts. |  |  |  |  |
| 24 months | 5 pts. |  |  |  |  |
| 36 months | 10 pts. |  |  |  |  |

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| Were concerns raised after the last visit? | No | 0 pts. |  |  |  |  |
| Yes | 10 pts. |  |  |  |  |

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| If there were concerns raised, were they addressed by the grantee satisfactorily? | Yes | 0 pts. |  |  |  |  |
| No | 10 pts. |  |  |  |  |

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| Is there any undecided litigation pending against the grantee?  | No | 0 pts. |  |  |  |  |
| Yes | 10 pts. |  |  |  |  |

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| Are we the only entity that monitors grants or contracts? | No | 0 pts. |  |  |  |  |
| Yes | 10 pts. |  |  |  |  |

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|  |  |  | DVLA | SA | STOP | Other |
| Is quarterly or monthly data submitted in a timely manner? | Almost Always | 0 pts. |  |  |  |  |
| Sometimes | 5 pts. |  |  |  |  |
| Rarely | 10 pts. |  |  |  |  |

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| Is data complete, accurate, filled out correctly? | Almost Always | 0 pts. |  |  |  |  |
| Sometimes | 5 pts. |  |  |  |  |
| Rarely | 10 pts. |  |  |  |  |

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| Is the organization subject to accreditation requirements?  | Yes | 0 pts. |  |  |  |  |
| No | 10 pts. |  |  |  |  |

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| Has the organization had any difficulty obtaining accreditation, if required?  | pass | 0 pts. |  |  |  |  |
| provisional to full | 10 pts. |  |  |  |  |
| low to provisional | 15 pts. |  |  |  |  |
| fail | 20 pts. |  |  |  |  |

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| Does the agency sub-contract for services? | No | 0 pts. |  |  |  |  |
| 1 - 2 subcontracts | 5 pts. |  |  |  |  |
| 3+ subcontracts | 10 pts. |  |  |  |  |

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| Are volunteers involved in the delivery of the program? | No | 0 pts. |  |  |  |  |
| Yes | 10 pts. |  |  |  |  |

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|  |  |  | DVLA | SA | STOP | Other |
| How many grantee-initiated amendments have been made during the performance period? | 0 - 1 | 0 pts. |  |  |  |  |
| 2 - 3 | 5 pts. |  |  |  |  |
| 3+ | 10 pts. |  |  |  |  |

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| **Have responses to OCVA correspondence and requests for information been timely and complete?** (including RFQ/P/Application deadlines and thoroughness) | Almost Always | 0 pts. |  |  |  |  |
| Sometimes | 5 pts. |  |  |  |  |
| Rarely | 10 pts. |  |  |  |  |

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| Has there been prior history of compliance issues? (if the contractor has had any of the following actions, assign the points corresponding to the action) | Correspondence (reminding of late vouchers, data) | 5 pts. |  |  |  |  |
| Corrective Action (asking for more info, back-up, etc.) | 10 pts. |  |  |  |  |
| Suspension of vouchers (holding vouchers because no response to 1 or 2 above) | 15 pts. |  |  |  |  |
| Probation | 20 pts. |  |  |  |  |

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| How often has there been grantee-initiated communication, indicating a lack of understanding of grant requirements? | Rarely | 0 pts. |  |  |  |  |
| Occasionally | 5 pts. |  |  |  |  |
| Frequently | 10 pts. |  |  |  |  |

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|  |  |  | DVLA | SA | STOP | Other |
| Has there been excessive turnover of agency management? (i.e. executive director, accounting staff, etc.) | less than 1% in 24 months | 0 pts. |  |  |  |  |
| 1-40% in 24 months | 5 pts. |  |  |  |  |
| over 40% in 24 months | 10 pts. |  |  |  |  |

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| Has there been excessive turnover of program staff?(i.e. program director, advocates, other direct service staff, clerical staff) | less than 1% in 24 months | 0 pts. |  |  |  |  |
| 1-33% in 24 months | 5 pts. |  |  |  |  |
| over 33% in 24 months | 10 pts. |  |  |  |  |

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| **Has the organization experienced any recent major restructuring?** | No | 0 pts. |  |  |  |  |
| Yes | 5 pts. |  |  |  |  |

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| Does the board take an active role in directing the organization, establishing management policies and procedures and monitoring the organization's financial and programmatic performance? | High | 0 pts. |  |  |  |  |
| Med | 5 pts. |  |  |  |  |
| Low | 10 pts. |  |  |  |  |

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|  |  |  | DVLA | SA | STOP | Other |
| What is the total amount of this grant? | <$25,000 | 0 pts. |  |  |  |  |
| $25-100,000 | 5 pts. |  |  |  |  |
| >$100,000 | 10 pts. |  |  |  |  |

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| What level of experience does the grantee have with OCVA contracts/grants? | 6+ yrs. | 0 pts. |  |  |  |  |
| 2 - 6 yrs. | 5 pts. |  |  |  |  |
| 0 - 2 yrs. | 10 pts. |  |  |  |  |

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| Does this agency have multiple grants with OCVA? | No | 0 pts. |  |  |  |  |
| Yes | 5 pts. |  |  |  |  |

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| If so, have there been problems or difficulties with any of the other programs? | No | 0 pts. |  |  |  |  |
| Yes | 10 pts. |  |  |  |  |

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| How would you rate their voucher history? (complying with voucher requirements including timelines, accuracy) | Excellent | 0 pts. |  |  |  |  |
| Good | 5 pts. |  |  |  |  |
| Poor | 10 pts. |  |  |  |  |

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| Does the agency bill the grant monthly by 1/12th? | No | 0 pts. |  |  |  |  |
| Yes | 10 pts. |  |  |  |  |

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|  |  |  | DVLA | SA | STOP | Other |
| **Does this grant represent a significant portion of the total program funding?** (what is the percentage?) | Less than 11% | 0 pts. |  |  |  |  |
| 11 - 49% | 5 pts. |  |  |  |  |
| More than 50% | 10 pts. |  |  |  |  |

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| **What percent of the organization’s budget is from government funding?** | Less than 30% | 0 pts. |  |  |  |  |
| 30 - 49% | 5 pts. |  |  |  |  |
| 50 - 70% | 10 pts. |  |  |  |  |
| More than 70% | 15 pts. |  |  |  |  |

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| **What percent of the organization’s budget is expended on salaries/wages & benefits?** | More than 80% | 0 pts. |  |  |  |  |
| 50 - 80% | 5 pts. |  |  |  |  |
| Less than 50% | 10 pts. |  |  |  |  |

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| Is the entity subject to an audit? | Yes | 0 pts. |  |  |  |  |
| No | 20 pts. |  |  |  |  |

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| Have there been any audit findings or exceptions in the last five years? | No | 0 pts. |  |  |  |  |
| Yes | 5 pts. |  |  |  |  |

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| Are there any unresolved audit issues? | No | 0 pts. |  |  |  |  |
| Yes | 5 pts. |  |  |  |  |

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|  |  |  | DVLA | SA | STOP | Other |
| Has the organization had any contracts/grants terminated in the past two years? | No | 0 pts. |  |  |  |  |
| Yes | 15 pts. |  |  |  |  |

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| **TOTAL RISK ASSESSMENT** |  |  |  |  |
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|  | **RANGE** |
|  | 0 - 99 | Low - Timekeeping, Data Review, Visits, Gds & Svs |
|  | 100 - 235 | Medium – Timekeeping, Data Review, Visits, Gds & Svs plus: On-site visit within 12 mo. of score period |
| Date RAT completed:   /  /2011 | 236 - 340 | High - Timekeeping, Data Review, Visits, Gds & Svs plus: On-site visit within 6 mo. of score period |

**Here are some additional questions/concerns to share with each other. Add additional areas of concern, when applicable.**

1. **Are there any known conflicts between the Board and the staff?**
2. **Are there any known conflicts between the Director and other staff members?**
3. **Are there any concerns about the quality or quantity of services being provided?**
4. **Are the concerns of such magnitude that it warrants consideration of additional language in the statement/scope of work, in order to be more sure that quality services are being provided to victims or to be a better steward of public funds? If so, explain your rationale.** (if PC is making recommendations here, there should also be consultation with the Program Manager)
5. **Additional notes:** (this could include program events, positive observations, etc.)