



B. Program Site Visit Policy and Protocol

Program site visits for each Commission grant should occur at least twice a year. In general, one site visit will be dedicated to examining agency documentation of grant activities and one visit will be dedicated to observing funded activities. Both visits should be opportunities to assess whether the targets and objectives are being met. For grants that are primarily fiscal or administrative in nature, one annual site visit may be performed.

Agencies with programs that are assessed to be unlikely to meet grant targets and objectives will be required to submit a corrective action plan. Staff will inform the Commission of grants with corrective action plans and may recommend that the Commission place a grant on probationary status.

At staff discretion, unannounced drop-in visits may be implemented to observe grant activities.

Commission staff will schedule site visit with agency. The agency will be provided a copy of the Program Site Visit Guidelines to assist the agency preparation for the site visit.

At the site visit, Commission Staff will review and examine:

- Participant files
- Intake/Registration forms (templates and completed forms)
- Reports submitted to Commission
- Surveys and other material used for evaluation purposes (templates and completed forms)
- Reports/Analysis of funded activity performance
- Publicity material for funded activities
- Board minutes
- Organization Chart

Commission Staff will identify funded staff and interview appropriate staff. Commission Staff will complete a Program Site Visit Report form. The completed form should be filed to the grant file and circulated to Commission Staff.

Prior to the site visit Commission Staff should review the grant file to identify the current scope of work and follow-up issues written to file. Commission Staff should identify further issues for follow-up during site visit.

On an as needed basis, the Commission staff may schedule additional site visits to observe funded activities.