Scope of Services
Chapter 1 Assessment Tool

The Grant is Your Guide

Questions to Ask: About Your Grant

- ☐ Have you communicated the approved activities to your staff?

- ☐ Has the staff implementing the grant read the proposal and award letter?

- ☐ Are you complying with the Special Conditions?

- ☐ Are you monitoring that partners and sub-grantees are complying with VAWA and grant conditions?

- ☐ Have you mapped out your project? See **Sample Deliverables Chart.**

Assessment — Where Are You Now?

Questions to Ask: Population

- ☐ Do you/your staff know the population you were approved to serve?

- ☐ Does your staff have training/tools to identify individuals that fall within that population?

- ☐ Does your staff understand the importance of identifying primary victimization, for the purposes of reporting and eligibility for services?

Questions to Ask: Community Needs

- ☐ Which languages are most prevalent in your community?

- ☐ Do you have a staff member able to provide services in those languages?

- ☐ Or, do you have access to a resource that will allow you to provide services in those languages?

- ☐ Do you have written/web materials available in a format/language that is accessible for the community you serve?

- ☐ How are clients accessing your services, or how do you anticipate them to access your services?

- ☐ Can you meet the client where they are (making services available by phone or online, sending staff into the community, etc.)?

☑ Chapter 1 Assessment Tool

☐ What office protocols do you have for staff interacting with clients?

- o May staff provide clients with their personal cell phone numbers, email address, social media usernames, etc.?
- o May staff provide transportation for clients or ride with a client (to court, meetings, access other support services, etc.)?
- o May staff accept gifts from clients?
- o May staff give gifts to clients?

Questions to Ask: Staff Expertise
See Chapter 4 for additional materials

☐ What is the current expertise?

☐ Is the expertise responsive to grant deliverables?

☐ Does it meet the needs of sexual assault survivors (e.g., not just family law)?

☐ Does it meet the needs of the community?

Questions to Ask: Outward Face of Organization
See Chapters 10 & 11 for additional materials

☐ Are your materials (website, brochure, etc.) reflective of the services you provide and the populations you serve?

☐ Do your community partners/contacts (both formal and informal) know what services you provide and to whom?