

Program Overview Program Rules - FY 2012

Reporting:

- A. Reporting shall be considered a deliverable under this agreement for purposes of determining fulfillment of the Subcontractor's obligations. Failure to produce timely and adequate reports may jeopardize the Subcontractor's funding during the current award period as well as its eligibility or consideration for funding in subsequent years and shall result in a delay in payment as described in the compensation article below.

Furthermore, the Boston Public Health Commission reserves the right to withdraw an award if it determines the Subcontractor has failed to make substantial progress in meeting its goals and objectives, that such failure is unreasonable, and the Subcontractor does not develop and implement a timely plan of corrective action.

- B. The Subcontractor shall submit in writing quarterly progress reports. Such reports shall address (1) an update on the program's progress toward achieving all goals & objectives outlined in the Scope of Service, (2) updates on program status, (3) personnel status, (4) any problems, obstacles or hindrances the program has encountered, (5) any unmet service needs, and (6) a plan of action describing how the program intends to address any aforementioned problems and unmet service needs. The Boston Public Health Commission may also request additional information at any time.
- C. All reports shall contain narrative descriptions, which are concise, informative, and include sufficient detail to allow evaluation of funded efforts. Tables and exhibits may be included along with narrative descriptions, where appropriate. Also, the Subcontractor shall include a description of the implementation and progress on any Plans of Corrective Action submitted to the Boston Public Health Commission. Activities being carried out using funds from this RFP should be clearly identified; complementary activities which use alternate funding sources must be clearly identified. The Boston Public Health Commission may provide specific formats for submitting reports, which the Subcontractor shall be required to follow. The Subcontractor shall be required to adhere to all reporting requirements on time. Training will be provided if such changes in reporting requirements occur.
- D. Quarterly progress reports shall be submitted by the fifteenth (15th) day of the month following the reported quarter's end. For example, Quarter 1 includes July 1-September 30, therefore the first quarterly report must be submitted no later than October 15.

Monitoring:

- A. The Boston Public Health Commission or other entities on behalf of the Boston Public Health Commission will conduct site visits. The Subcontractor will usually receive at least one (1) formal site visit during each three year contract cycle, though the BPHC reserves the right to conduct additional site visits when deemed necessary. Site visits may include a review of both fiscal and programmatic documentation, as well as the agency's compliance with the Standards. Key personnel involved in the implementation of the Scope of Service--at any and all locations where funded activities occur--should be available for site visits.
- B. Additional information may be requested prior to, at, or subsequent to your site visit(s). The Subcontractor will have a reasonable time to produce such information. The Subcontractor shall also receive reasonable notice prior to each site visit. The Boston Public Health Commission shall take care to schedule site visits at mutually agreed-upon times, so long as such scheduling does not result in a delay of the visit, in which case the Boston Public Health Commission shall specify a reasonable date and time for the site visit.

Flyers, Promotional and Educational Materials:

- A. The Boston Public Health Commission encourages funded programs to publicize and promote its activities wherever appropriate in order to reach as many potential participants as possible. If you are advertising an event being supported with BPHC funds, the agency must submit a copy of the promotional materials to the BPHC for approval prior to the creation or dissemination of the materials and must cite BPHC as a sponsor of the event or educational materials.

Data Reporting:

- A. As a condition of funding with the Boston Public Health Commission's Infectious Disease Bureau Education and Outreach Office, agencies must submit data for all activities conducted as part of their contract on a monthly basis. Detailed instructions for data reporting, including method and deadlines, can be found on pages 10 - 16.

Standards and Requirements:

- A. All agencies must adhere to the Intervention Specific Standards, including programmatic and staffing requirements. These standards are included on a disk in the Provider Orientation packet or may be downloaded from the BPHC web site www.bphc.org. By submitting a proposal, agencies are agreeing to abide by the standards included in this packet, and any additional standards which may be required.

Compliance:

- A. Failure to adhere to reporting and fiscal deadlines may result in an agency being deemed non-compliant with contractual obligations. Two consecutive quarters of non-compliance may result in the agency being placed on probation. Three quarters of non-compliance out of four throughout the fiscal year may result in suspension or termination of the contract.

Progress Reporting Overview

Submission Requirements

Reports are to be submitted to the attention of:

Rhoda Johnson-Tuckett
Manager, Education & Outreach Office
Infectious Disease Bureau
Boston Public Health Commission
1010 Massachusetts Avenue, 2nd Floor
Boston, MA 02118

Progress Reports are to be submitted by the following dates:

Progress Reports are due by the middle of the month following the end of the reporting period.

Progress Report Period	Reporting Period	Due Date
1	Jul 1 - Sep 30	Oct 15, 2011
2	Oct 1 - Dec 31	Jan 15, 2012
3	Jan 1 - Mar 31	Apr 15, 2012
4	Apr 1 - Jun 30	Jul 15, 2012

Note:

Each quarterly progress report should reflect only those activities conducted during the three months included in that quarter. While the first quarterly progress report is due on October 15, it should only cover activities which occurred between July 1 and September 30.

Program Narrative Instructions

The narrative should focus on Community Based Prevention funded program activities. If the program is part of a larger effort funded by multiple sources, you may describe the overall effort for context. However, clearly delineate activities funded by the Education & Outreach Office.

Providers are expected to provide a detailed description of recent Community Based Prevention funded activities in the narrative portion of the progress report. Please organize your narrative using the following outline to ensure that it completely meets our requirements.

Update of Progress on Goals and Objectives:

Describe your progress on meeting the goals and objectives as described in your scope of services. Please include both quarterly and cumulative (during the current fiscal year) actual numbers of clients served, materials distributed, etc., where applicable.

Update on Program Status:

Provide an update on the status of the program, the services you are delivering and any additional changes in program status. This would be an appropriate section to include any activities funded by other sources that complement the services outlined in your Community Based Prevention contract. It is also helpful to know what the current status is of the program's other sources of funding.

Update on Personnel Status:

Provide an update on any staff changes, plans for hiring new staff, changes in supervisory structure, etc. Please also note if and when there are no staff changes. Include any professional trainings that Community Based Prevention-related staff have attended. NOTE: please do not wait until submission of the quarterly report to inform us of staffing changes. These should be reported in writing to your Program Coordinator as soon as they occur.

Description of Problems and Challenges:

Discuss any challenges the program faced, how you met the challenges, and how these difficulties affected your program. This section should place special emphasis on problems that directly affect your program's ability to carry out the goals and objectives listed in your scope of service.

Description of Emerging Needs:

Describe any additional needs that your target populations have that are not being met. This section may additionally include any of your program's needs, i.e. what would better enable your program to achieve its goals and objectives?

Progress on Plan of Corrective Action:

If you have been cited by the BPHC and were instructed to submit a Plan of Corrective Action—either during a site visit or due to a contract-specific situation—you must include a description of your progress addressing the approved plan. You are expected to continue addressing this issue in each quarterly report until such time as the citation has been officially lifted by the BPHC.

Miscellaneous:

Provide any other additional information that is relevant to your program and to the BPHC's understanding of your program.

A *sample* narrative can be found on the following page.