# **QCSP Programmatic and Fiscal Monitoring Assurances**

GVP RFQ Attachment 3

As a condition of qualification and receipt of milestone payments under the Gun Violence Prevention (GVP) Local Initiative, managed by RochesterWorks, Inc. (RWI), the Qualified Community Service Provider (QCSP) assures that it will comply with the following programmatic and fiscal monitoring requirements.

1. Maintain an insurance policy that includes, at a minimum general liability coverage with single limits of liability in the amount of $1,000,000. RochesterWorks, Inc. requires that such policies name it as an additional insured. Provide proof of coverage for general liability insurance, worker’s compensation, disability, and automobile liability (if applicable), once the Service Plan is approved.
2. Retain fiscal (including procurement) and participant records for three years following the closeout of the GVP program.
3. Between the start of the program and the end of the document retention period, make records available to RWI and/or New York State Department of Labor (NYSDOL) staff upon request, either in person, or electronically, using secure encryption and file transmission technology.
4. RWI will monitor QCSPs according to the following schedule:
5. **Programmatic Monitoring.**
	1. Monthly desk reviews of program participant data, eligibility, and services provided
	2. Quarterly review of a sample of participant files
	3. Semi-annual site visits at a time that program services are being provided
	4. Ad-hoc monitoring as needed if a potential risk or compliance issue is identified
6. **Fiscal Monitoring**
	1. QCSPs must submit a copy of their procurement policy and procedures to RWI at the time that their service plan is approved. Service Providers that do not have a procurement policy and procedures must adhere to the RWI procurement policy and procedures.
	2. Desk review of all invoices submitted for payment to monitor for need, reasonableness, and allowability of costs, as well as to ensure that costs are not being paid by another funding source. If there is any question on the reasonableness of a cost, RWI staff will request a copy of the procurement file. If a cost is disallowed, RWI will provide technical assistance to the Service Provider.
	3. Quarterly monitoring of inventory and control records of any mobile phones or computing devices purchased by the QCSP.
	4. Ad-hoc monitoring as needed if a potential risk or compliance issue is identified.

**Name, Title, and Signature of Authorized Signatory**

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Printed Name Job Title

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Signature Date