



Overview of Programmatic Requirements

COMMUNICATION WITH ALL PARTNERS

Ensure the full Project Team and all Project Partners (internal & external) understand:

- ✓ Project Goals and Objectives
- ✓ Project Workplan
- ✓ Project Timelines
- ✓ Project Roles and Responsibilities
- ✓ Key Activities and Due Dates
- ✓ Terms of the Contract



MODEL / INTERVENTION FIDELITY

Do you have a mechanism(s) in place to monitor your project for fidelity to the project model(s)?

Do you have method for:

- ✓ tracking youth?
- ✓ tracking measures for services?
- ✓ quality control?
- ✓ quality assurance?



Occurs throughout the life of the grant project.

**NEVER STOP
IMPROVING.**

PROGRAMMATIC REQUIREMENTS

Project Director Calls

- Quarterly
- Report Outs for:
 - ✓ Program and Fiscal Updates
 - ✓ Accomplishments
 - ✓ Barriers
 - ✓ Data Questions
 - ✓ Networking
 - ✓ Technical Assistance
 - From BSCC
 - From Peers



KEY PROGRAM REQUIREMENTS

- ❑ Financial Invoices (...more tomorrow)
 - ❑ Submission via email at: PP_Grants@bscc.ca.gov
 - ❑ Submit Quarterly
 - ❑ Future Webinar

- ❑ Project File Retention (3 Years Post-Grant)

- ❑ Grantees must make measurable progress toward stated goals and be in full compliance with all contractual requirements

- ❑ Site Visits (...more tomorrow)
 - ❑ Expectations
 - ❑ Sample Form
 - ❑ Future Webinar

QUARTERLY PROGRESS REPORTS

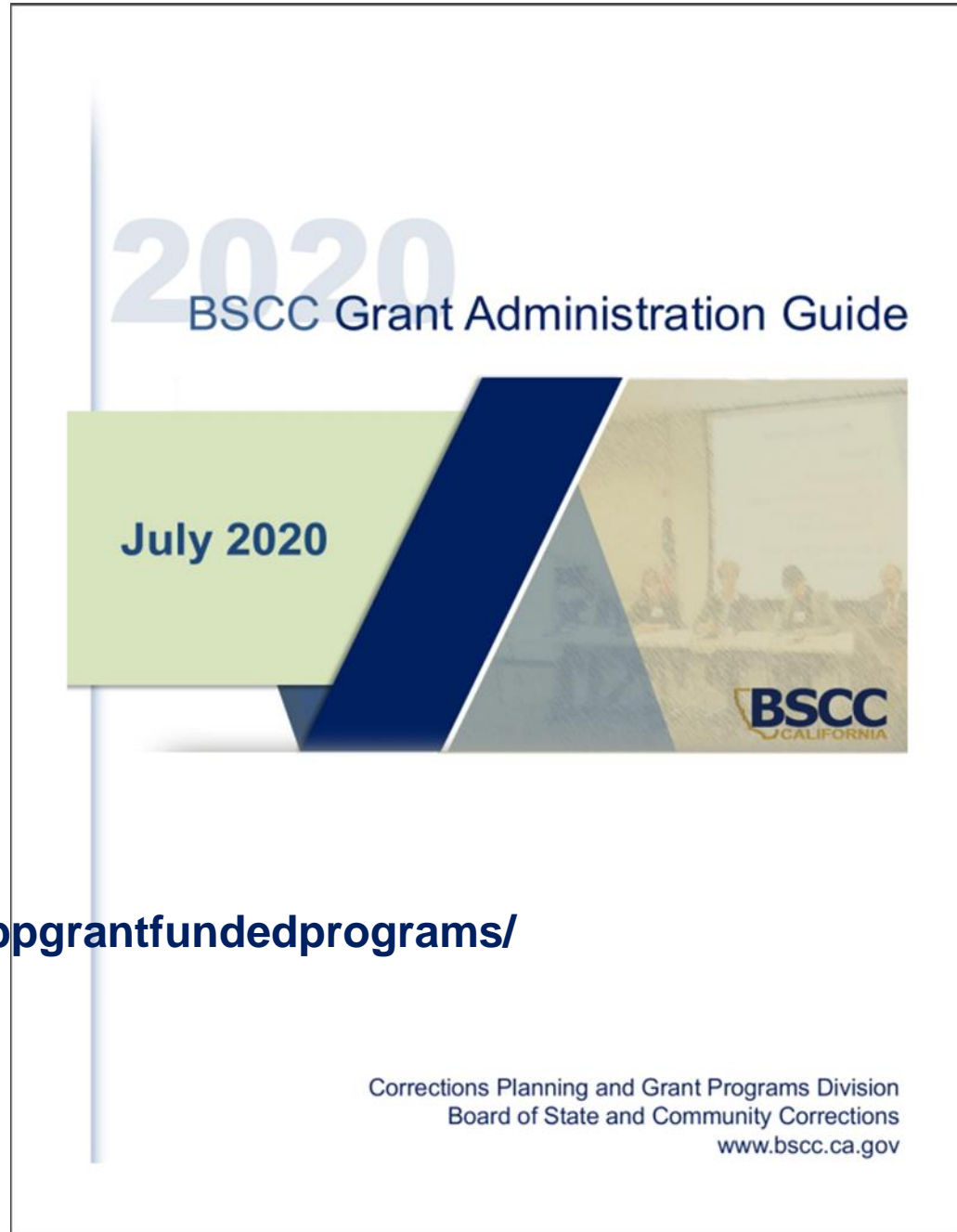
- ❑ Progress Reports (More on Day 3)
 - ❑ Future Webinar
 - ❑ Submit Quarterly
- ❑ Provides a written account of project milestones, progress, and challenges
- ❑ Main tool for communicating with the BSCC about how project implementation is going
- ❑ Collect Quantitative and Qualitative Variables

more to come...



BSCC GRANT ADMINISTRATION GUIDE

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



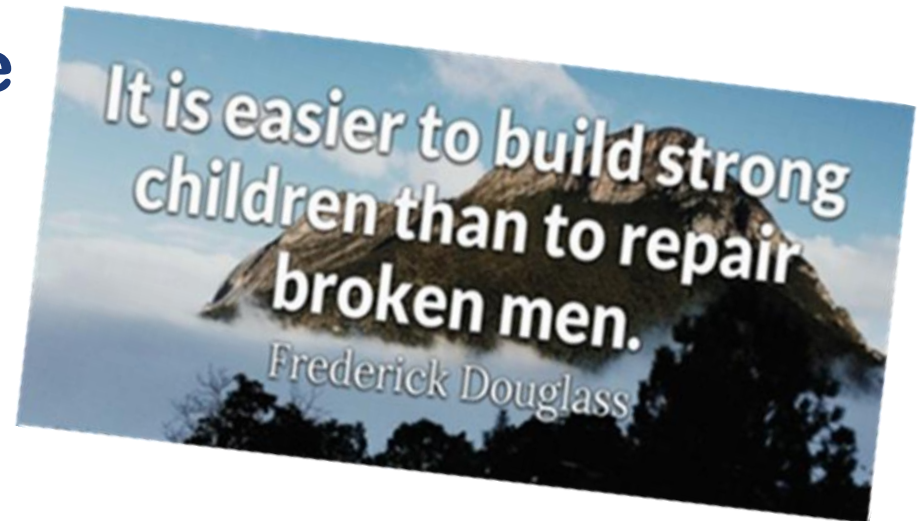
Corrections Planning and Grant Programs Division
Board of State and Community Corrections
www.bscc.ca.gov



Overview of Monitorings / Site Visits

MONITORINGS

- ❑ Periodic On-Site Visits
 - ❑ Initial
 - ❑ Technical Assistance
 - ❑ Comprehensive
 - ❑ Compliance
 - ❑ Special Event
 - ❑ Close-out



MONITORINGS

- ❑ **Comprehensive Monitoring Visit (CMV)**
 - **Once During Grant Cycle**
- ❑ **CMV Tool**
- ❑ **Key Project Staff With Partners and Subcontractors**
- ❑ **Fiscal and Project Documentation Organized and Available**
- ❑ **Time to Showcase Your Project!**

MONITORINGS

Comprehensive Monitoring Visit (CMV)

- ❑ Administrative Review
- ❑ Civil Rights Review
- ❑ Fiscal Review
- ❑ Program Review
- ❑ Data Collection and Evaluation



On-Site Monitoring Timeframe Guide

PROGRAM MONITORING (SITE VISIT) PREPARATION TOOL			
Monitoring Component	Approximate Timeframe	Who is Involved	Supporting Document and Reviewing Activities
Administrative Review (includes Office for Civil Rights requirements, if applicable)	90 minutes	Project Director and fiscal staff	Review Grant Administration and Audit Guide, subcontracts, grant-specific duty statements, employee timesheets for full-time staff and functional timesheets or time studies for part-time staff (verify salaries and benefits are not claimed under other funding sources), review EEO Policy.
Fiscal Review	90 minutes	Project Director and fiscal staff	<ol style="list-style-type: none"> 1. Budget File: Review official budget file and contents. 2. Invoicing: Review of purchase orders, receipt of goods, subcontracts (to include service provided, fee/service, time allocated), separate funding accounts to differentiate grant funds from other funds, cancelled checks/disbursement documents for payments to vendors and/or subcontractors. 3. Internal Controls: Review of fiscal policies (transactions for receipt, approval and posting must be made by more than one employee for any one transaction).
Program Review	2-4 hours	Project Director and program staff	Interview program staff, observe groups or treatment interventions, review of case records, files, surveys or other supporting documentation for meeting grant objectives, review of challenges and successes, etc. Visit program site(s), wherever possible.
Program Data/Outcomes	60 minutes	Project Director and data staff	Review plan for project performance and outcomes; review data collection processes and/or systems.