



## Illinois Coalition Against Domestic Violence

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# Policies and Procedures for Grant Administration

These policies and procedures were adopted by the ICADV Board of Directors on February 19, 2009 and will be reviewed annually by the ICADV Services Committee.

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## Section I: Definitions

RFP (Request for Proposal): The document ICADV distributes to domestic violence programs/subrecipients to complete for funding of a VOCA or VAWA project.

RFCP (Request for Continuation Proposal): The document ICADV distributes to domestic violence programs that are subrecipients to complete for continuation funding of a VOCA or VAWA project.

Proposal: The domestic violence program's response to the RFP or RFCP. It is the domestic violence program's grant application for the funded project.

ICJIA Proposal: The document ICADV prepares and submits to ICJIA to apply for statewide funding for each grant. This is the Exhibit A portion of the interagency agreements between ICADV and ICJIA. One of these documents must be submitted to ICJIA for each of the two contracts.

Subrecipient: Domestic violence program receiving a VOCA or VAWA subcontract.

Subcontract: Document/contract ICADV has with subrecipient domestic violence programs.

Domestic Violence Program: A service provider that:

- Is a legally incorporated not for profit organization whose principal mission is to provide services to victims of domestic violence. Services consist of one or more of the following: information, crisis intervention, emergency shelter, referral, counseling, advocacy, or emotional support.
- Has a record of providing effective, victim-centered services for the past two years. Victim-centered services are those that promote empowerment and self-determination of victims and which hold abusers accountable for their behavior.
- Provides services that are free, nondiscriminatory and confidential;
- Provides all staff and volunteers with 40 hours of domestic violence training. Staff trained after July 1, 2004, must be trained by a site approved by the Illinois Certified Domestic Violence Professionals;
- Provides 24 hour telephone accessibility by personnel without requiring the victim to make a second phone call or wait for a return phone call;
- Provides access to safe housing, including access to trained staff and services to effectively meet the needs of victims;
- Has demonstrated ability to utilize an intake assessment to determine eligible clients and uses appropriate service plans for eligible clients;
- Assists victims in seeking available crime victim compensation benefits;
- Promotes coordinated public and private efforts within the local community to aid crime victims;
- Has credibility within their service community regarding provision of services to domestic violence victims.

ICADV Services Committee: A Board committee of the Illinois Coalition Against Domestic Violence composed of Board members or their designates. The primary functions of the Committee are Victims of Crime Act and Violence Against Women Act grants administration and service policy development.

## Section II: Currently Funded Projects

*Currently funded projects are those projects that are supported by VOCA and VAWA grants as of January 2001. These are: VOCA Adult Services (includes legal advocacy, op follow up, special populations, medical advocacy); VOCA Child Services (include normalizing child services; enhanced child services; contractual therapeutic services); and VAWA STOP Services to Unserved and Underserved Populations.*

### Grant Cycles

- Grants will be made for periods of two years. The first year will require domestic violence programs to submit a proposal. Year two of the grant will require the submission of continuation materials.
- Each year, the Services Committee will recommend for approval by the ICADV Board of Directors which project(s) requires a full RFCP(s).

### Eligibility for funding

- Application materials (RFCPs and continuation materials) for currently funded projects will be distributed to currently funded subrecipients only. Cost of living increases (COLA), as approved by ICJIA, will be applied annually to currently funded projects.
- A letter of intent will be required from each domestic violence program prior to submission of a proposal. Letters of intent must be received in the ICADV office no later than the due date and time indicated in the RFCP for the given project. Late letters of intent will not be accepted and the agency will not be allowed to submit a proposal for the given project.
- Each domestic violence program must be in compliance with the ICADV Assurances Agreement in order to be eligible for funding.
- All proposals and continuation materials must be received in the ICADV office no later than the due date and time indicated in the RFCP and/or application notice for the given project. Late proposals and continuation materials will not be accepted.

### Drafting RFCPs

- Staff complete a draft of the RFCP and submit it to the Services Committee for revisions and approval. After approval by the Services Committee, the RFCP is sent to ICJIA for approval, if necessary. If ICJIA requests substantive revisions, staff will consult with the Services Committee before making the revisions and submitting the revised RFCP to ICJIA. The Services Committee authorizes staff to make editorial revisions requested by ICJIA without prior approval by the Services Committee.

### RFCP Application

- ICADV may require, on occasion, regional Bidder's Conferences and/or technical assistance conference calls (pending funding). The Bidder's Conferences will provide domestic violence programs with information and technical assistance to complete a proposal in response to an RFCP. Technical assistance will be available for completing the proposal from ICADV staff and Board member volunteers.

### Review of Materials

#### *Proposals*

1. A team of readers will be selected by ICADV staff and the Services Committee.
2. A minimum of 3 readers will review each proposal (2 ICADV Board members or their designees as approved by the Services Committee, 1 non-affiliated reader)
3. In addition to the proposals the readers will be scoring, readers will be given a copy of the RFCP instructions that was sent to applicants. This will include a listing of the maximum number of points which may be given for each section of the proposal. Readers will also be provided with a score sheet for each proposal.

4. Readers will be given scoring guidelines to ensure uniformity in the scoring process. Readers will also participate in a training session covering proposal application process, requirements of the request for continuation proposal, and scoring guidelines.
5. Score sheets will be collected and compiled by ICADV staff. ICADV staff will average the scores from each of 3 readers to determine the final score of each proposal.
6. After final scoring is completed, proposals will fall into one of the following categories:
  - a. 90-100 points: Fund proposal as is. Domestic violence program may be asked to provide clarification as needed.
  - b. 80-89 points: Fund proposal contingent upon revisions requested by readers.
  - c. 60-79 points: Proposal should be rewritten using comments from the readers as a guideline. The rewritten proposal shall be read and scored by one of the original readers. If the rewritten proposal is scored at 70-79 points, the proposal shall be funded, the domestic violence program will be placed on the calendar for a site review and will be provided with technical assistance as needed.

If the rewritten proposal is scored at 60-69 points, the proposal shall be reread by 1 ICADV Services Committee member and 2 non-affiliated readers before final funding decisions shall be made. If scored lower than 70 points the rewritten proposal shall not be funded.

- d. 59 and below: Proposal shall be reread by 1 ICADV Services Committee member and 2 non-affiliated readers before final funding decisions shall be made. If a proposal still falls at 59 points or below, the proposal shall not be funded.
7. Domestic violence programs will be notified in writing via e-mail of the status of their proposals (funded or not funded and any clarifications or revisions necessary) within two weeks of final funding decisions. Domestic violence programs scoring 90 points or below will also receive any list of strengths and weaknesses noted by the readers. For any proposal scoring over 90 points, the domestic violence program must specifically request the notes.
8. Revisions for proposals described in 6.B above will be reviewed and approved accordingly by staff. If necessary, staff will consult with one of the original readers of that proposal.
9. Each reader must submit one score sheet for each proposal s/he was asked to review. Failure of a reader to submit score sheets for each reviewed proposal will result in all scores of that reviewer being disallowed. If a set of scores are disallowed, the Services Committee will determine whether it is necessary to repanel the proposals to another reader.

#### *Continuation Materials*

- Materials to continue projects funded by the RFCP in year 2 must contain a new budget and budget narrative, service and outcome objectives for that year. Continuation materials will be reviewed by ICADV staff.

#### *Late Revisions*

- Revisions to proposals and continuation materials must be submitted no longer than four weeks after the revisions are requested.
- Late revisions will result in a recommendation by the ICADV Services Committee to the ICADV Board to reduce or deny funding of the grant for that subrecipient. Subrecipient shall be allowed a 7 day grace period beyond the four weeks provided for the submission of revisions. If revisions are 8-30 days late, the subrecipient's allocation amount for that project shall be reduced by 25% from the original award amount. If revisions are more than 30 days late, subrecipient shall lose all remaining funds for that project. See Section VII: Reconsideration Policy.

#### *Unsatisfactory Revisions*

- Subrecipients will be encouraged to contact ICADV staff and/or other program directors for technical assistance in completing revisions.

- Unsatisfactory revisions may result in a recommendation by the ICADV Services Committee to the ICADV Board to deny funding of the grant for that subrecipient. See Section VII: Reconsideration Policy.

#### *Re-allocation of Program Funds*

- Funds that become available because a subrecipient lost its allocation will be distributed among currently funded subrecipients as one-time funds for purposes determined by the Services Committee in consultation with ICJIA.
- Domestic violence programs that have lost their funding will be eligible to apply for funding for that specific project in the next funding cycle by submitting a complete proposal for that project.
- Any exceptions to the above will be considered by the Services Committee and presented to the ICADV Board of Directors as a resolution.

### **Section III: New Funds/Projects**

#### **Allocation of New Funds**

- Should new monies for domestic violence services become available, the Services Committee and ICJIA shall consult about the most effective use of the new funds.

#### **Eligibility for funding**

- RFPs for new grant funds for new projects will be distributed to currently funded subrecipients and to new domestic violence programs that are on the ICADV mailing list or that request a RFP.
- A letter of intent will be required from each domestic violence program prior to submission of a proposal. Letters of intent must be received in the ICADV office no later than the due date and time indicated in the RFP for the given project. Late letters of intent will not be accepted and the agency will not be allowed to submit a proposal for the given project.
- All domestic violence programs must be in compliance with the ICADV Assurances Agreement in order to be eligible for funding.
- Proposals must be received in the ICADV office no later than the due date and time indicated in the RFP for the given project. Late proposals will not be accepted.

#### **Drafting RFPs**

- Staff complete a draft of the RFP and submit it to the Services Committee for revisions and approval. After approval by the Services Committee, the RFP is sent to ICJIA for approval, if necessary. If ICJIA requests substantive revisions, staff will consult with the Services Committee before making the revisions and submitting the revised RFP to ICJIA. The Services Committee authorizes staff to make editorial revisions requested by ICJIA without prior approval by the Services Committee.

#### **RFP Application**

- ICADV may require, on occasion, regional Bidder's Conferences (pending funding). The Bidder's Conferences will provide domestic violence programs with information and technical assistance to complete a proposal in response to an RFP. Domestic violence programs that are not currently funded must attend the Bidder's Conference to be eligible for funding. Technical assistance will be available for completing the proposal from ICADV staff and Board member volunteers.

#### **Review of Materials**

##### *Proposals*

1. A team of readers will be selected by ICADV staff and the Services Committee.
2. A minimum of 3 readers will review each proposal (2 ICADV Board members or their designees as approved by the Services Committee, 1 non-affiliated reader).

3. In addition to the proposals the readers will be scoring, readers will be given a copy of the RFP instructions that was sent to applicants. This will include a listing of the scoring points that are attached to each section. Readers will also be provided with a score sheet for each proposal.
4. Readers will be given scoring guidelines to ensure uniformity in the scoring process. Readers will also participate in a training session covering proposal application process, requirements of the request for proposal, and scoring guidelines.
5. Score sheets will be collected and compiled by ICADV staff. ICADV staff will average score sheets from each of 3 readers to determine the final score of each proposal.
6. After final scoring is completed, proposals will fall into one of the following categories:
  - a. 90-100 points: Fund proposal as is. Domestic violence program may be asked to provide clarification as needed.
  - b. 80-89 points: Fund proposal contingent upon revisions requested by readers
  - c. 79 and below: Proposal shall not be funded.
7. Domestic violence programs will be notified in writing via e-mail of the status of their proposals (funded or not funded and any clarifications or revisions necessary) within two weeks of final funding decisions. Domestic violence programs scoring 90 points or below will also receive any list of strengths and weaknesses noted by the readers. For any proposal scoring over 90 points, the domestic violence program must specifically request the notes.
8. Revisions for proposals described in 6.B above will be reviewed, rescored and approved accordingly by staff. If necessary, staff will consult with one of the original readers of that proposal. Revisions submitted for proposals described in group 6.C above will be reviewed and rescored by 1 of the original readers of the proposal.
9. Each reader must submit one score sheet for each proposal s/he was asked to review. Failure of a reader to submit score sheets for each reviewed proposal will result in all scores of that reviewer being disallowed. If a set of scores are disallowed, the Services Committee will determine whether it is necessary to repanel the proposals to another reader.

#### *Late Revisions*

- Revisions to proposals must be submitted no longer than four weeks after the revisions are requested.
- Late revisions will result in a recommendation by the ICADV Services Committee to the ICADV Board to deny funding of the grant for that subrecipient. Subrecipient shall be allowed a 7 day grace period beyond the four weeks provided for the submission of revisions. If revisions are 8-30 days late, the subrecipient's allocation amount for that project shall be reduced by 25% from the original award amount. If revisions are more than 30 days late, subrecipient shall not be funded for that project. See Section VII: Reconsideration Policy.

#### *Unsatisfactory Revisions*

- Subrecipients will be encouraged to contact ICADV staff and/or other program directors for technical assistance in completing revisions.
- Unsatisfactory revisions may result in a recommendation by the ICADV Services Committee to the ICADV Board to deny funding of the proposal. See Section VII: Reconsideration Policy

## **Section IV: Allocation of Contracts Annual Timeline**

See Appendix A: Grant Administration Timeline.

## Section V: Monitoring of Projects

Projects will be monitored on a regular basis, as provided in the contracts between ICADV and ICJIA. In addition to review of statistical accomplishments and fiscal compliance, ICADV completes annual site visits and reports for a percentage of the funded projects as agreed between ICADV and ICJIA.

### *Site Visits*

Site visits will result in one of the following ratings:

- Excellent: Exceeds expectations in most or all of the key areas.
  - Satisfactory: Meets expectations in most or all of the key areas.
  - Developing: Needs significant improvement in key areas.
  - Unsatisfactory: Fails to meet minimum expectations in key areas.
- Projects that receive a "*Developing*" site visit rating will be required to implement specific corrective action steps in accordance with a timeline for the completion of those steps that is agreed upon between ICADV and the subrecipient. Failure to complete the corrective action steps within the timeline may result in a project rating of "*Unsatisfactory*."
  - Projects that receive an "*Unsatisfactory*" site visit rating will be placed on probation and be required to implement specific corrective action steps in accordance with a timeline for the completion of those steps that is agreed upon between ICADV and the subrecipient. Failure to complete the corrective action steps within the timeline may result in a loss of funding.
  - Based upon review of materials submitted by staff, the recommendation to terminate funding for a project will be made by the ICADV Services Committee to the ICADV Board. The ICADV Board will notify ICJIA and the unfunded program of recommendations to terminate funding. The unfunded program shall also be notified of its right of reconsideration of funding recommendations made by the ICADV Board.

A written report including a summary of the site visit shall be provided to the subrecipient by the site monitor no later than four (4) weeks following the site visit. See Appendix B for a sample site visit report and description of performance expectations in key areas. A rating of *Developing* applies to a project in its first two years that has significant difficulty meeting performance expectations in the key areas, such as implementing its objectives, and which requires re-design or other changes. *Developing* may also apply to an established project whose performance has significantly declined as a result of staff turnover or other factors. A rating of *Unsatisfactory* applies to a project that fails to meet performance expectations in key areas and/or that fails to implement corrective actions in accordance with the timeline agreed upon between ICADV and the subrecipient.

### *Reporting Requirements: Fiscal Reports, Statistical Reports, Subcontracts, and Audits*

Subrecipients will be notified of due dates for fiscal reports, statistical reports, and audits at the beginning of the fiscal year. Subrecipients will be notified of due dates for each subcontract in correspondence which accompanies each subcontract.

- If, for each project, a subrecipient submits fiscal reports or statistical data after their respective due dates more than 3 times in any one fiscal year, the subrecipient shall receive an "*Unsatisfactory*" rating for timely submission of materials required by the subcontracts. The subrecipient will be placed on probation, and will be required to implement specific corrective action steps in accordance with a timeline for the completion of those steps that is agreed upon between ICADV and the subrecipient. Failure to complete the corrective action steps within the timeline may result in a termination of the subcontract or reduction in funding of the subcontract for that specific project from the date of notice forward.

Based upon review of materials submitted by staff, the recommendation to terminate funding for a project will be made by the ICADV Services Committee to the ICADV Board. ICADV Board will notify ICJIA and the unfunded program of recommendations to terminate funding.

### *Suspension of Funds*

A suspension of funds is defined as the temporary suspension of payments on an active agreement between a Subprovider and ICADV. The Services Committee may determine a suspension of funds is necessary should ICADV become aware of any of the following scenarios:

1. failure of the subprovider to pay worker's compensation, unemployment taxes, or other taxes and/or fees required by law;
2. failure of the Board or staff of the subprovider to exercise due diligence with respect to documented misuse of funds by the subrecipient's Board or staff;
3. loss of the subrecipient's 501c3 status;
4. failure of the subprovider to meet ICADV assurances/agreements, VOCA eligibility requirements, or other contractual requirements; or
5. other activity serious enough to warrant further investigation.

Subprovider shall be notified immediately in writing of any suspension of funds. In the event of a suspension of funds, all ICADV funded activities may be immediately ceased by the subprovider. If the investigation results in the Services Committee voting to terminate funding to that subprovider, the Services Committee will make a recommendation to the \*ICADV Board of Directors for the final decision.

\*The ICADV Executive Committee is authorized by the ICADV Board to represent the ICADV Board when a timely response is necessary.

## **Section VI: Notification and Right to Request Reconsideration of Funding Decisions**

The ICADV Board will give subrecipients written notification, sent via "proof of receipt" mail, of decisions to suspend or terminate funding. The ICADV Board will give applicants written notification of decisions to deny funding of grant proposals. The ICADV Board will also inform the subrecipient/applicant of the right of reconsideration, as outlined in Section VII: Reconsideration Policy of this manual.

## **Section VII: Reconsideration Policy**

If a subrecipient or applicant domestic violence program requests reconsideration of an ICADV funding decision, the following procedures are to be followed:

1. The domestic violence program shall submit a written statement explaining why the domestic violence program challenges the decision of ICADV to the Services Committee and any other relevant information no later than 10 working days following the date of notification that the domestic violence program was not funded.
2. The Services Committee shall respond in writing to the request within 7 working days following the receipt of the request and may include a request for a meeting to discuss the matter with the applicant domestic violence program. Response of the Services Committee shall include reasons why funding was denied, reduced, terminated, or restored.
3. If the domestic violence program is not satisfied with the Services Committee's response, the domestic violence program may submit its request to the ICADV Board of Directors\* no later than 7 working days after the receipt of the Services Committee's response.
4. The ICADV Board of Directors\* shall respond in writing to the grievance no later than 7 working days after the request is received. The decision reached by the ICADV Board of Directors\* shall be final. Response of the ICADV Board of Directors\* shall include reasons why funding was denied, reduced, terminated, or restored.
5. If the domestic violence program is not satisfied with the ICADV Board of Directors'\* response, the domestic violence program may submit, in writing, with a copy being sent to the ICADV Board of Directors\*, the domestic violence program's request to ICJIA within 7 working days of the receipt of the ICADV Board of Directors'\* response. The decision of the ICADV Board of Directors\* stands firm until ICJIA communicates its decision on the request to the domestic violence program and to ICADV.
6. Funds in dispute shall not be reallocated by ICADV [or ICJIA] until the reconsideration process is concluded.

\*The ICADV Executive Committee is authorized by the ICADV Board to represent the ICADV Board when a timely response is necessary.

## **Section VIII. Allocation of Lapsing Funds**

The Services Committee delegates to ICADV staff responsibility for making recommendations to ICJIA about the use and re-allocation of lapsing funds and funds returned from subrecipients during or at the end of the fiscal year. ICADV staff shall keep the Services Committee informed of status of any lapsing funds.

## **APPENDIX A: GRANT ADMINISTRATION TIMELINE**

**Grant Administration Timeline for the Following ICJIA/ICADV Contracts:**

- VOCA Adult Services
- VOCA Child Services
- VAWA STOP Services

	July	August	September	October	November	December
Services Committee			<p>Vote on what project(s) will require proposals to be written for the next fiscal year</p> <p>Review suggested revisions to RFP/RFCP</p> <p>Review policies and procedures manual</p>		<p>Review/Approve RFP/RFCP—changes approved by chair after meeting</p>	<p>Review ICJIA requested revisions to RFP/RFCP that are substantial</p>
ICADV Staff		<p>Review common problems apparent in last year's proposal submissions. These suggested revisions can be taken to Services Committee in September.</p> <p>Ask ICJIA if there are any major changes that must be implemented in RFP/RFCP</p>	<p>Rewrite RFP/RFCP</p>	<p>Submit rewritten RFP/RFCP to Services. Comm.</p>	<p>Implement changes in RFP/RFCP</p> <p>Send RFP/RFCP to Services. Comm. Chair for approval</p> <p>Submit RFP/RFCP to ICJIA for approval</p>	<p>Implement ICJIA requested changes to RFP/RFCP (substantial revisions taken to Services. Comm.)</p>
Other Notes	<p>As part of ICJIA proposals, ICADV must submit an individual training proposal for each VOCA funded training. These training proposals can be submitted for approval any time before the training. July, December are usually when training proposals are submitted to ICJIA for approval</p>	<p>ICADV staff will send subcontracts, requests for closeouts, new fiscal reports to subrecipients in June/July</p> <p>ICADV staff will review number of late reports submitted during current fiscal year in January and June</p>		<p>Services Committee will consult with ICJIA for funding priorities of new funds</p>		

	January	February	March	April	May	June
Services Committee	Approve RFP/RFCP: changes necessary approved by chair		Set meeting/conf. call proposal readers to discuss proposal/scoring Solicit readers: program members and independent General funding recommendations to ICADV Board		Make final funding recommendations to the ICADV Board of Directors	
ICADV Staff	Incorporate changes in RFP/RFCP required by Services Committee Send changes to chair for approval Send changes to ICJIA for approval	Send RFP/RFCP/Cont. materials out to domestic violence programs (due April) Request letters of intent Prepare preliminary reading instructions	Provide Services Committee with prospective list of independent readers Draft ICJIA proposals Collect Letters of intent	Collect program proposals/cont materials Send instructions and program proposals to readers Coordinate meeting or conf call with readers/Services. Comm. to discuss program proposals Any issues in Subcontracts that need to be addressed by Services. Comm. (e-mail)? Submit subcontracts for ICJIA approval Send ICJIA proposals to ICJIA with 9 months of accomplishment data and preliminary budget Make ICJIA requested Revisions to proposal	Make any additional revisions to ICJIA proposals requested by ICJIA	Send revised ICJIA proposal with final budget and clarifications to ICJIA after award letter is received Send signed contract including exhibit A to ICJIA
Other Notes			Hold a bidder's conference in March to provide technical assistance for preparing proposals if funding permits			

## **APPENDIX B: SAMPLE SITE VISIT REPORT**

**SAMPLE: SITE VISIT REPORT**

<b>Report Submitted by:</b> _____	<b>Site Visit Date:</b> _____
<b>Agency:</b> _____	<b>For Fiscal Year:</b> FYXX
<b>Staff Interviewed At Visit:</b> _____	
<b>Assurances Met?</b> YES NO	

**ORGANIZATION UPDATE**

Type Here.

**REPORTS ATTACHED**

**VOCA (Victims of Crime Act)**

- \_\_\_\_\_ Legal Advocacy
- \_\_\_\_\_ Order of Protection Follow up
- \_\_\_\_\_ Child Basic Services
- \_\_\_\_\_ Medical Advocacy
- \_\_\_\_\_ Child Enhanced Services
- \_\_\_\_\_ Child Therapy Reimbursement Services
- \_\_\_\_\_ Special Population: WWDC Friends Macoupin

**VAWA (Violence Against Women Act)**

- \_\_\_\_\_ Latina Services
- \_\_\_\_\_ Rural Satellite
- \_\_\_\_\_ Chemical Dependency

**Information About the Site Visit Report**

*Performance expectations that are considered at the site review:*

- ❖ Does the staff demonstrate knowledge and expertise? Are they trained?
- ❖ Is your project making sufficient progress toward its goals & objectives?
- ❖ Do you regularly monitor the project? Are adjustments made to your activities in order to reach your objectives?
- ❖ Is your project providing a sufficient scope and level of services? Is it reaching the target population?
- ❖ Does your dv program provide systems advocacy, education, and training to increase the effectiveness of your individual advocacy for clients?
- ❖ How do you respond to internal & external changes and new challenges?
- ❖ **Any special accomplishments?**

<b>AGENCY:</b>	SAMPLE SITE VISIT REPORT—p2	<b>Fiscal Year:</b>	FYXX
<b>REPORT FOR GRANT/PROJECT:</b>			
<b>VOCA (Victims of Crime Act)</b>		<b>VAWA (Violence Against Women Act)</b>	
<input type="checkbox"/>	Legal Advocacy	<input type="checkbox"/>	Latina Services
<input type="checkbox"/>	Order of Protection Follow up	<input type="checkbox"/>	Rural Satellite
<input type="checkbox"/>	Child Basic Services	<input type="checkbox"/>	Chemical Dependency
<input type="checkbox"/>	Medical Advocacy		
<input type="checkbox"/>	Child Enhanced Services		
<input type="checkbox"/>	Child Therapy Reimbursement Services		
<input type="checkbox"/>	Special Population: WWDC Friends Macoupon		
<b>A. PROJECT RATING</b>			
<b>Excellent</b>	Exceeds expectations in most or all of the key areas.		
<b>Satisfactory</b>	Meets expectations in most or all of the key areas.		
<b>Developing</b>	Needs significant improvement in key areas.*		
<b>Unsatisfactory</b>	Fails to meet minimum expectations in key areas.*		
<i>*see attached request for action steps and timeline for improvement.</i>			
<b>B. PROJECT PROGRESS SUMMARY</b>			
Insert summary here			
<b>C. SERVICE DOCUMENTATION / CONFIDENTIALITY</b>			
Client Files Contain:			
<input type="checkbox"/>	Completed Intakes		
<input type="checkbox"/>	Appropriate releases of information and signatures		
<input type="checkbox"/>	Service hours are documented and dated		
<input type="checkbox"/>	Narrative shows interventions and case progressions		
<input type="checkbox"/>	Staff signatures		
Data:			
<input type="checkbox"/>	Program generates statistical reports		
<input type="checkbox"/>	Uses statistical reports to monitor progress on project		
<b>D. FISCAL INFORMATION</b>			
<input type="checkbox"/>	Grants are segregated by funding source (by funder and by project)		
<input type="checkbox"/>	Match funds account is segregated.		