SAMPLE SUITABILITY DETERMINATION AWARD CONDITION SUBRECIPIENT MONITORING CHECKLIST

The Award Condition: Determination of Suitability for Covered Individuals Who May Interact with Participating Minors was incorporated into Department of Justice awards starting in federal fiscal year 2019. If the award condition applies to a subaward, the subrecipient must make determinations of suitability before certain individuals may interact with participating minors. Details of this requirement are posted on the Office of Justice Programs website at https://ojp.gov/funding/Explore/Interact-Minors.htm.

Name of Subrecipient:			
Date of Monitoring:			
Subaward Number:			
Federal Award:		T	
	YES	NO	N/A
1. APPLICABILITY		<u> </u>	
Is a purpose of some or all of the activities to be carried out under the subaward to benefit a set of individuals under 18 years of age?		☐ If no, the co	
2. SUBRECIPIENT POLICIES AND PROCEDURES			
2a. Does the subrecipient have written policies or procedures that		☐ If no, skip	to Q3.
implement the subaward condition?		, ,	•
 2b. Do the policies and procedures include each of the following subaward condition elements for making determinations of suitability? A name-based search of the required public sex offender and child abuse registries; A fingerprint-based search of the required criminal history registries (or similar repositories), covering at least five calendar years preceding the date of the search request (or, if legally unavailable, a name-based search using current and previous names and aliases); All searches cover jurisdictions in which covered individuals lived, worked, or went to school during the past five years and in which they are expected to, or are reasonably likely to, interact with participating minors; A determination of suitability is prohibited if the covered individual: Withholds consent to a required criminal history search; Knowingly makes a false statement that affects, or is intended to affect, any required search; Is listed as a registered sex offender on the Dru Sjodin National Sex Offender Public Website; To the knowledge of the subrecipient, has been convictedwhether as a felony or misdemeanor under federal, state, tribal, or local law of any of the following crimes (or any substantially equivalent criminal offense, regardless of the specific words by which it may be identified in law): (1) sexual or physical abuse, neglect, or endangerment of an individual under the age of 18 at the time of the offense; (2) rape/sexual assault, including conspiracy to commit rape/sexual assault; (3) sexual exploitation, such as through child pornography or sex 			
trafficking; (4) kidnapping; (5) voyeurism; and/or Is determined by a federal, state, tribal, or local government agency not to be suitable;			

\triangleright	Determinations are made prior to a covered individual			
	interacting with participating minors in the course of activities			
	under the subaward; and			
>	Determinations are made within 6 months of completion of			
	the required searches listed in the subaward condition, re-			
	examined upon learning information that reasonably may			
	suggest unsuitability, and renewed at least every 5 years.			
3. SUB	BRECIPIENT PRACTICES	1		
	ubrecipient does not have written polices or procedures, ask the	Τп		Τп
	ipient to describe its practices in making determinations of			
	lity. Do the described practices meet the required elements in			
Questio		<u> </u>		
	AILABILITY OF FINGERPRINT-BASED SEARCHES		I	
	gerprint-based search of criminal history registries is not legally			
	ble, has the subrecipient documented the legal prohibition?			
	VERED INDIVIDUALS			
5a. Do	the subrecipient's policies or procedures describe how it			
determ	ines which individuals are covered individuals consistent with			
the def	inition of "covered individual" in the subaward condition? If			
the sub	precipient does not have written polices or procedures, ask the			
	ipient to describe its practice for determining which individuals			
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		ect 5 or 5 ne	rcent of all co	vered
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