

# CORRECTIONS PLANNING AND GRANT PROGRAMS

## GENERAL EXPECTATIONS FOR VIRTUAL COMPREHENSIVE MONITORING VISITS FOR BSCC GRANT PROGRAMS

**Purpose:** The purpose of the virtual Board of State and Community Corrections (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 virtual CMV.

**What to Expect:** The table below outlines each section of the CMV Tool, 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 discussion topics as each grant program and its corresponding requirements will vary. This table should be used as a general guide in planning and preparing for the virtual CMV, including developing the agenda. Review of the CMV components do not need to be agendized in the following order and some components may require additional time. Please contact your Field Representative if you have any questions.

VIRTUAL GRANT PROGRAM CMV PREPARATION TOOL			
CMV Tool Component	Approximate Timeframe	Who is Involved	Component Discussion Topics
Opening	20 minutes	Project Director and Team	Introductions of Project Staff, review of agenda, Q&A, project overview.
Administrative Review	45 minutes	Project Director and Fiscal staff	Review Grant Administration 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).
Civil Rights Review-		Project Director and pertinent Administrative staff	Review of Non-Discrimination policies and, for Federal Grant-funded projects, Equal Employment Opportunity Plans (EEOP) and Office for Civil Rights requirements.
State Grants	5 minutes		
Federal Grants	20 minutes		
Fiscal Review	60 minutes	Project Director and Fiscal staff	<ul style="list-style-type: none"> <li>• Budget File: Review official budget file and contents.</li> <li>• Invoicing: Review of purchase orders, receipt of goods, subcontracts, delineation of funding accounts, disbursement documents for payments to vendors and/or subcontractors.</li> <li>• Internal Controls: Review of fiscal policies and written fiscal checks &amp; balances.</li> </ul>

Program Review	45 minutes	Project Director and Staff	Interview program staff, observe groups or treatment interventions (if virtually possible), review of case records, files, surveys, or other supporting documentation for meeting grant objectives, review challenges and successes.
Data Collection and Evaluation	30 minutes	Project Director and Data / Evaluation Staff	Review plan for project performance and outcomes; review data collection processes and/or systems, evaluation progress.
Closing	20 minutes	Project Director and Project Staff, as needed	Brief summary of the virtual visit, Q&A, next steps in the process.