



**Candice Broce**

Director

2023 APP Grantee Conference: May 23-25, 2023  
*Reunite, Reignite, Re-energize: Innovating for the Future*

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## *Reigniting Our Efforts*

# How Georgia Implements the Six Basic Steps of Subrecipient Management

*Presenters:* Lashantynia Clayton, Missy Thompson, Wynecoka Thompson

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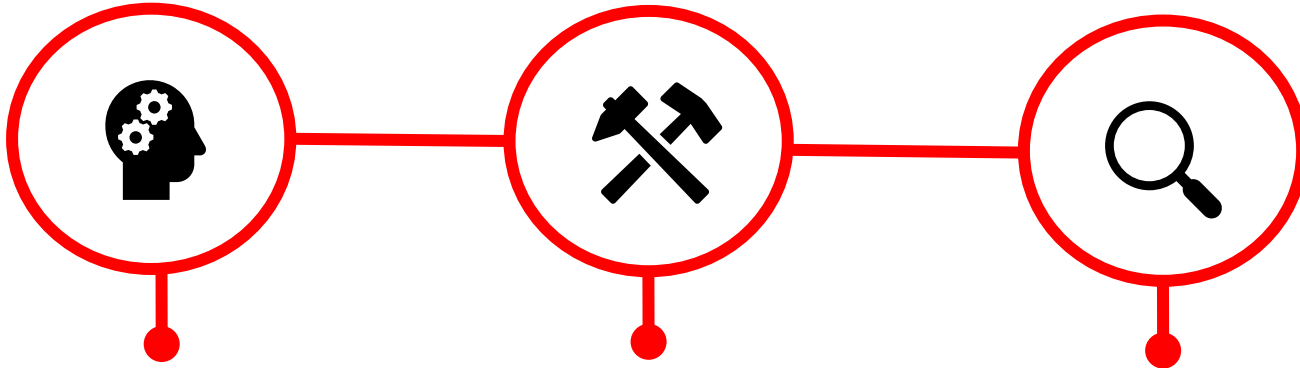
U.S. Department of Health and Human Services, Administration on Children, Youth and Families (ACYF), Family and Youth Services Bureau (FYSB) Adolescent Pregnancy Prevention Program Grantee Conference

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# *Workshop Objectives*



Attendees will advance their knowledge of best practices of subrecipient performance management.

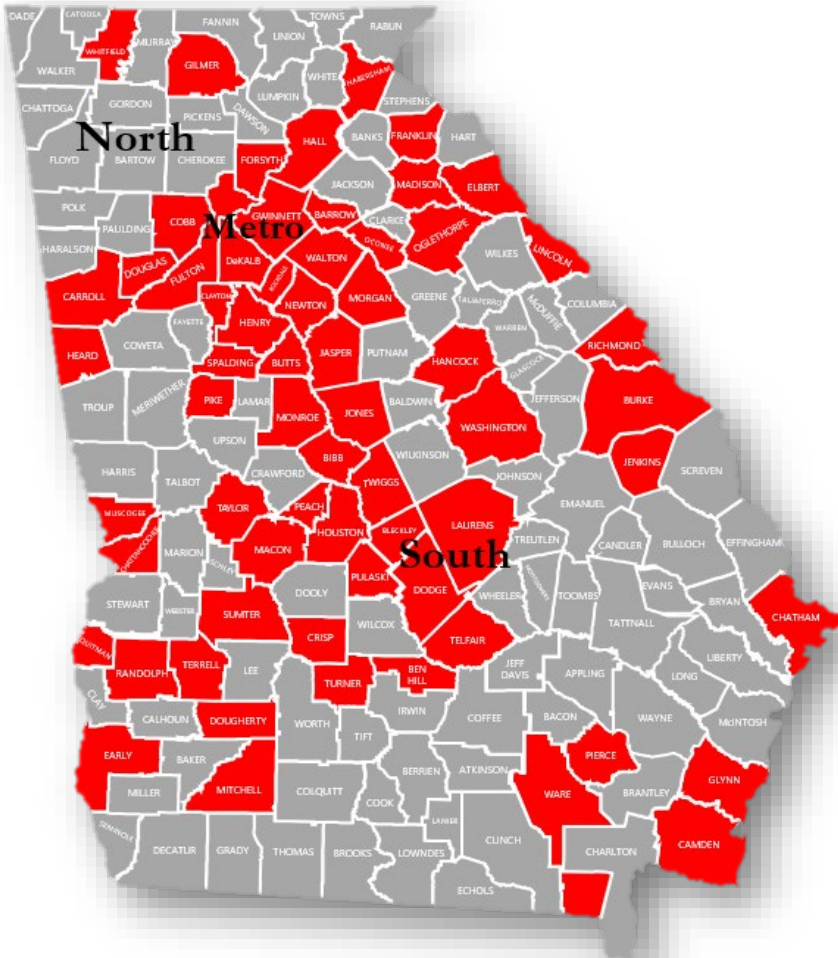
Gain access to toolkits, templates, and resources to utilize as you manage your subrecipients.

Attendees will be able to identify effective and ineffective ways to manage subrecipients.

# Commonly Used Terms

Term	Definition	Acronym
Georgia Division of Family and Children Services	Division of Georgia's Department of Human Services	DFCS or GA-DFCS
Prevention and Community Support Section	A section within the Division that works in partnership with community-based and statewide organizations to reduce child abuse and neglect	PCS
Grantee	The legal entity to which a grant is awarded and that is accountable to the Federal Government for the use of the funds provided	
Subrecipient	A state government agency, public education agency, local county governments, or a 501c3 non-profit organization in counties throughout the state of Georgia receiving PREP and/or SRAE funds.	
Adolescent Pregnancy Prevention Programs	Programs that provide resources through the PREP and SRAE Programs to help teens prepare for a successful future.	APP
Program Specialist(s)	Provides oversight and coordination of the sites awarded funding under PREP and SRAE through the Division of Family & Children Services	

# About Georgia APP PREP & SRAE



- The Georgia Division of Family and Children Services, Prevention, and Community Support Section are recipients of both PREP and SRAE funding.
- We rely heavily upon our subrecipients to reach deep into their communities in order to expand our programming and services (**64 counties to be exact**)!
- We devote more than half of our dollars to activities carried out by our subrecipient agencies (**total of 33**).
- We are continuing to expand and grow our reach in new communities throughout Georgia!

# Why is This Workshop Important?

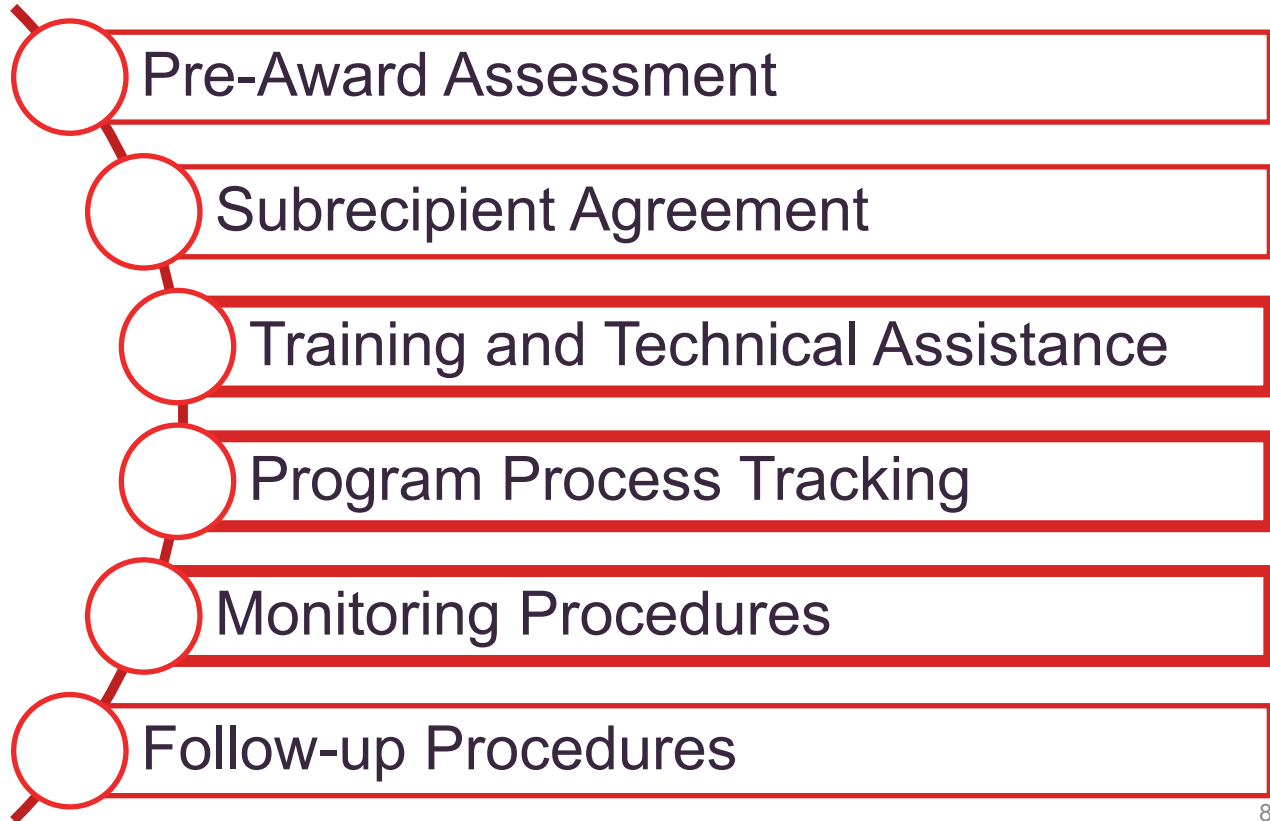
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In order to effectively monitor our subrecipients, we need to ensure that compliance requirements are identified to the subrecipient at the time of the award and that activities are **monitored throughout the entire grant period.**

It is the grantee's job to make sure that subrecipients are adhering to the guidelines, committing to the activities, and achieving the designated outcomes outlined in the contract.

**Workshop Goal:** *To assist grantees in implementing and overseeing effective subrecipient programs by identifying and following the six basic steps outlined in this presentation.*

# *Identifying the Six Basic Steps*

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- Pre-Award Assessment
  - Subrecipient Agreement
  - Training and Technical Assistance
  - Program Process Tracking
  - Monitoring Procedures
  - Follow-up Procedures



# Let's Take a Poll!



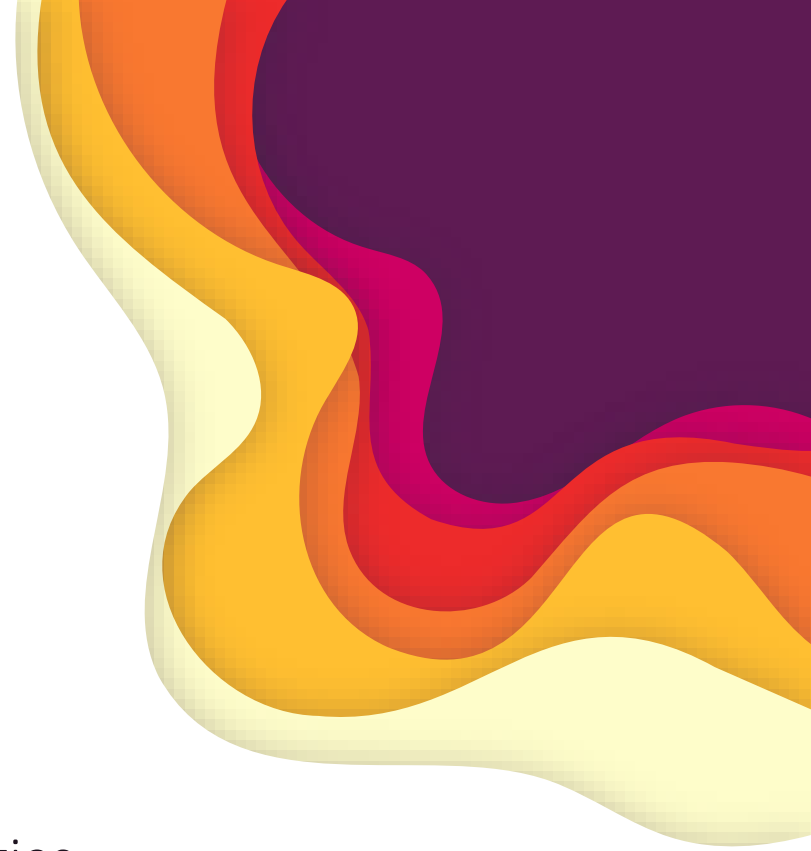
Go to [www.menti.com](http://www.menti.com) and  
use code 15 21 18 2

What are some factors that  
influence effective subrecipient  
management?

# Factors That Influence Effective Subrecipient Management

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- I. Committed Leadership
- II. Trust and Good Relationships
- III. Effective Communication
- IV. Compliance and Monitoring
- V. Professional Development Opportunities



# STEP 1: Pre-Award Assessment

*The process of subrecipients applying and being selected to carry out APP-funded programming and activities.*



# Pre-Award Assessment Process



# Funding Announcement

## Competitive

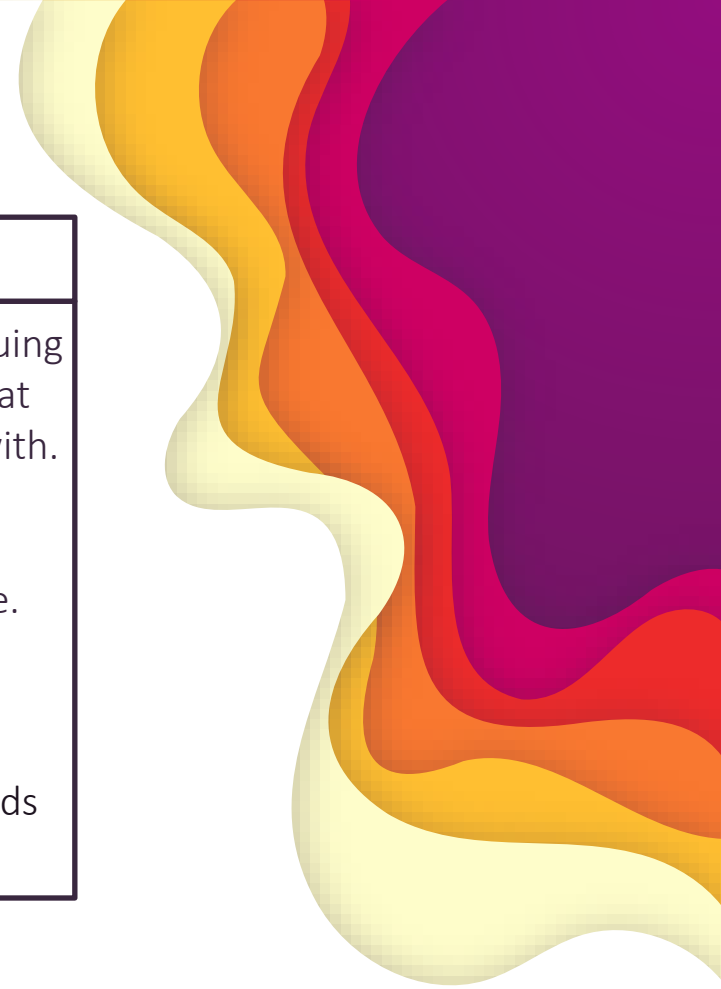
Under this approach, we publicly publish a notice of fund availability (or SoN) requesting applications and specifying selection criteria for both new applicants and existing subrecipients.

**Advantage:** a diverse pool of applicants.

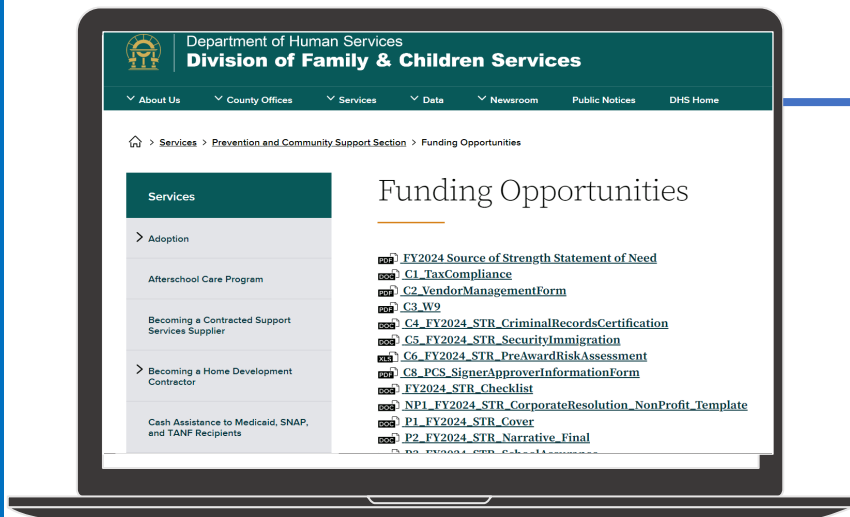
## Continuation

This model involves continuing to re-fund organizations that we are currently working with. In this instance, we still thoroughly assess the subrecipient's performance.

**Advantage:** reduces TA needs after selection.

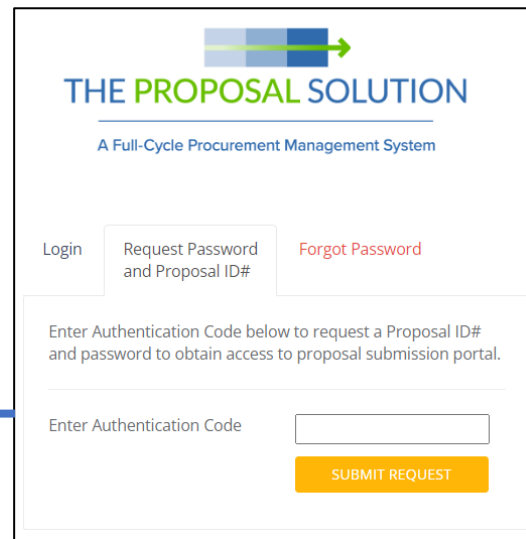


# Our Best Practices



Funding opportunities are posted on the Georgia DFCS website with all required documents in a downloadable format.

We utilize an online procurement management system that collects all proposal documents. The agency also conducts a compliance review on all documents for us!



# STEP 2: Subrecipient Agreement

*A formal contract between the grantee and the subrecipient that specifies the types of products or services required, project timelines, documentation of results, and contract incentives or penalties.*



# The Importance

- The contract agreements establish performance and outcome targets that the grantee and the subrecipient can track.
  - Contracts are a great tool to monitor performance.
- Provides an opportunity for program expectations and requirements to be clear, containing all the elements required for Georgia APP programming.
- Allows grantees to compare actual progress with the terms of the contract agreement to determine whether the subrecipient is carrying out the activities as approved, on time, and within budget.



# A Quick Glance into Georgia's Subrecipient Agreements

- b. Programmatic report completed and submitted on-line as verification of service provision by the 13th business day of each month.
  - i. Program enrollment and attendance data reported to the Georgia PREP Online Data System.
  - ii. Prior approval for contract-funded materials, media information, and public information received from the DFCS-PCS Program Contact
  - iii. Submit a brief narrative summary of the work completed during the contract year to promote Youth Thrive Protective Factors selected in their contract proposal.
- c. **Performance Measure:** Entry and exit surveys will have been submitted to the Georgia PREP Online Data System for 60% of enrolled youth by the end of the reporting period.
- d. **Performance Measure:** Graduate at least 30% of contracted number by the end of the second quarter (March 31).
- e. **Performance Measure:** Graduate at least 60% of contracted number by the end of the third quarter (June 30).
- f. **Annual Performance Measure:** 75% of all youth enrolled will have successfully completed (graduated) 75% of the GA PREP program by the end of the program year (August 31).
- g. **Annual Performance Measure –** Submission of a PREP Annual Report within 90 days after the end of the contract year (December 29).
  - i. The Annual Report is a comprehensive analysis of the programmatic landscape of PREP, covering trends, drivers of and barriers to growth, and
    - a) Data Analysis- enrollment, graduation,
    - b) Year over Year Trend Analysis
    - c) Impact on Community
      - i) Partnerships
    - d) Use of funds
    - e) Special Projects (if applicable)
    - f) Challenges/barriers
    - g) Forecast for the upcoming year

Clarify how subrecipient performance is to be measured

- i. Contractor will provide the following services/deliverables in accordance with the terms and conditions of the Contract:
  - A. Contractor's Proposal:  
Implement the Georgia PREP program to teens/young adults, ages 10 – 19 (up to 21 if pregnant or parenting) as outlined in the Contractor's Proposal as approved by the Department through the Prevention and Community Support (PCS) section, which is incorporated herein by reference. In the event there is a discrepancy between the Contractor's Proposal and Contract, the Contract shall be controlling.
  - B. Number of Youth:  
Ensure that a minimum of 500 eligible and unduplicated youth graduates (attend 75% or more scheduled hours of programming) from GA-PREP programming as established by the Department through the Prevention and Community Support (PCS) section.
  - C. Service Delivery:
    - 1. The Contractor as outlined in the Georgia PREP Operation Manual, will implement with fidelity within the first 90 days of contract execution, at minimum one (1) of the evidence-based programs identified by the Department to at-risk youth with the intent to change behavior, which means delaying sexual activity, increasing condom or contraceptive use for sexually active youth and reducing pregnancy among youth. The following curricula are approved for PREP funding:
      - a. Making A Difference
      - b. Making Proud Choices
      - c. Be Proud! Be Responsible! Be Protective!
      - d. Cuidate!
    - 2. Integrate and implement at least three (3) adult preparation subjects from the identified curriculum selected by the Department. The Contractor will provide high quality instruction that teaches needed skills for healthy, physical, and emotional development, which may include among others: forming healthy relationships, parent-child communication, and educational success. The following curriculum is approved for adulthood preparation subjects:
      - a. Family Life and Sexual Health (F.L.A.S.H.) – Lessons: 4, 6, 7, and 14
    - 3. Participate in required training on each of the selected curricula as identified by the Department and provide a copy of certificate of attendance within 20 days of attendance (where applicable).

One way to minimize the risk of non-compliance and encourage subrecipients to contribute to programming efforts is to clearly state what the subrecipient must do in the contract.

# What We've Found That Works

## Step 1 and Step 2

### Step 1: Pre-Award Assessment

- Providing a checklist of required documents needed to apply
- Hosting mandatory webinars to inform and answer questions
- Outsourcing with an agency to collect proposal documents
- Evaluating all applicants using a rubric tailored to GA-APP programs to assess capacity

### Step 2: Subrecipient Agreement

- Allowing subrecipients to review their contract before it is executed
- Outlining reporting requirements with dates and deadlines
- Providing a breakdown of allowable and unallowable costs

# Small Group Activity 1

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In small groups, discuss some best practices that your State or funding stream applies during the pre-award process and contract agreement phase of your Adolescent Pregnancy Prevention grant.

## Guiding Questions

- How do you recruit applicants?
- How often do you seek new agencies to apply (competitive process)?
- How are applicants guided through the proposal process?
- How are proposals evaluated?

# STEP 3: Training & Technical Assistance

*Outreach and learning opportunities that allow new subrecipients the ability to become funded and assist existing organizations with strategies to refine and improve their performance.*



# The Importance

- Training and technical assistance play an important role in building and maintaining the capacity of subrecipients.
  - Enhances performance, reduces turnover, provides specific learning opportunities on adolescent sexual health topics, working with special populations, securing partnerships, and much more!
- It ensures all subrecipients participate in an initial **orientation session** to establish an understanding of general Georgia PREP or Georgia SRAE program requirements.

# The Variations of Learning Opportunities



## Orientation

Addresses program goals and is designed to help ensure that subrecipients understand the basic requirements of participation in the PREP or SRAE program.

## Training

Enhancing capacity by offering opportunities to learn new skills, techniques, and increasing knowledge around topics of adolescent health, STI's, engaging parents, curricula adaptations, and so much more!

## Technical Assistance

Assisting subrecipients individually or collectively with a particular subrecipient to provide help in addressing a particular concern or issue.

# Georgia's Subrecipient Operations Manual



**Georgia Division of Family & Children Services**  
**Prevention & Community Support Section**  
*Safe Children. Strengthened Families. Stronger Communities.*

**TITLE V STATE**  
**SEXUAL RISK AVOIDANCE EDUCATION**  
**PROGRAM**

**STANDARD OPERATING PROCEDURES MANUAL**  
**2022-2023**

**CONTRACT PERIOD: 10/1/22 - 9/30/23**

This project was supported in part by the Georgia Division of Family and Children Services (DFCS) – Prevention and Community Support Section (PCS) through state funds from the Georgia General Assembly and federal funds from the Title V State Sexual Risk Avoidance Education Program from the U.S. Department of Health and Human Services, Administration for Families and Children (ACF), Administration on Children, Youth and Families' (ACYF) Family and Youth Services Bureau (FYSB).

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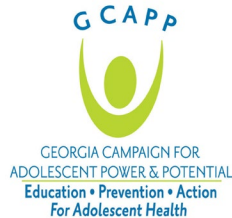
2022-2023 SRAE Standard Operating Procedures Manual  
 2

We create program-specific operations manuals each year to assist our subrecipients and their team with understanding all aspects of their funded program requirements.

The operations manual is a great resource that outlines program expectations, assists new subrecipients as they get acclimated to the grant, tracks procedures, and reduces any liability risks.

# Building Capacity by Reaching Out

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GCAPP serves as the expert in teen pregnancy prevention and youth development in Georgia by replicating evidence-based programs for young people, building local capacity to implement effective strategies, and advocating for policies that support young people. GCAPP also provides training and technical assistance to youth-serving professionals.



GUIDE serves to improve community conditions by utilizing collaborations, promoting positive youth development, delivering specialized training and resources, and preventing substance use and abuse.



The Georgia ASYD Initiative provides engaging and impactful professional learning opportunities, ASYD Quality Standards resources, and bi-annual ASYD Conference all designed to improve quality in out-of-school/afterschool programming.



# Technical Assistance

## Individual TA

A one-on-one process that provides targeted support to a subrecipient with a development need or problem. Individual TA can be provided via phone, email, in-person or virtual formats (zoom).

## Collaborative TA

Allows for subrecipients to share best practices, influence new ways to implement and plan programming, and increase engagement amongst subrecipients. Typically held in a virtual format (monthly or quarterly).

**Common Goal:** *To provide support and services to assist subrecipients in fulfilling their contractual obligations, and an overview of state monitoring.*

# Types of Technical Assistance

<i>Program Planning &amp; Management</i>	<i>Program Implementation</i>	<i>Program Evaluation &amp; Assessment</i>
<ul style="list-style-type: none"><li>• Needs Assessment</li><li>• Recruitment</li><li>• Collaboration &amp; Partnerships</li><li>• Goal setting/logic models/ work plans</li><li>• Program management, organization, and oversight</li><li>• Sustainability planning</li></ul>	<ul style="list-style-type: none"><li>• Curriculum implementation strategies</li><li>• Recommendations for ordering supplies/materials</li><li>• Demonstration Assistance</li><li>• Curriculum adaptations</li><li>• Use of social and digital media/retention strategies</li><li>• Fidelity Monitoring</li><li>• Data Collection/Survey Administration</li></ul>	<ul style="list-style-type: none"><li>• County level vital statistics</li><li>• Local evaluation</li><li>• Continuous quality improvement</li></ul>

# STEP 4: Tracking Program Progress

*The procedures used to track the results of subrecipient activities. This is done to ensure that milestones are met, but also to assess whether the subrecipient reached its intended goals*



# The Importance

- The contract agreements establish performance and outcome targets that the grantee and the subrecipient can track.
  - Contracts are a great tool to monitor performance.
- Provides an opportunity for program expectations and requirements to be clear, containing all the elements required for Georgia APP programming.
- Allows grantees to compare actual progress with the terms of the contract agreement to determine whether the subrecipient is carrying out the activities as approved, on time, and within budget.

# How Georgia Tracks Results: MPR

**GaPREP Monthly Programmatic Report**

3. Programmatic Activity Report

88%

**\* 4. Completed Contract Milestone and Activities**  
List contract milestones and activities completed by your program during the reporting period.

**\* 5. Completed Youth Thrive Protective Factors**  
List the selected contract proposal activities that were completed to promote the Youth Thrive Protective Factors during the reporting period.

**\* 6. Special Event Details**  
List the details of each special event (i.e., contract milestone).

Monthly Programmatic Reports (MPR) is an online system or tracking workbook that allows subrecipients to enter information about contract deliverables and the progress toward those goals.

**B. Program Information**

Contractor: [REDACTED] Reporting Period: Feb-23

**. Overall Program Information**

Target number of youth to be served:	200	
Total year to date youth enrolled:	179	
Total year to date parental consent forms on file:*	0	* If parent consent is passive, indicate the number of opt-out forms.
OR Total year to date opt-out forms:	2	
Total year to date entry surveys submitted:	134	
Total year to date exit survey submitted:	0	
Total abstinence attendance forms submitted:	21	
Total youth development attendance forms submitted:	29	

**I. Site Level Information**

Site Name	Year To Date Youth Enrolled	Parental Consent Forms On File Or Opt-Out Forms	Year To Date Entry Surveys Submitted	Year To Date Exit Surveys Submitted	Year To Date Attendance Submitted		Year To Date Program Length (in minutes)
					Abstinence	Youth	
1	41	0	40	0	6	4	600
2	29	0	26	0	0	7	420
3	32	2	26	0	5	5	600
4	14	0	14	0	6	4	600

Navigation: A. Personnel | B. Program | C. Parent | D. Mandatory Activities | E. Narrative | Data Collection In ...

All questions asked on the MPR are pulled from their contracted deliverables.

# How Georgia Tracks Results: Reimbursement Requests

PROGRAM: State Personal Responsibility Education Program (PREP)

Request for Reimbursement Workbook

Contractor: [REDACTED] Vendor #: [REDACTED]  
Contract #: [REDACTED] PO #: [REDACTED]  
Start Date: 10/01/22  
End Date: 09/30/23

Reporting Period: 0 TO: 0

BUDGET CATEGORY	APPROVED BUDGET	PRIOR CUMULATIVE EXPENSE	REPORT THIS PERIOD	BALANCE
	Federal Funds	Federal Funds	Federal Funds	Federal Funds
Personal Services	10,992.00	0.00	0.00	10,992.00
Regular Operating	47,208.00	0.00	0.00	47,208.00
Travel	5,000.00	0.00	0.00	5,000.00
Equipment >\$5,000	0.00	0.00	0.00	0.00
Facility Costs	0.00	0.00	0.00	0.00
Per Diem, Fees, Contracts	16,800.00	0.00	0.00	16,800.00
Telecommunications	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>80,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>80,000.00</b>

REQUIRED ATTACHMENTS:

Expenses utilizing federal funds must be indicated on the automated workbook that we provide all subrecipients. Financial documentation must be submitted for federal funds. All expenses must be in line with the approved budget.

The Contractor *must be in compliance* with all contract requirements to receive full payment. Expending of funds does not guarantee full reimbursement.

# How Georgia Tracks Results: Participant Data

Name	Start	Finish	Initiates	Sessions		
				Intended	Expected	Observed
	2023-02-02	2023-04-14	28	7	6	6
	2023-01-30	2023-04-10	18	7	6	7
	2023-01-30	2023-04-10	20	7	6	7
	2023-01-31	2023-04-11	23	7	6	7
	2023-01-30	2023-04-10	26	7	6	7
	2023-01-31	2023-04-11	22	7	6	7
	2023-02-01	2023-04-14	22	7	6	6
	2023-02-01	2023-04-14	26	7	6	6
	2023-02-02	2023-04-14	21	7	6	6
	2023-02-01	2023-04-14	27	7	6	6

## MPR Guidance

Has all required data and sessions logged been entered into the GaPR System?

Based on the available data, it appears that the answer might be **"Yes - In Process"** because all active cohorts have sufficient session logs.

Approximately how many youth are enrolled at all your implementing sites?

When GaPR looks at the session logs for your active cohorts, it counts a total of **233** "new" participants across all sessions, which should match

Approximately how many youth are on track to successfully complete/graduate from the PREP program?

When GaPR looks at the session logs for your active cohorts, it counts a total of 1402 participation events across all sessions, which is 9% of w  
That could represent **about 21** participants on-track to graduate, on average, but the actual number could vary for multiple reasons.

Is your program meeting or maintaining an 60% rate of entry survey submissions?

When GaPR looks at the session logs for all your cohorts, it counts a total of 457 initiates. We have surveys for **97%** of them.

Is your program meeting or maintaining an 60% rate of exit survey submissions?

When GaPR looks at the closure for all your cohorts, it counts a total of 194 graduates. We have surveys for **159%** of them.

This page is intended to help summarize data to make it easier to fill out relevant data portions of the Monthly Programmatic Report.

We provide our subrecipients with easy access to their programmatic data. Our performance measures management portal captures and analyzes initiates, graduates, and survey data from all cohorts to alleviate any stressors as they complete their reporting requirements.

# What We've Found That Works

## Step 3 and Step 4

### Step 3: Training and Technical Assistance

- Provide training opportunities that go beyond the application process and awarding of funds.
- Provide funds to an agency to be used exclusively to build capacity (paying for subrecipient staff to attend training conducted by another entity with expertise in a particular area).
- Create a training calendar for all opportunities.

### Step 4: Tracking Program Progress

- Provide a monthly status report template to subrecipients
- Require programmatic reports to be submitted and reviewed before a request for reimbursements to ensure compliance



# STEP 5: Monitoring Strategies and Procedures

*Processes to ensure that subrecipients have complied with contractual agreements, and APP rules, delivered agreed-upon products and services and achieved the results or outcomes intended.*



# The Importance

Effective APP programs depend upon *cooperative, problem-solving relationships* between grantees and subrecipients that include:

- **Open and consistent communication** (both formal and informal)
- **Ongoing technical assistance and support**
- **Progress performance updates**

Monitoring is an important element in our attempts to identify weak areas of performance and provide technical assistance, thereby building the capacity of our subrecipients.

Monitoring procedures allow us to compare actual progress with the terms of the subrecipient's contract agreement to determine if they are carrying out activities as approved, on time, and within budget.



# Georgia's Monitoring Procedures

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- Site Visits (on-site monitoring) Conducted each Fiscal Year
  - Observation visits
    - Fidelity monitoring of curricula models
  - Administrative Interviews
- Participant Data
  - Enrollment data
  - Participant completion (graduate) data
  - Survey data
- Monthly Programmatic Reporting
  - Collects information about APP-related activities completed for each subrecipient's implementation site.
- Request for reimbursement (invoices, workbooks, supporting documents)



**Sexual Risk Avoidance Education Grant Program  
Monitoring Site Visit Checklist**

Each grantee will receive at least one monitoring site visit from PCS. This visit will include the following components: (1) a program observation; (2) a review of program, evaluation, and financial documents; and (3) discussion. The information below details what items will be observed, reviewed, and/or discussed during the visit.

**Program Observation**

- Occurs during the regularly scheduled program time
- Serves target population
- Must include an abstinence education lesson from an approved curriculum
- A-H compliant
- Medically accurate and complete
- No promotion, discussion, or teaching of religion
- Contraception and barrier methods discussion in relation to failure rates

**Program/Evaluation Document Review**

- Personnel
  - Federal criminal background checks on applicable staff
  - Abstinence education training/certification on applicable staff
- Youth Participants
  - Roster
  - Membership application or registration
  - Parental Consent Form

- Activities
  - Schedules
  - After
- Internal track
- Internet Security

**Financial Document**

- Original receipt
- Timesheets
- Equipment/supplies
- Travel logs
- Contracts
- Inventory record

**Discussion**

- Program observation
- Program structure
- Technical assistance
- Follow up action

**Category 2: Staffing/Staff Development**

How effective is the contractor's hiring and training program in supporting the implementation of quality services to participants?

Question:	Possible Evidence:	Comments:
1. Has the contractor certified that all project staff met eligibility requirements, including state and/or local required background checks?	<input type="checkbox"/> Documentation <input type="checkbox"/> Interview	
2. Does the contractor-level staffing appear to be adequate for program oversight?	<input type="checkbox"/> Documentation <input type="checkbox"/> Interview	
3. Does the number of educators/facilitators employed appear sufficient to meet program delivery needs?	<input type="checkbox"/> Documentation <input type="checkbox"/> Interview	
4. Does the contractor have a training plan, training calendar, or tracking system in place to ensure that all staff members have attended any required meetings/trainings and that they have the materials needed to implement the program?	<input type="checkbox"/> Documentation <input type="checkbox"/> Interview	

# Georgia's Monitoring: Site Visits

We visit subrecipients at least once a year to perform official site visits during regularly scheduled program time. A special effort is made to visit new subrecipients to identify small problems early on.

**GOAL:** To monitor contract compliance inclusive of accounting controls and record-keeping, curriculum fidelity, and overall classroom management. The grantee provides guidance and demonstration assistance in areas such as fidelity, best practices, and program quality.

# Georgia's Monitoring: Progress Reports

## FY23 PREP Contractor Progress Report

Contractor: Georgia PREP Grantee

Contracted Youth to Serve: 120

Quarter:  1: October -December  2: January-March  3: April-June  4: July-September

Contract Deliverables Status: In progress.

Contract Deliverables	Deliverables Met	Updates/Progress
Timely submission of financial invoices and documents	<input checked="" type="checkbox"/>	Have received October 2022- January 2023 invoices. Contractor submits all invoices and supporting documents on time or early.
Completion of MPR's on the 13 <sup>th</sup> business day of each month- even if implementation is <i>not</i> occurring	<input checked="" type="checkbox"/>	Contractor has submitted MPRs for October-January. The contractor submits MPRs by the 13 <sup>th</sup> business day.
Completion of the required Mandated Reporter Training	<input checked="" type="checkbox"/>	Received mandated reporter certificates from all contractors staff.
Completion or scheduling of site visit and administrative interview	Completed	Administrative interview: 12/1/2022 Observation visit: 12/5/2022
Implementation status: sites, cohorts in session, and cohorts completed	In progress	4 active cohorts: 5 completed cohorts
Approximate enrollment/graduation numbers	In progress	106 graduates (88% graduated).
Attendance data entered into the GA-PREP Online Data Collection system	<input checked="" type="checkbox"/>	Data has been entered but may not be updated.
60% of enrolled youth submitted entry and exit surveys by the end of the reporting period	In progress	Exceeds submission rate. - 91 Entry surveys/ 80 initiates= <b>113%</b> - 101 exit surveys/ 106 graduates= <b>95%</b>
Attendance at a minimum of 4 required PREP-sponsored training events	In progress	<b>Contractor has attended 2 of 4:</b>  GSU Eval Training: 10/4 Connected Caregiver Training: 1/19  <b>Connected Caregiver trainings can satisfy as well as the LGBTQIA+ Inclusivity webinar</b> <b>Contractor has attended 2 of 3:</b>
Attendance at a minimum of 3 optional PCS-sponsored training events	In progress	Contractors Management Workshop: 10/3 Grant Writing Webinar: 2/16  <b>PCS quarterly training(s) can satisfy</b>
Attendance at the March 4 PCS Youth Summit	Met	Contractor attended the PCS Youth Summit in Duluth, GA.
2 Community Outreach events in support of approved DFCS National Health Observances	<input type="checkbox"/>	Contractor has not submitted any requests to host any community outreach events yet.

This report is to help subrecipients ensure they are meeting their contracted deliverables, as well as assist them in knowing what areas require additional attention.

The contractor progress report is usually sent out at the end of the second quarter to pinpoint contracted deliverables that have and have not been met. This allows them to have approximately 6 months to maintain or meet compliance status.

# Small Group Activity 2

In small groups, work together to brainstorm some ideas on how you would approach this subrecipient and what type of technical assistance you would provide.

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You have a new subrecipient to your APP grant. They were identified by your proposal review committee because they had a very compelling proposal. They appear to be a strong performer with great attention to detail. However, you are now in the second quarter of the grant and the subrecipient has not submitted any of their monthly programmatic reports, or invoices, and they are not tracking their program requirements.

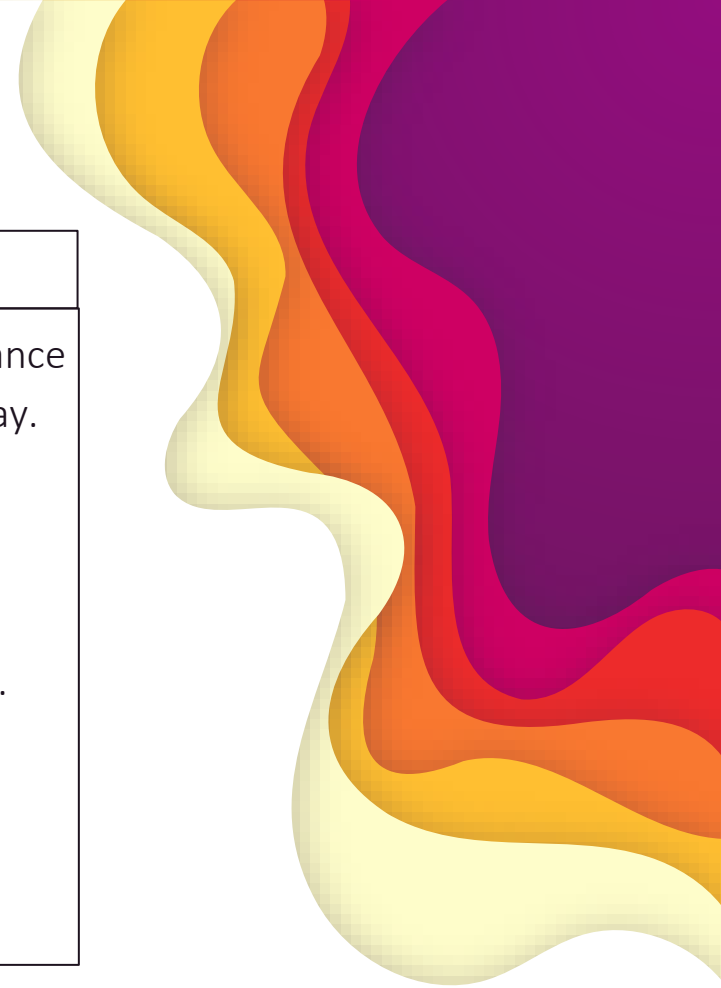
# ***Group Activity: The Conversation***

## **DO'S**

- Address the concerns as soon as possible.
- Schedule a meeting and outline the current performance progress.
- Offer frequent TA meetings or offer peer-to-peer support.
- Monitor and follow through until it's resolved.

## **DON'TS**

- Ignore the noncompliance and hope it will go away.
- Jump to disciplinary action.
- Dismiss the need to monitor and follow up.



# STEP 6: Follow-up Procedures

*Processes to ensure that the results of monitoring visits and other assessments are shared and that further guidance is provided.*



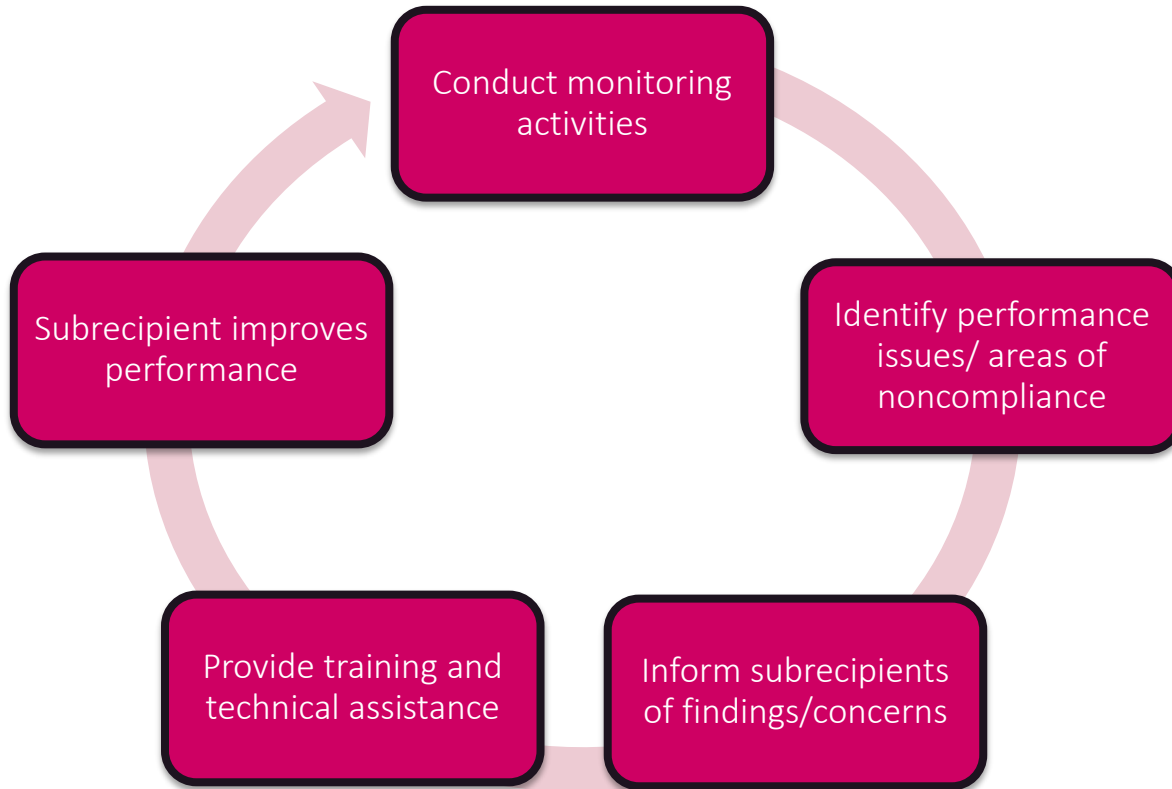




# The Importance

- This step is related to ensuring that the results of monitoring visits and other assessments are shared and that further guidance is provided (if needed).
- Subrecipients must understand the necessity of following their agreements and complying with federal rules. Grantees need to ensure that subrecipients are aware that penalties will be imposed if the rules are not followed.
- We conduct evaluations of trainings and actively solicit feedback by encouraging e-mail and phone contact with subrecipients. This information is used to improve the quality of the services that we provide.

# Follow-Up Process



# Georgia's Approach

## Evaluation of the Georgia Personal Responsibility Education Program-PREP

Program Year Ten

October 1, 2021 - September 30, 2022

Dr. Sheryl Gowen, Principal Investigator  
David Fikis, Research Associate  
Tessa Johnson, Research Associate  
Rosalya Martin, Research Associate  
Syreeta Skelton-Wilson, Research Associate  
Jovel Warrican, Graduate Research Assistant  
Georgia State University

Prepared for the Georgia Department of Human Services, Division of Family and  
Children Services under Contract 42700-040-0000033613

### CONNECTION: PREP Provider Panel



Antoinette Jones

AHYD Program Assistant for  
Cobb & Douglas County



Lori A'mor

Founder and CEO of 4Evamor Inc.  
PREP Program Director and  
Facilitator



Andre Castro

AHYD Director for Gwinnett,  
Newton, and Rockdale County



We publish a report summarizing monitoring findings and performance data for all subrecipients, and we then hold a public wrap-up meeting at the end of the program/contract year to review the data.

We allow subrecipients to lead conversations about their work in the fields during these meetings. It inspires others as they share best practices and techniques for maintaining compliance throughout the grant.

# What We've Found That Works

## Step 5 and Step 6

### Step 5: Monitoring Procedures

- Provide a monthly status report template to subrecipients
- Communicate regularly with subrecipients to create awareness of what the monitoring protocol involves.
- Share monthly reports with appropriate compliance and monitoring staff and other program staff

### Step 6: Follow-up Procedures

- Share information throughout the program year. Don't wait until the end of the monitoring cycle to provide feedback to subrecipients.
- Publish reports summarizing monitoring findings and performance data for all subrecipients
- Celebrate the program year and allow subrecipients an opportunity to share ideas and strategies

# Connecting it All Together

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We have found that to manage subrecipients effectively, we must have a complete system of supervision and it must be consistent, however, that is not enough.

We must also support subrecipient capacity and provide encouragement, resources, and education in order for subrecipients to perform well.



# Tools to Consider

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- Application checklist
- Capacity Assessment/Rubric
- Comprehensive Operations Manual
- Mid-year progress performance reports
- Conduct administrative interviews
- Hosting collaborative TA meetings with subrecipients



# Acknowledgment of our Partners

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GEORGIA CAMPAIGN FOR  
ADOLESCENT POWER & POTENTIAL  
Education • Prevention • Action  
For Adolescent Health



UNIVERSITY OF  
**GEORGIA**



**Golden Eye**

Data Evaluation, Analysis, and Reporting



Georgia Afterschool  
& Youth Development  
**Initiative**

*A collaboration between GSAN & GUIDE, Inc.*

**Thank you!**

**Any  
Questions?**

*When you can be ANYthing  
you are expected to be  
EVERYthing!*





# Want More Information? Contact Us



**Lashantynia Clayton**

PREP Program Specialist

[Lashantynia.Clayton@dhs.ga.gov](mailto:Lashantynia.Clayton@dhs.ga.gov)



**Wynecoka Thompson**

SRAE Program Specialist

[Wynecoka.Thomson1@dhs.ga.gov](mailto:Wynecoka.Thomson1@dhs.ga.gov)



**Missy Thompson**

SRAE Program Specialist

[Missy.Thompson@dhs.ga.gov](mailto:Missy.Thompson@dhs.ga.gov)

# Session Evaluation

Please complete a brief evaluation form for all workshops and panels on Tuesday, May 23 and Wednesday, May 24 by scanning the QR code below or visiting the following link:

<https://tinyurl.com/SessEval232323>

