

PART II

Complete a separate Part II Report for your agency and any agency you contract with to provide services for each subgrantee. When answering questions, use the space provided or attach additional sheets.

1. List funded activities accomplished to date.

2. Have any problems arisen which will delay grant completion? If yes, explain the problem and the extent of delay.

3. List activities to be accomplished and estimated timeframes.

4. Do you anticipate requesting any amendments? If yes, explain.

PART III

Exit Interview

The monitoring is completed by an exit meeting with the appropriate staff or representative(s) to discuss the preliminary results of the monitoring visit and indicate that the grantee is to be formally informed of monitoring findings identified to date and any follow-up actions required of the grantee.

Notes for Exit Interview

Estimated date for providing written monitoring report to grantee

What unanticipated problems or barriers have arisen throughout the implementation of the grant program?

Does the grantee need additional technical assistance to resolve these barriers?

Explain:

Yes No

How can DCS be of more assistance to the grantee?

General Comments:

INSTRUCTIONS FOR COMPLETING THE DOMESTIC VIOLENCE SHELTER GRANTS (DVSG) MONITORING REPORT

The DVSG Monitoring Report is divided into 3 separate parts, each of which must be fully completed, whether you are submitting the form for your mid-term or your final progress report.

PART I

- Enter grantee name.
- Check whether you are a nonprofit organization or unit of local government.
- Enter the instrument number – this number is found on your financial award.
- Enter the budget/project period, i.e., the start date of the award through December 31 or the start date of the award through June 30 (or the date of your final request for funds).
- Enter the name and phone number of the individual completing the report.
- Under Project Description, provide a specific description of how these funds are being used, including any amendments that have been approved.
- Type the name and title of the individual authorized by your agency to certify the accuracy of the information being submitted. Note: This is typically the chief executive director of the agency.
- The authorized individual is to sign and date Part 1 of the report form. **Only original signature will be accepted by the DCS.**

PART II

Note: If your agency sub-contracts with another entity to provide services funded with these dollars, you must obtain and submit to the DCS, a separate Part 2 from the sub-grantee, indicating the name of the sub-grantee on the top of the document.

1. List all funded activities to date.
2. Describe any problems or difficulties that have arisen which might delay the completion of your grant.
3. List activities that still need to be accomplished along with the estimate timeframe for completing those activities.
4. Indicate whether you intend to request an amendment and provide an explanation for the request.

PART III

Information for Exit Interview.