



## ACJC Drug, Gang & Violent Crime Control Programmatic Site Visit Grantee Tool

ACJC will review the following programmatic areas while on site at your agency. Both formal questions and an open-ended interview format will be used. In order to adequately prepare for your site visit, please review this Grantee Tool in full, and determine the appropriate staff members to be present at the site visit. You need not answer these questions prior to the site visit; rather, be prepared to discuss each one with the program reviewer(s).

Area	Grant Program		Review Method	
	Drug	RSAT	Grantee Self Assessment	ACJC On-site Review
General Grant Management	✓	✓	✓	
Task Force supplement (if applicable)	✓		✓	
Forensic supplement (if applicable)	✓		✓	
RSAT supplement		✓	✓	
On-site Review Questionnaire	✓	✓		✓
Benchmarking	✓			✓
Grant Application Process Overview	✓	✓		✓
Technical Assistance Identification	✓	✓		✓

Grantee Self Assessment= Refer to your previously completed self assessment questionnaire



**Budget (GA 6)**

5 Are funds expended in accordance with the approved budget plan? *If no, please explain why.*

	Budget Category	Current Budget	Expended to date	Balance
Agency	Salary			0
	Fringe			0
	Overtime			0
Non-Agency	Salary			0
	Fringe			0
	Overtime			0
	Professional Out-Side Svc.			0
Travel	In-State			0
	Out-of-State			0
	Conf. Funds			0
Other Operating	Supplies			0
	Reg & Training Fees			0
	Other			0
	Equipment			0
	Total	0	0	0

6 Has grantee made budget adjustments from the original enacted budget in the grant agreement?

a *If yes, please explain why the adjustments were necessary*

*If yes, and award was above \$100,000, did the adjustment exceed 10% of the total award in any approved budget category, except equipment?*

*If the award is less than \$100,000, were adjustments made only to approved budget categories?*

**Personnel (GA 37/63/64)**

7 Is the grantee registered and participating in the E-Verify program when making employment/hiring decisions?

8 Does the grantee keep I-9 Immigration and Naturalization Forms on file for employees to ensure they are eligible to work in the United States?

9 Have there been any staffing changes related to the grant? *If yes, please explain*

10 If the project official was replaced, did the grantee notify ACJC within 10 days of the change?

11 Are there any vacancies at this time? *If yes, what positions?*

a What is the plan to fill or barriers for filling these positions?

**Supplies** (skip to the next section if not applicable)

- 12 Were the supplies purchased identified in the original grant application or included as part of a later grant adjustment notice?
- 13 What supplies were purchased?
- 14 How does the grantee assure that supplies are used only for grant-funded purposes?

**Consultants/Contracts (GA 26/27)**

- 15 If services were provided by contractors or consultants, describe the services.
- 16 Was the consultant paid more than \$56.25 per hour, not to exceed \$450 per day?  
*If yes, what procurement steps were used to select this vendor?*
- 17 Were any sole source procurements over \$100,000 made? *If yes, explain the services/need for these sole source procurements*
  - a If yes, did the grantee obtain ACJC written approval?

18 **(GA 43)** Does the grantee or any subcontractors have any scrutinized business operations in either Sudan or Iran?

19 **(GA 41)** Does your agency use federal funds, either directly or indirectly in support of any contract or sub award to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries without written approval from the Commission?

**Training/Travel (GA 29)** (skip to next section if not applicable)

- 20 Were grant funds used for registration/training fees?
- 21 Were grant funds used for travel expenses?

**Equipment** (skip to next section if not applicable)

22 Obtain a copy of the Inventory Log

Equipment	Inventory Tag #	On List?	Physical Location	Verified

## **Project Evaluation (Application)**

### **Performance Measures - (Run reports from Access)**

Do project goals, objectives, activities, and services reflect those submitted in the grant application or those required by ACJC?

*If no, please explain how and why they deviated.*

24 Are goals, objectives, and outcome measures still realistic and achievable?

*If no, please explain why and how goals, objectives, or measures should be adjusted.*

Are there additional goals not required by ACJC that the grantee feels would better represent project performance?

*If yes, please prove the additional goals.*

26 Are there any challenges to collecting and reporting any performance measure data?

*If yes, please identify challenges.*

Does the grantee use any performance measure data required by the ACJC grant for other purposes outside of the grant-funded project?

*Please explain.*

28 Are program staff familiar with the benchmarks set for the current program year?

### **Evaluation Process (Application)**

29 Does the grantee currently have an evaluation process in place?

*a If yes, briefly describe.*

*b If no, please explain why and any plans to implement an evaluation process.*

If the grantee does have an evaluation process, are there any barriers or challenges that grantee is experiencing?

*a If yes, please explain.*

### **Data Collection (GA 48)**

31 How is report data required by ACJC collected and maintained?

32 Who is responsible for overseeing the data collection process?

33 Is there a quality assurance review of the data before it is submitted to ACJC?

*a If yes, who conducts the quality assurance review?*

**Sustainability**

- 34 Is there a plan in place to continue project activities after completion of the grant-funded period?
  - a *If yes, please provide a brief summary of the continuation plan.*

**Legal Assessment**

- 35 Have there been any citizen complaints filed with the grantee against personnel directly related to project activities? *If yes, please explain.*

**Data Sharing & Standards (GA 53/55/56/58)**

- 36 Does the grantee comply with all state and federal laws regarding client privacy in the collection, disclosure, use and revelation of client data information?
- 37 If the grantee is a governmental political subdivision, is the grantee using the ACJC *Data Dictionary* as the data entry standard for information systems when improving or updating an existing information system?
- 38 If the grantee is a governmental political subdivision, is the grantee using the National Information Exchange Model (NIEM) specifications and guidelines when sharing public safety and justice information?
- 39 If the grantee is a governmental political subdivision, is the grantee sharing criminal justice information with other authorized criminal justice agencies according to state law?

**Workplace Safety (GA 61)**

- 40 Does the grantee have workplace safety policies in place?
- 41 Does the grantee provide education, awareness and other outreach to decrease crashes caused by distracted drivers, including adopting and enforcing policies banning employees from text messaging while driving?
- 42 **(GA 62)** Does the grantee comply with the Drug-Free Workplace Act?
- 43 **Byrne/JAG only (Special Condition 4)** Is the grantee in compliance with the National Environmental Policy Act?

**False Claims Act (GA 60)**

- 44 Has there been any credible evidence that a principal, employee, agent, contractor subcontractor, or other person has:
  - a Submitted a claim for grant funds under the False Claims Act?
  - b Committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity or similar misconduct using grant funds?

**Comments**

## **Additional On-site Discussion Areas**

- 1 Benchmarking (Drug only)
- 2 Application scores and comments
- 4 Technical Assistance Identification