

A photograph of the California State Capitol dome and part of the building, set against a clear blue sky. The dome is white with a dark, ribbed top. The building has classical architectural features like columns and arches.

ADULT RE-ENTRY GRANT PROGRAM

Progress Reports, Site Visits, & Data Collection

**Tanya Hill, Field Representative
Danielle Feist, Program Analyst
Veronica Silva, Program Analyst
Adriana Regalado, Program Analyst**

PROGRESS REPORTS

Overview of the Progress Report



PROGRESS REPORT EXAMPLE

PART 1: The Word Document

Adult Reentry Grant | Quarterly Progress Report Rental Assistance

SECTION 1: PROJECT INFORMATION			
Grantee: <input type="text"/>		BSCC Grant Award Number: <input type="text"/>	
Project Title: <input type="text"/>		Date: <input type="text"/>	
Prepared by: <input type="text"/>		Phone: <input type="text"/>	
Title: <input type="text"/>		Email: <input type="text"/>	
YEAR 2 REPORTING QUARTERS (check applicable reporting period)			
<input type="checkbox"/> Quarter 1 Sept 1 - Sept 30, 2020 Due: November 16, 2020	<input type="checkbox"/> Quarter 2 Oct 1 - Dec 31, 2020 Due: February 15, 2021	<input type="checkbox"/> Quarter 3 Jan 1 - Mar 31, 2021 Due: May 14, 2021	<input type="checkbox"/> Quarter 4 Apr 1 - Jun 30, 2021 Due: August 15, 2021

SECTION 2: GENERAL PROJECT OVERVIEW

1. Expenditure Status

Please report the status of your grant expenditure as of the end of the reporting quarter.

a. Adult Reentry Grant Award Amount	\$ <input type="text"/>
b. Amount Invoiced-to-Date (Sum of Quarterly Invoices)	\$ <input type="text"/>
c. Percent of Award Invoiced to Date (Amount above ÷ Award Amount)	<input type="text"/> %
d. In relation to the overall grant budget, are state Adult Reentry Grant funds being expended as planned and on schedule?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If no to 1d., please explain why, and describe the plan(s) to remedy the expenditure status.

Reminder:
These goals and objectives should match the narrative that you created for your proposal.

As a refresher, you may have used links found on the BSCC website to help formulate these goals:

http://www.bscc.ca.gov/s_evaluationresources

SECTION 3: GRANTEE IDENTIFIED GOALS & OBJECTIVES

List the goals and objectives developed by the grantee and submitted in your grant proposal. There are three questions for each goal/objective listed. Provide responses **specific to this reporting quarter** below.

• Goal 1:

Objectives (A., B., etc.):

- (Objective 1a from RFP)
- (Objective 1b from RFP)
- (Objective 1c from RFP)

1. Describe progress towards meeting the stated goal and objectives during the reporting period.
2. Describe any challenges towards meeting the stated goal and objectives during the reporting period.
3. If applicable, what steps were implemented to address challenges.

• Goal 2:

Objectives (A., B., etc.):

- (Objective 2a from RFP)
- (Objective 2b from RFP)
- (Objective 2c from RFP)

4. Describe progress towards meeting the stated goal and objectives during the reporting period.
5. Describe any challenges towards meeting the stated goal and objectives during the reporting period.
6. If applicable, what steps were implemented to address challenges.

• Goal 3:

Objectives (A., B., etc.):

- (Objective 3a from RFP)
- (Objective 3b from RFP)
- (Objective 3c from RFP)

7. Describe progress towards meeting the stated goal and objectives during the reporting period.
8. Describe any challenges towards meeting the stated goal and objectives during the reporting period.
9. If applicable, what steps were implemented to address challenges.

SECTION 4: STAFFING AND/OR VOLUNTEERS

1. Staffing and/or Volunteers

Hiring/Securing people for positions needed to complete programming.

<input type="checkbox"/> Not started	<input type="checkbox"/> Planning	<input type="checkbox"/> Working on It	<input type="checkbox"/> Completed/ Established	<input type="checkbox"/> N/A
Briefly Describe:				

2. Have all positions listed in the application been filled (exclude those previously addressed through a formal program modification)?

3. If positions remain unfilled, what is the plan and anticipated outcome for staffing of the program?

4. What is the plan for salary savings, if any, that have resulted from unfilled positions?

SECTION 5: NARRATIVE

A. Describe any problems/delays the project encountered during this reporting period (Note: Consider things that affect or may potentially affect project effectiveness, project outcomes and/or stated project goals. Consider all program areas including project administration, delivery of services, rate of referrals, participant enrollment, etc. Indicate the steps taken to resolve these problems).

B. Describe any changes that are being proposed to improve the program within the next reporting period (Note: some proposed changes may require the submission and approval of a formal program/budget modification)

C. Timeline/Activities/Planned Special Events

1. Is the project on track with the timeline as identified in the workplan submitted in your grant proposal? Explain.	
2. Describe any significant program activities that will take place during the next reporting period that BSCC staff might want to attend (for example: trainings, community events, media events, etc.):	

3. Does your project request any additional technical assistance or resources from the BSCC? If yes, please provide details.	
--	--

- D. What significant successes (other than participant-specific) has the project achieved during the current reporting period (e.g., reaching participant enrollment goals, reaching other stated goals, recognition from public officials and/or other jurisdictions/agencies, receiving media coverage)? (Note: You may submit corresponding photos, media articles, and publications as attachments. Please state in your email that you authorize the BSCC to use and publish photos).

PLEASE SEE EXCEL DOCUMENT FOR SECTIONS 6-9

NOTE: This portion only concludes Part 1 of the Progress Report Process. Additional information is needed from Part 2.

PROGRESS REPORT EXAMPLE

PART 2: The Excel File

SECTION 6: NUMBER OF PARTICIPANTS

A. Total number of active participants reported at the end of the previous quarter:

B. Total number of active participants that left the program and were disenrolled during the current quarter (enter into table below):

Reasons for leaving program	
1. Refused Services	
2. Left without reason given	
3. Re-Arrested	
4. Moved from jurisdiction	
5. Graduated/Completed	
6. Lost contact	
7. Other: Describe*	
Total:	0 (This number will auto-populate using data from the table)

*Describe "Other" (if applicable):

C. Number of new participants enrolled or reenrolled in the program:

# of Participants	
Enrolled	
Reenrolled	
Total:	0

D. Total number of participants served this quarter ($A - B + C = D$)

A	B	C	D
0	0	0	0

SECTION 7: DEMOGRAPHICS

1. Of those admitted in the grant program/services this reporting period, provide the total number of participants (unduplicated) for each age group:

a. Participants between ages: 17-18	
b. Participants between ages: 19-21	
c. Participants between ages: 22-25	
d. Participants between ages: 26-44	
e. Participants between ages: 45-64	
f. Participants: 65+	

2. Of those new participants admitted in the grant program/services this reporting period, how many are:

a. Female	
b. Male	
c. Non-Binary/Third Gender	
d. Prefer to Self-Define	
e. Prefer Not to State	
f. Other	

3. Total number of admitted participants (unduplicated) who identify as a single ethnic origin, ethnicity, or race that received first-time services this reporting period:	
4. Total number of admitted participants (unduplicated) who identify as having multi-ethnic origin, ethnicity, or race that received first-time services this reporting period:	
5. Total number of admitted participants (unduplicated) who declined-to-state their ethnic origin, ethnicity, or race that received first-time services this reporting period:	

6. Please provide the total number of NEW participants for each ethnicity group that were admitted in the program during the reporting period.	
a. Black or African-American	
b. Hispanic, Latino, or Spanish	
c. White	
d. American Indian or Alaska Native	
e. Asian	
Chinese	
Japanese	
Filipino	
Korean	
Vietnamese	
Asian Indian	
Laotian	
Cambodian	
Other	
f. Native Hawaiian or other Pacific Islander	
Native Hawaiian	
Guamanian	
Samoan	
Other	
g. Middle Eastern or North African	
h. Other identified ethnic origin, ethnicity, or race	

SECTION 8: IDENTIFICATION, OUTREACH, & ENROLLMENT PROCESS

1. Identification, Outreach, & Enrollment Process

Process for identifying, conducting research, and enrolling participants into program intervention.

<input type="checkbox"/> Not started	<input type="checkbox"/> Planning	<input type="checkbox"/> Working on it	<input type="checkbox"/> Complete/ Established	<input type="checkbox"/> N/A
Briefly Describe:				

2. Record the number of new participants enrolled this quarter that fall into the referral sources below

Points of Entry	Q1	Q2	Q3	Q4	Total
Self-Referral					0
Referred by Parole					0
Referred by Probation					0
Referred by Social Services					0
Referred by Behavioral Health					0
Referred by Referral by Another CBO					0
Referred by Other Participants					0
Referred by SUD Program					0
CDCR					0
Active Outreach					0
Internal Program Referral					0
Referred by Public Defender					0
Referred by Family Member					0
Total	0	0	0	0	0

3. How many prerelease participants did you contact this reporting period?

4. Identify length of time between release from prison and enrollment in your program for each participant who enrolled in your program during this reporting period:

	Q1	Q2	Q3	Q4	Total
Immediately upon release from prison					0
Within 24 hrs. of release from prison					0
Within 72 hrs. of release from prison					0
Within 1 week of release from prison					0
Within 2 weeks of release from prison					0

CONFIDENTIALITY NOTICE: Documents submitted to the BSCC are considered public and may be subject to a request pursuant to the California Public Records Act. (Gov. Code, § 6250 et seq.)

Within 1 month of release from prison					0
Within 2 months of release from prison					0
Within 3 months of release from prison					0
Within 4 months of release from prison					0
Within 4-6 months of release from prison					0
Within 6-9 months of release from prison					0
Within 1 year of release from prison					0
Within 2 years of release from prison					0
Within 3 years of release from prison					0
Within 3-5 years of release from prison					0
Within 5-10 years of release from prison					0
10 + years from release from prison					0
Total	0	0	0	0	0

SECTION 9: PARTICIPANT SERVICES AND ACTIVITIES

1. Record the number of participants housed in each of the types of housing programs provided by your ARG project at the end of this reporting period. The same participants may be reported across different activities and services and quarters.

	Q1	Q2	Q3	Q4	Total
Permanent supportive housing					0
Transitional housing					0
Market rate housing					0
Shelter					0
Participants approved and on waiting list for housing opening					0
Subsidized housing					0
Other: Describe*					0
Total	0	0	0	0	0

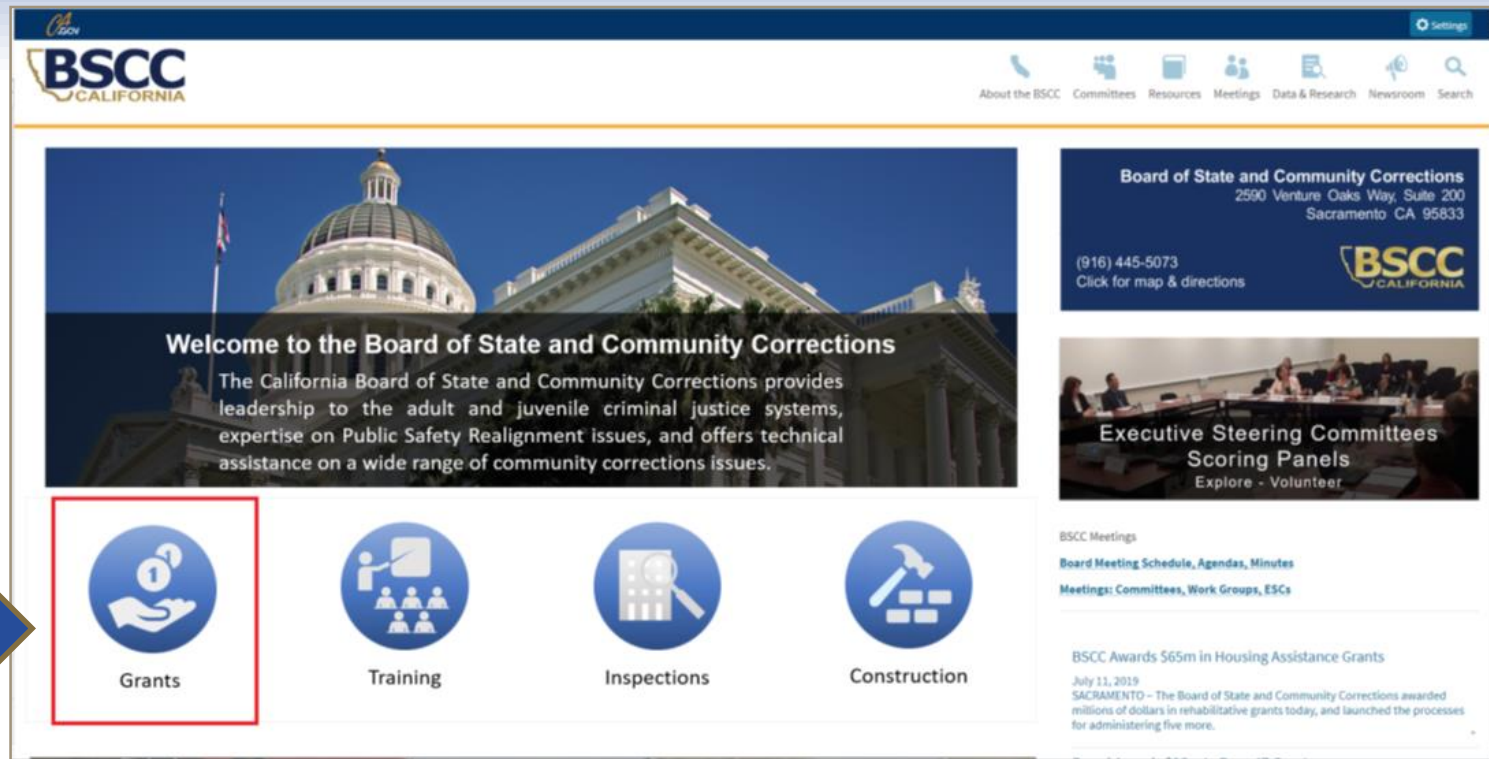
*Describe "Other" (if applicable):

2. Record the number of individuals participating in each housing related activity or receiving services listed below for the reporting period. The same participants may be reported across different activities and services and quarters.

	Q1	Q2	Q3	Q4	Total
Rent subsidies					0
Stipends to families willing to house eligible participants					0
Motel Vouchers					0
Move in costs					0
Credit repair					0
Coverage of back rent					0
Deposits					0
Utility Bills					0
Landlord incentives					0
Housing Navigations					0
Emergency services					0
Referral linkages to other services					0
Other - Describe:					0
Other - Describe:					0
Other - Describe:					0
Other - Describe:					0
Total	0	0	0	0	0

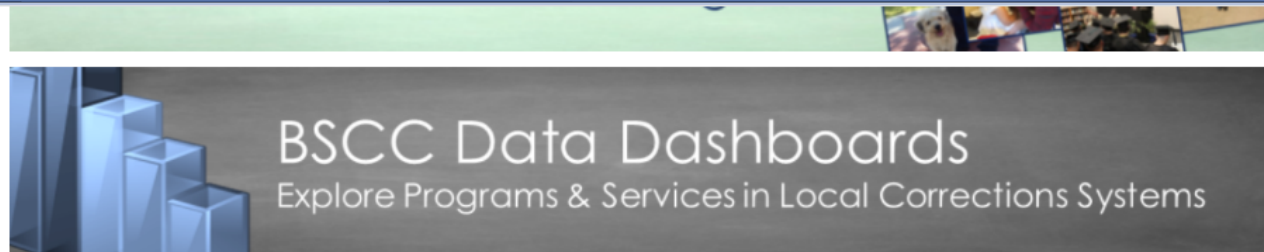
☒ DONE

HOW TO LOCATE THE PROGRESS REPORTS



From the BSCC webpage, find “Grants” to be directed to the Corrections Planning & Grant Programs page. (CPGP)

HOW TO LOCATE THE PROGRESS REPORTS



CPGP Deputy Director
Ricardo Goodridge
(916) 324-1913
ricardo.goodridge@bscc.ca.gov

- July 2020 BSCC Grant Administration Guide
- CPGP Home
- July 2016 BSCC Grant Administration Guide
- Community Corrections Partnership (CCP) Plans
- Comprehensive Monitoring Visit Tool - Sample
- Grant Funded Programs
- Grantee Invoicing
- Grantee Progress Reports**



On the CPGP webpage, locate the CPGP Quick Links and scroll to the bottom & select Grantee Progress Reports.

HOW TO LOCATE THE PROGRESS REPORTS

Grantee Progress Reports

Adult Reentry Grant (ARG) Program

Cohort I Rental Assistance Progress Reports (Grant Period 8/1/19-2/28/23)

+

Cohort II Rental Assistance Progress Reports (Grant Period 9/1/20 - 2/28/23)

-



Brilliant Corners

[Part 1](#) | [Part 2](#)

Catalyst Foundation

[Part 1](#) | [Part 2](#)

Family Assistance Program

[Part 1](#) | [Part 2](#)

Homeboy Industries

[Part 1](#) | [Part 2](#)

Life Moves

[Part 1](#) | [Part 2](#)

Men of Valor Academy

[Part 1](#) | [Part 2](#)

Time for Change Foundation

[Part 1](#) | [Part 2](#)

- Progress Reports are located under the respective grantee program.
- Scroll down the Grantee Progress Reports page to find the appropriate grant program.
- Click on the expand icon.

DUE DATES

REPORTING REQUIREMENTS

Grantee will submit quarterly progress reports in a format prescribed by the BSCC. These reports, which will describe progress made on program objectives and include required data, shall be submitted according to the following schedule:

DON'T

FORGET

Progress Report Periods

1. September 1, 2020 to September 30, 2020
2. October 1, 2020 to December 31, 2020
3. January 1, 2021 to March 31, 2021
4. April 1, 2021 to June 30, 2021
5. July 1, 2021 to September 30, 2021
6. October 1, 2021 to December 31, 2021
7. January 1, 2022 to March 31, 2022
8. April 1, 2022 to June 30, 2022
9. July 1, 2022 to September 30, 2022
10. October 1, 2022 to December 31, 2022
11. January 1, 2023 to February 28, 2023

Due no later than:

November 16, 2020
 February 15, 2021
 May 14, 2021
 August 15, 2021
 November 15, 2021
 February 15, 2022
 May 16, 2022
 August 15, 2022
 November 15, 2022
 February 15, 2023
 April 14, 2023

Grantees shall submit all other reports and data as required by the BSCC.

adultreentrygrant@bscc.ca.gov

QUARTERLY PROGRESS REPORTS



Questions?

SITE VISITS & MONITORING

- ◆ Comprehensive Monitoring Visits
- ◆ Initial Visits
- ◆ Technical Assistance Visits
- ◆ Special Events Visits



COMPREHENSIVE MONITORING VISITS



Corrections Planning and Grant Programs Division
COMPREHENSIVE MONITORING VISIT (CMV) TOOL

Grantee: Award Year: 1 ☐ 2 ☐ 3 ☐ 4 ☐
Grant Program: Federal Funds: ☐ State Funds: ☐
Contract Number: Grant Amount:
Project Title:
Project Director: Financial Officer:
Project Director Phone: Financial Officer Phone:
Project Director E-Mail: Financial Officer E-mail:
Field Representative: Date of Visit:

Persons Interviewed During the Visit:

Name	Title	Agency

BSCC will conduct periodic on-site reviews. This requires coordination between the grantee & any outside service providers. It is necessary that the correct staff needing to be interviewed, as well as properly organized documentation to be available for compliance.

SITE VISITS & MONITORING



Questions?

