Overview of Programmatic Requirements for Mobile Probation Grants

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

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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 probationers?
- ✓ tracking measures for other PPAs?
- ✓ quality control?
- ✓ quality assurance?

Occurs throughout the life of the grant project.

MANDATORY Quarterly Project Director Calls

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

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Key Program Requirements

- ❏ Financial Invoices (…more tomorrow)
  - ❏ OneDrive Repository
  - ❏ Submit Quarterly

- ❏ 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

- ❏ Progress Reports (…more tomorrow)
  - ❏ Submit Annually
  - ❏ End of Project Report

Key Take-Aways From Today

- ✓ Open Communication!
- ✓ Update Grant Contact/Changes to Key Staff
- ✓ Web Resource Page
- ✓ Mobile Probation Inbox = MobileProbation@bscc.ca.gov
- ✓ Written Notifications & Requests from the Project Director *(Prior Approval)*
  - ✓ Modifications
  - ✓ Fixed Asset Purchases over $3,500 per item
- ✓ Any/All Subcontractors Must Adhere to the Terms of the Contract (Including Above)
- ✓ Mandatory Quarterly Project Director Meetings

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

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