



Board of State and Community Corrections General Expectations for an On-Site Monitoring

The purpose of the BSCC Comprehensive Monitoring Visit (CMV) is two-fold: 1) to assess whether the project is in compliance with grant requirements and making progress toward grant objectives, and 2) to provide technical assistance as needed regarding fiscal, programmatic, and administrative requirements. To that end, this document should be viewed as a tool to assist in preparing for the CMV.

For each section of the CMV, the table below outlines the approximate time it may take for BSCC staff to review that section, who should be involved, and examples of supporting documentation. This is not an exhaustive list of supporting documents; however, this table should be used as a general guide to prepare for the visit and for the grantee to develop an agenda.

Monitoring Component	Approximate Time-frames	Grant Staff	Supporting Document and Reviewing Activities
Meeting Kick Off	15-20 minutes	Project Director, Project Staff, and Fiscal Staff	BSCC and Grantee Introductions; Meeting Purpose
Administrative and Fiscal Review	2.5 hours- includes: <ul style="list-style-type: none"> On-site discussion and document review. 	Project Director, Fiscal Staff, and Project Staff as applicable	Review: <ul style="list-style-type: none"> Fully Executed Standard Agreement Grant-Specific Duty Statements and Time-sheets Official Budget File and Contents Copies of Subcontracts Non-Governmental Organization Assurances Fiscal Policies including internal controls Invoices Supporting Documentation for all expenses charged to the grant, including match contributions, if applicable.
Program Review	3 hours- may include: <ul style="list-style-type: none"> 45 minutes of on-site discussion and document review. 2 hours for observation of grant-funded services, including necessary travel time and/or subcontractor(s) document review. 	Project Director and Project Staff	Review: <ul style="list-style-type: none"> Target Population Criteria Policies and Procedures Progress Reports Case records, files, surveys or other supporting documentation for meeting grant objectives Observe: <ul style="list-style-type: none"> Grant-funded <u>subcontracted sites</u> Interview staff; view groups/treatment interventions
Data Collection and Evaluation Review	40 minutes- includes: <ul style="list-style-type: none"> On-site discussion and document review. 	Project Director, Data Staff and Evaluator(s)	Review: <ul style="list-style-type: none"> Progress Towards Goals and Objectives Outcomes Preliminary Evidence of Project Impact(s)
Site Visit Debrief	10-20 Minutes	Project Director, Staff	BSCC Observations; Next Steps