



MAINE DEPARTMENT OF PUBLIC SAFETY

Grant Program Monitoring Policy

Contents

Introduction	2
Glossary of Terms and Acronyms	4
Annual Compliance Monitoring Plan	5
Scheduling A Site Monitoring (SM) Visit	8
Internal Review prior to SM Visit	8
Grant Monitoring Check List	10
Sample Letter, Site Monitoring Visit Schedule, Site Visit Attendance and Report	12

Introduction

Grants are subject to federal, state, and local government administrative requirements, cost principles, and audit requirements. The Maine Department of Public Safety (DPS) ensures that subgrants are managed appropriately using a risk-based compliance assessment model and by performing analytical and financial compliance reviews.

Grants Monitoring is comprised of monitors that assist subrecipients to ensure compliance with applicable regulations, laws, and grant subaward provisions.

Items that monitors examine include:

- Organization operations
- Internal and management controls
- Grant subaward-related activities and expenditures
- Doing what was proposed and approved
- Meeting programmatic, administrative, fiscal requirements
- Consistency with the plan for programs/projects
- Identifying and resolving problems/issues
- Receiving needed technical assistance
- Federal Regulation compliance: EEOP, faith-based, civil rights, etc.

There are four key components the DPS monitoring program model ensures:

1. Subrecipients are monitored during the term of the grant subaward;
2. Monitoring efforts focus on the areas of most significant risk;
3. All monitoring findings are addressed through appropriate corrective actions; and
4. Ongoing financial and administrative training and technical assistance is provided to subrecipients to enable them to comply with Grant Subaward requirements and maintain their funding.

DPS uses the following methods to monitor subrecipient risk:

- **Day-to-Day Communication:** Grant Managers maintain ongoing communication with Subrecipients to provide programmatic guidance and review reimbursement requests.
- **Desk Reviews:** Desk reviews test a subrecipient's fiscal and administrative compliance with laws, regulations, and program guidelines via desk reviews. Desk reviews allow the subrecipients to make certain assertions regarding various aspects of their operations, or provide monitors an opportunity to verify the allowability of expenditures charged to the grant subaward. These reviews consist of, but are not limited to, the following:
 - a. Compliance reviews of Progress Reports against the subrecipient's proposal plan of action and follow-up corrective action, if required;
 - b. Payment reviews of invoices and other documents supporting cash requests claimed by and

made to the subrecipient;

- c. Follow-up site visits to verify implementation of required corrective action. The scope of the review can be expanded if needed.

Enhanced desk reviews will be scheduled yearly, preferably during late August - early September or December to be conducted by Security & Employment Service Center personnel.

- **Site Visits:** Program Managers conduct periodic site visits to review a subrecipient's overall implementation of the program, adherence to program guidelines, and achievement of grant subaward goals and objectives and to identify issues and provide technical assistance as needed.

Site Visits will be scheduled yearly, preferably during March or September. This does not exclude the opportunity for site visits at other times.

The Site Monitoring Guideline was prepared to help provide consistent processes and information for grant staff with Site Monitoring (SM) process and tools. The information and tools should be used as a foundation for all monitoring of funded programs of the Maine Department of Public Safety.

Each funded grant project (also known as subrecipient) has been assigned to a DPS Grant Manager, who will serve as the program's primary contact. The primary contact is the individual responsible for scheduling and conducting the Site Monitoring Visit as well as for providing technical assistance to the program. The Department of Administrative & Financial Services (DAFS) Financial Analyst will participate in the SM Visit as described in the site monitoring agreement. The primary contact is responsible for scheduling, main inquiries, and writing of the programmatic portion of the SM Report.

The grant program staff will schedule SM visits on a random basis once every two years for each subgrant except for projects receiving less than \$25,000 in total from DPS. Projects receiving less than \$25,000.00 will be subject to a desk review or a site monitoring visit.

The term 'monitoring' is used to describe both the broad overall system of reviewing and tracking the use of federal funds, and the more specific day-to-day review processes to assure that a subrecipient is in compliance with federal or state rules and regulations, and is meeting the goals and objectives of the grant.

Glossary of Terms and Acronyms

- Corrective Action Plan.....A corrective action plan (CAP) is a step by step plan of action that is developed to achieve targeted outcomes for resolution of identified errors in an effort to: (1) identify the most cost-effective actions that can be implemented to correct error causes, (2) achieve measurable improvement in the highest priority areas and, (3) eliminate repeated deficient practices
- Compliance ReviewAn evaluation by DPS grant staff to assess a subrecipient's business and financial management systems to ensure that regulations and policies are being followed.
- DAFSDepartment of Administrative & Financial Services
- DPSDepartment of Public Safety
- EEOP.....Equal Employment Opportunity Plan
- FindingA finding is an operational deficiency in internal controls, noncompliance with provisions of laws, regulations, contract terms, grant subawards, or fraud, waste and abuse.
- MonitoringBoth the broad overall system of reviewing and tracking the use of subgrant funds, and the more specific day-to-day review processes to assure that a subrecipient is complying with federal or state rules and regulations, and is meeting the goals and objectives of the subgrant.
- SESC.....Security & Employment Service Center
- SM.....On-Site Monitoring
- Subaward.....A grant provided by a pass-through entity (DPS) to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.
- SubrecipientEntity that receives a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

Annual Compliance Monitoring Plan

The Annual Compliance Monitoring Plan identifies the proposed subrecipients eligible for a compliance review for the year. Although the priority is to review subrecipients identified as high-risk, DPS will conduct reviews of subrecipients with low risk scores

COMPLIANCE REVIEW PROCESS

The objective of a compliance review is to ensure the subrecipient complies with the Code of Federal Regulations, applicable state laws, and other governing regulations, internal policies, and general good business practices. The compliance review process is outlined below:

- **Notification Letter:** The compliance review begins with the issuance of a notification letter. The purpose of this letter is to notify the head of the organization or subrecipient in writing that a compliance review will be conducted. The letter identifies the date of fieldwork, grant(s) selected for review, and scope of the review.
- **Request for Documentation:** A request for documentation is included with the notification letter. The purpose of the request for documentation is to request specific documents that should be made available for review. These records might include, but are not limited to, contracts, invoices, procurement records, indirect costs methodology, and personnel ledger, including timesheets and supporting documentation to support match.
- **Site Visits:** During the Site Visits, monitors are present at the subrecipient's physical location gathering, analyzing, and evaluating evidence to assess and verify they are complying with federal and state regulations. The monitoring team may be comprised of a lead monitor and monitoring staff. During the fieldwork, the monitors can provide technical assistance, if needed, while addressing areas of non-compliance. In addition, Program Specialists also provide technical assistance based on their subject matter knowledge and reference to best practices during the site visits.

Working Papers: Monitors should prepare and organize their working papers in a manner that helps the reviewer carry out an appropriate quality review. The monitors should avoid preparing or accumulating unnecessary working papers or making extensive copies of the subrecipient records. It is neither necessary nor practical for the monitors to document every matter considered during the review. Documentation supporting all findings must be retained in the working file.

Based on the discussion above, good working papers should meet the monitoring requirements by displaying the following characteristics:

- State the year/period end date (ex. June 30, 2018), so that the working paper is not confused with documentation belonging to a different year/period;
- State the full extent of the review (i.e. how many items were reviewed and how this number was determined). This will enable the monitor, and any subsequent reviewers, to determine the

- sufficiency of the review evidence provided by the working paper;
- If a reference to another working paper is necessary, a full reference to the other working paper must be given. A statement, 'review can be found on another working paper ' is insufficient;
 - Working papers should clearly and objectively state the results of the test based on the facts documented;
 - Conclusions should be consistent with the results of the test and should be able to withstand independent scrutiny;
 - Working papers should be clearly referenced to be filed appropriately and found easily when required later;
 - Working papers should be signed by the person who prepares them.

Working papers provide evidence that an effective, efficient, and accurate review has been carried out. They should be completed in a manner so that a monitor with no previous experience of the review can understand the work completed and how the conclusion was reached.

Report Timeliness: All compliance review reports will be issued within 60 days of the last day of fieldwork. Additional coaching notes are written when the compliance report needs revision or corrections. The compliance review report remains open until the subrecipient submits their Corrective Action Plan (CAP) if applicable.

Compliance Review Report: The next step is to issue the compliance review report to the subrecipient including senior management and key administrative staff. The report outlines all non-compliance issues and findings, provides recommendations for improvement and may request the subrecipient generate a CAP.

Recommendations: A recommendation must provide a course of action that will correct a finding or issue that has been identified and provide improvements. Recommendations should be action-oriented, convincing, well-supported, and effective.

Questioned Costs: A questioned cost can result from a violation, or possible violation, of a statute, regulation, or the terms and conditions of a grant subaward. In addition, it could be a cost not supported by adequate documents, or appears unreasonable and does not reflect the actions a prudent subrecipient would take in the circumstances.

Disallowed Costs: A disallowed cost is a charge that the pass-through entity determines to be unallowable per the Code of Federal Regulations and the State Administrative Manual. Some examples of disallowed costs can be the purchase of alcohol, lobbying, or costs pertaining to waste, fraud, and abuse.

CAP: Once the subrecipient receives the compliance review report, they will have 30 days to either dispute the findings or provide a CAP to correct and address any finding(s), or send payment of a disallowed cost. After a CAP is received, the subrecipient has six months from the date of the reply to implement the CAP. If necessary, follow-up reviews will be conducted by DPS to ensure that corrective actions are implemented timely.

If a subrecipient fails to comply with the required necessary corrections identified, funding may be suspended until corrections are completed. Failure to comply with grant requirements may subject the subrecipient to Special Conditions of future funding opportunities or the subrecipient may be required to provide a reimbursement.

Closing Letter: Once the CAP is received and the subrecipient has satisfactorily addressed and/or corrected all findings, Grants Management will issue a closing letter informing the subrecipient that the compliance review is closed.

Appeals Process: If the subrecipient does not agree with the finding, they have 30 days from the date the compliance review report is issued to dispute the finding in writing and provide additional supporting documentation. If the finding is not cleared with the additional information provided, a notification letter will be issued. The subrecipient may appeal the decision to the department within 30 days of the notification letter. The final decision on any appeal rests with the DPS Commissioner.

Scheduling A Site Monitoring (SM) Visit

The primary contact will schedule a routine SM Visit at least two weeks in advance by contacting the Project Director to:

- Schedule the date and time of the SM Visit (include arrival time and approximate length)
- Designate staff to be interviewed (at minimum, the Project Director, Fiscal Officer, and grant-funded staff);
 - DPS Grant Program Staff will create an agenda for the SM Visit.
 - The agenda will include approximate times to meet with different staff, materials that will be reviewed with these staff members, and topics of discussion.
 - DPS Grant Program Staff will provide this agenda to the Project Director via e-mail prior to the SM Visit, allowing time for the Project Director to review the agenda and suggest revision(s).
- Outline the need for access to program and fiscal files and documents.
 - For victim service organizations, personally identifying information will need to be redacted from the files prior to the SM Visit to protect any identifying information.
- Inform the Project Director that additional items may be requested at the time of the SM Visit.
- Assess the need to plan technical assistance during the SM.

Internal Review prior to SM Visit

Prior to the SM Visit, the DPS Grant Program Staff will review materials submitted by the subrecipient to the DPS office using the Grant Monitoring Checklist. Following is a list of items to be included in the review process, as well as questions to assist the DPS Grant Program Staff in their analysis of the materials.

Program's file: funding application; performance reports; correspondence & previous site monitoring report.

- Are there any clarifications that need to be made? If so, what?
- Are more details needed? If so, what?
- Any "red flags"?
- Any difficulties the project is encountering?
- Weaknesses of the project?
- Strengths of the project?
- Compliance with certified assurances issues?
- Are timelines being met?
- Are the DUNS # and SAM Registration current?

Program's fiscal information: overall budget, reimbursement claims, any budget revision requests, any key purchases with grant funds or matching funds

- Are there any clarifications that need to be made? If so, what?
- Are more details needed? If so, what?
- Any "red flags"?
- Are timelines being met?
- Ask the SESC Financial Analyst about any concerns.

Printout the Program's Financial Status Report from database, Grant Management Information System

After reviewing the above items and considerations, the DPS primary contact will create a list of questions and concerns for the Site Visit using the Checklist.

It may be helpful for the DPS primary contact to organize items in the order of individuals to be interviewed at the Site Visit. (For example, fiscal questions for the Fiscal Officer, volunteer-related questions for the Volunteer Coordinator, statistical questions for the statistical person on staff, etc.)

Grant Monitoring Check List

GRANT MONITORING GUIDELINES		Date Report Completed:		Grants Manager:	
Grant Name:		Grant Number:			
<i>Topic Area</i>	Yes	No	N/A	<i>Recommendations/Comments</i>	
A. Program Operation					
1. Are project goals attainable in this grant period?					
2. Is the project progressing on schedule?					
3. Is the project functioning as described in application?					
4. Has there been a change in Primary Contacts?					
5. Do Progress Reports describe project activities?					
6. Is data provided to support project "goals/outcomes"?					
7. Is compliance with required training documented?					
8. Are there <i>Segregation of Duties</i> between fiscal & program?					
9. Is subrecipient involved in lobbying activities?					
10. Is subrecipient compliant with terms of previous awards?					
11. Have all <i>Special Conditions</i> of award been met?					
12. Is there evidence of a change in project scope?					
B. Budget					
1. Will Project Meet Budget Time Frame? If not, why?					
2. Have Budget Adjustments Been Needed?					
3. Do expenses have supporting documentation?					
4. Are Match Requirements being met?					
-- Can grantee provide clear documentation of match?					
-- What are the sources of the match?					
5. Fiscal records include federal, matching & program income?					
6. Is there evidence of <i>Supplanting</i> to fund project?					
7. Is there a budget variance greater than 10% per category?					
8. Are grant funds routinely requested to meet obligations?					
9. Bank reconciliations are performed monthly?					
10. Value of In-kind contribution is supported by documentation.					
C. PERSONNEL					
1. Are there Job Descriptions for ALL Grant-funded Positions?					
2. Are Time Sheets Maintained For ALL Grant Employees?					
3. Do hiring policies exclude <i>related parties</i> ?					
D. TRAVEL					
1. Is Travel Documented by date, distance, locations, purpose & rates?					
2. Is mileage reimbursement paid at the State rate or less?					
E. SUPPLIES/OPERATING EXPENSES					
1. Have these been purchased according to budget?					

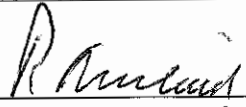
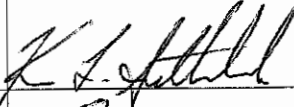
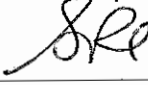

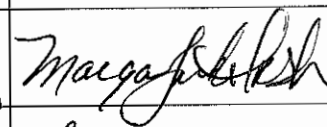
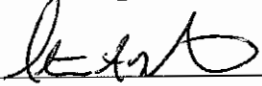
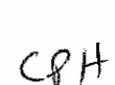
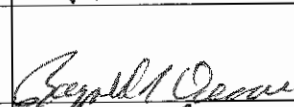
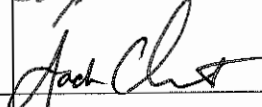

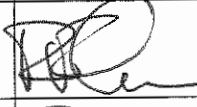
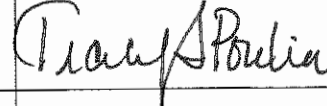
F. EQUIPMENT				
1. Has approved equipment been purchased?				
2. Was competitive bidding used to obtain equipment?				
3. Is equipment being used appropriately?				
4. Does grantee have current property control record on file?				
5. Does agency have physical inventory control procedures?				
G. REPORTS				
1. Are ALL required reports on file with DPS?				
-- Financial Report				
-- Progress Report				
-- Special Report				
-- Annual Progress Report				
H. PROFESSIONAL AND CONTRACTUAL SERVICES				
1. Have all contracts received PRIOR DPS approval?				
2. Does Contract outline work to be performed and does it comply with program objectives?				
3. Was copy of RFP & list of bidders provided to DPS?				
4. Was competitive bidding used to obtain contract(s)?				
5. If Sole Source used, is approval on file?				
6. Is "Contractor" making regular & accurate billing?				
I. FEDERAL REGULATIONS				
1. An EEOP, if required, is in place.				
2. Agency has a policy on how to handle discrimination complaints from employees and agency beneficiaries.				
3. Have there been any discrimination complaints within the past 3 years?				
4. Is sub-recipient suspended/debarred from participation?				
5. Does sub-recipient maintain a drug-free workplace?				
J. VAWA SPECIFIC ISSUES				
1. Is grantee collaborating with appropriate agencies?				
K. SUMMARY INFORMATION				
Grants Manager's Assessment of Project, including Strengths, Problem Areas and Recommendations:				

Site Visit Attendance

SA-03-16

Saco Biddeford Opiate Outreach Initiative

Date

Printed Name	Signature	Phone	Email
RON MICHAUD		283-1698	MAYOR@SACOMAINE.ORG
Kevin Sutherland		805-7990	KSUTHERLAND@SACOMAINE.ORG
Sarah Breul		602-3555	sbreule@une.edu
Christine Orman		831-5910	Christine.Orman@biddefordmaine.org
Maegan Lambert-irish		710-1785	maegan.lambert-irish@biddefordmaine.org
Steve Gorton		207-571-1688	steven.gorton@biddefordmaine.org
CHRIS HARDIMAN		282-8216	CHARDIMAN@SACOMAINE.ORG
RAY DEMENS		282-8214	rdemens@sacomaine.org
JACK CLEMENTS		282-8214	JCLEMETS@SACOMAINE.ORG
ALAN CASAVANT		590 9729	ACASAVANT@biddefordmaine.org
Bob Chicoria		624-7238	ROBERT.CHICORIA@MAINE.GOV
Tracy Poulin		207.624.7209	tracy.j.poulin@maine.gov

Sample Letter, Site Monitoring Visit Schedule, Site Visit Attendance and Report

Scheduling A SM Visit

Dear Subrecipient,

I am sending this message to schedule a grant monitoring visit.

The purpose of the grant monitoring visit is to monitor grant programmatic and fiscal activities. The review consists of an interview with agency personnel responsible for the management of the local sub- grant contract. The interviewees should be a team that may include the agency head, the program director, the program contact, the fiscal manager and grant funded personnel.

The following outline contains topics that may be covered during the on-site review:

- Progression towards the goals and objectives of your program.
- The accomplishments of your program.
- Past and future projects.
- Training sessions your program staff have attended or implemented.
- Collaborations with other agencies.
- Compliance requirements in regards to financial, progress, and Annual Progress Reports.
- Fiscal review.
- Concerns or issues.
- Your agency's comments, issues or questions.

Following the grant monitoring visit, DPS staff will review the information presented during the review process. The grant monitoring visit will be documented and placed in your agency's file. If necessary, a corrective action plan will be implemented.

Attached is a copy of the Department of Public Safety policy covering grant monitoring. Please confirm by reply to this message or by telephone your availability next week if possible.

Sincerely,

John Doe
Department of Public Safety
104 State House Station
Augusta, Maine 04333-0104

**PL 378 PL 481 Subgrant
April 2017 Site Visit Schedule**

Start	From	To	Travel Time		Contact	Phone	Meeting Start	Meeting Finish	
7:00 AM	Thursday, April 20, 2017								
	45 Commerce Drive Augusta	246 US Rt 1 Scarborough	1 hr	15 min	Chief Moulton	883-6361	8:30 AM	10:30 AM	Confirmed
	246 US Rt 1 Scarborough	570 Main St Westbrook		30 min	Captain Goldberg	854-0644x2417	11:30 AM	1:30 PM	Message 3/29 Confirmed by Email 3/31 9:59 AM
Finish	570 Main St Westbrook	45 Commerce Drive Augusta	1 hr	10 min					
2:40 PM									
Start	From	To	Travel Time		Contact	Phone	Meeting Start	Meeting Finish	
7:15 AM	Monday, April 24, 2017								
	45 Commerce Drive Augusta	935 Main St Sanford	1 hr	45 min	Chief Connolly	324-9170x201	9:00 AM	11:00 AM	Message 3/27 Email 3/28 10:57 AM Confirmed by Email 3/29 1:13
	935 Main Street Sanford	205 Main St Biddeford		45 min	James Bennett	284-9313	1:00 PM	3:00 PM	Message 3/31 w/ Christine Ohman Confirmed by Email 3/31 2:25
Finish	205 Main St Biddeford	45 Commerce Drive Augusta	1 hr	20 min					
4:20 PM									
Start	From	To	Travel Time		Contact	Phone	Meeting Start	Meeting Finish	
7:45 AM	Tuesday, April 25, 2017								
	45 Commerce Drive Augusta	109 Middle St Portland	1 hr		Chief Sauschuck	874-8601	9:00 AM	11:00 AM	Message 3/27 Email 3/29 8:15 AM Confirmed by Email 3/29 8:44 AM
Finish	109 Middle St Portland	45 Commerce Drive Augusta							
Noon									
Start	From	To	Travel Time		Contact	Phone	Meeting Start	Meeting Finish	
7:00 AM	Wednesday, April 26, 2017								
	45 Commerce Drive Augusta	26 Court Street Houlton	3 hr		Attorney Collins	498-2557	10:00 AM	12:00 PM	Reschedule confirmed 3/31

**PL 378 PL 481 Subgrant
April 2017 Site Visit Schedule**

Finish	26 Court St Houlton	45 Commerce Drive Augusta	3 hr						
4:00 PM									
Start	From	To	Travel Time		Contact	Phone	Meeting Start	Meeting Finish	
7:00 AM	Thursday, April 27, 2017								
	45 Commerce Drive Augusta	131 East Madison Rd Madison		50 min	Sheriff Lancaster	474-9591	8:30 AM	10:30 AM	Email 3/28 11:10 Confirmed Email 3/28 11:23
	131 East Madison Rd Madison	240 Main St Bangor	1 hr	15 min	Chief Hathaway	947-7384	12:30 PM	2:30 PM	Message 3/28 2:50 Confirmed Email 3/28 4:03
Finish	240 Main St Bangor	45 Commerce Drive Augusta	1 hr	25 min					
4:00 PM									

**SBOOI/People Recover Maine
DPS Site Monitoring Visit
Monday, April 24, 2017 1-3PM**

Program Start-up/Administrative Accomplishments:

- Attended MDPS Grantee meeting/workshop
- Worked with Denise Paradis to amend proposal documents to reflect 1 position
- Stood program up with all local partners/adjusted focus based on 1 funded position
- Drafted and signed an MOU with York County District Attorney's Office re: diversion
- Developed hiring process, interview team and hired Maegan Lambert-Irish Jan 30th
- Began submitting monthly draw down requests and reports upon new hire start as directed by Denise Paradis
- Corrected reporting process as directed by Bob Chicoria (upon his hire)
- City staff are working on long term program sustainability/funding options beyond 18 month SAAP grant
- Testified at Criminal Justice and Public Safety Committee Public Hearing on SAAP grants

Coordinator Accomplishments since Jan 30'h start date:

- Developed comprehensive Individual Intake Assessment tool
- Developed program tracking processes and documentation
- Ongoing outreach and networking with Treatment Providers in the state of Maine
- Met with York County Resource Guide grantee re: their resource guide/PR Awareness/Referrals
- Met with Southern Maine Healthcare (Emergency Dept.) re: referral process and collaboration in care
- Outreach to other grantee Pilot Program liaisons (Westbrook/Portland/Sanford/Scarborough)
- Judicial System Meetings
 - Met with York County District Attorney's at Biddeford District Court re: referral process/PR Awareness
 - Met with Biddeford District Court Victim's Advocate re: human trafficking issues/drug use/referral process/PR Awareness
 - Met with York County Jail re: staff orientation and treatment/recovery planning for those being released
 - Met with Dept. of Corrections - Probation Dept. re: referral process/PR Awareness
 - Met with District Court – Drug Court for Criminal Offenders re: referral process/PR Awareness
- Attended Community Meetings
 - Community Partnership for Protecting Children - SUD & Recovery Workshop
 - Biddeford Integration meeting
 - MBH Multi-Systems meeting
 - EDAP/ED Work Group
 - Working on CHCC/ACT project to educate families about substance use and treatment options
- Attended Community Trainings/Education Events
 - Parent Partners
 - CHCC
- Marketing Materials/Program Promotion
 - Created an informational program brochure
 - Created a web page for City and Police Dept. sites
 - Hosted Press Conference with local print press and television media
- Community Outreach – Educational Tools/Decreasing Stigma/Increase Awareness of Disease
 - Working on updating community calendars (city webpages) with community meetings/events
 - Developing :30 and :60 PSA's for local cable network, YouTube and social media sites
 - Preparing an educational workshop with CHCC (as part of ACTS project component)

August 2018

August 2018							September 2018						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jul 29	30	31	Aug 1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
	7:30am Perform Grant Desk Audits					
19	20	21	22	23	24	25
	Perform Grant Desk Audits					
					Last day for Federal Grant Cash Requests	
26	27	28	29	30	31	Sep 1
	Perform Grant Desk Audits					4:00pm

September 2018

September 2018							October 2018						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	1	7	1	2	3	4	5	6
9	10	11	12	13	14	8	14	8	9	10	11	12	13
16	17	18	19	20	21	15	21	15	16	17	18	19	20
23	24	25	26	27	28	22	28	22	23	24	25	26	27
30						29		29	30	31			

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Aug 26	27	28	29	30	31	Sep 1
2	3	4	5	6	7	8
		7:30am Perform On-site Grant Monitoring Visits				
9	10	11	12	13	14	15
Perform On-site Grant Monitoring Visits						
	Fallen Heroes					
	JAC Meeting					
16	17	18	19	20	21	22
Perform On-site Grant Monitoring Visits						
23	24	25	26	27	28	29
Perform On-site Grant Monitoring Visits					8:00am	
	Last day for Federal Grant Cash Requests				12:00pm BJA PMT Reports Due	
30	Oct 1	2	3	4	5	6

October 2018

October 2018							November 2018						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
7	1	2	3	4	5	6	4	5	6	7	1	2	3
14	8	9	10	11	12	13	11	12	13	14	15	16	17
21	15	16	17	18	19	20	18	19	20	21	22	23	24
28	22	23	24	25	26	27	25	26	27	28	29	30	

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Sep 30	Oct 1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24 Last day for Federal Grant Cash Requests	25	26	27
28	29	30	31	Nov 1	2	3

November 2018

November 2018							December 2018						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3							1
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30		23	24	25	26	27	28	29
							30	31					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Oct 28	29	30	31	Nov 1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24 Last day for Federal Grant Cash Requests
25	26	27	28	29	30	Dec 1

December 2018

December 2018							January 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	1	6	7	8	9	10	11	5
9	10	11	12	13	14	8	13	14	15	16	17	18	12
16	17	18	19	20	21	15	20	21	22	23	24	25	19
23	24	25	26	27	28	22	27	28	29	30	31		26
30	31					29							

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Nov 25	26	27	28	29	30	Dec 1
2	3	4	5	6	7	8
9	10 JAC Meeting Fallen Heroes	11	12	13	14	15
16	17	18	19	20	21	22
23	24 Last day for Federal Grant Cash Requests	25	26	27	28 12:00pm BJA PMT Reports Due	29
30	31	Jan 1, 19	2	3	4	5

January 2019

January 2019							February 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28		

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Dec 30	31	Jan 1, 19	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24 Last day for Federal Grant Cash Requests	25	26
27	28	29	30	31	Feb 1	2

February 2019

February 2019							March 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2						1	2
3	4	5	6	7	8	9	3	4	5	6	7	8	9
10	11	12	13	14	15	16	10	11	12	13	14	15	16
17	18	19	20	21	22	23	17	18	19	20	21	22	23
24	25	26	27	28			24	25	26	27	28	29	30
							31						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jan 27	28	29	30	31	Feb 1 8:00am Renew DOJ Grant Financial Management Train	2
3	4	5	6	7	8	9
Renew DOJ Grant Financial Management Training (online)						
10	11	12	13	14	15	16
Renew DOJ Grant Financial Management Training (online)						
17	18	19	20	21	22	23
Renew DOJ Grant Financial Management Training (online)						
24	25	26	27	28	Mar 1	2
Renew DOJ Grant Financial Management Training (online)						
Last day for Federal Grant Cash Requests						

March 2019

March 2019							April 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30				
31													

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Feb 24	25	26	27	28	Mar 1 Renew DOJ Grant Financi	2
3	4 7:30am	5	6	7	8	9
Perform Grant On-site Visits						
10	11	12	13	14	15	16
Perform Grant On-site Visits						
17	18	19	20	21	22	23
Perform Grant On-site Visits						
24	25	26	27	28	29	30
Perform Grant On-site Visits						
Last day for Federal Grant Cash Requests					4:00pm 12:00pm BJA PMT Reports Due	
31	Apr 1	2	3	4	5	6

April 2019

April 2019							May 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
7	1	2	3	4	5	6	5	6	7	1	2	3	4
14	8	9	10	11	12	13	12	13	14	8	9	10	11
21	15	16	17	18	19	20	19	20	21	15	16	17	18
28	22	23	24	25	26	27	26	27	28	22	23	24	25
	29	30								29	30	31	

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Mar 31	Apr 1 8:00am Schedule Law Enforcement Executive Training (Maine Criminal Justice Academy)	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24 Last day for Federal Grant Cash Requests	25	26	27
28	29	30	May 1	2	3	4

May 2019

May 2019							June 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Apr 28	29	30	May 1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24 Last day for Federal Grant Cash Requests	25
26	27	28	29	30	31	Jun 1

June 2019

June 2019							July 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	1	7	1	2	3	4	5	6
9	10	11	12	13	14	8	14	8	9	10	11	12	13
16	17	18	19	20	21	15	21	15	16	17	18	19	20
23	24	25	26	27	28	22	28	22	23	24	25	26	27
30						29		29	30	31			

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
May 26	27	28	29	30	31	Jun 1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24 Last day for Federal Grant Cash Requests	25	26	27	28 12:00pm BJA PMT Reports Due	29
30	Jul 1	2	3	4	5	6

July 2019

July 2019							August 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
7	1	2	3	4	5	6	4	5	6	7	1	2	3
14	8	9	10	11	12	13	11	12	13	14	15	16	17
21	15	16	17	18	19	20	18	19	20	21	22	23	24
28	22	23	24	25	26	27	25	26	27	28	29	30	31

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jun 30	Jul 1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24 Last day for Federal Grant Cash Requests	25	26	27
28	29	30	31	Aug 1	2	3

**SBOOI/People Recover Maine
DPS Site Monitoring Visit
Monday, April 24, 2017 1-3PM**

Program Start-up/Administrative Accomplishments:

- Attended MDPS Grantee meeting/workshop
- Worked with Denise Paradis to amend proposal documents to reflect 1 position
- Stood program up with all local partners/adjusted focus based on 1 funded position
- Drafted and signed an MOU with York County District Attorney's Office re: diversion
- Developed hiring process, interview team and hired Maegan Lambert-Irish Jan 30th
- Began submitting monthly draw down requests and reports upon new hire start as directed by Denise Paradis
- Corrected reporting process as directed by Bob Chicoria (upon his hire)
- City staff are working on long term program sustainability/funding options beyond 18 month SAAP grant
- Testified at Criminal Justice and Public Safety Committee Public Hearing on SAAP grants

Coordinator Accomplishments since Jan 30'h start date:

- Developed comprehensive Individual Intake Assessment tool
- Developed program tracking processes and documentation
- Ongoing outreach and networking with Treatment Providers in the state of Maine
- Met with York County Resource Guide grantee re: their resource guide/PR Awareness/Referrals
- Met with Southern Maine Healthcare (Emergency Dept.) re: referral process and collaboration in care
- Outreach to other grantee Pilot Program liaisons (Westbrook/Portland/Sanford/Scarborough)
- Judicial System Meetings
 - Met with York County District Attorney's at Biddeford District Court re: referral process/PR Awareness
 - Met with Biddeford District Court Victim's Advocate re: human trafficking issues/drug use/referral process/PR Awareness
 - Met with York County Jail re: staff orientation and treatment/recovery planning for those being released
 - Met with Dept. of Corrections - Probation Dept. re: referral process/PR Awareness
 - Met with District Court – Drug Court for Criminal Offenders re: referral process/PR Awareness
- Attended Community Meetings
 - Community Partnership for Protecting Children - SUD & Recovery Workshop
 - Biddeford Integration meeting
 - MBH Multi-Systems meeting
 - EDAP/ED Work Group
 - Working on CHCC/ACT project to educate families about substance use and treatment options
- Attended Community Trainings/Education Events
 - Parent Partners
 - CHCC
- Marketing Materials/Program Promotion
 - Created an informational program brochure
 - Created a web page for City and Police Dept. sites
 - Hosted Press Conference with local print press and television media
- Community Outreach – Educational Tools/Decreasing Stigma/Increase Awareness of Disease
 - Working on updating community calendars (city webpages) with community meetings/events
 - Developing :30 and :60 PSA's for local cable network, YouTube and social media sites
 - Preparing an educational workshop with CHCC (as part of ACTS project component)