**Al’s Pals Quarterly Report FY 2014 DCAT6-09-009**

**4th Quarter Report Al’s Pals, July 15, 2014**

**Warren County Board of Supervisors**

**Contract Start Date: July 1, 2013**

***1.3 Scope of Work.***

**1.3.1 Deliverables.**

The Contractor shall provide the following:

1. Children 0-5 will have Al’s Pals Curriculum delivered at their preschool, elementary school or Respite Nursery as an Alcohol/Violence Prevention Program. **All participating schools/child care centers are delivering the Al’s Pals Curriculum.**  
     
   (b) Al’s Pals curriculum will be delivered with hand puppets by staffs who have received Al’s Pals online training. **All staff delivering the Al’s Pals Curriculum has been trained. The two staff members in a Warren County preschool noted in the FY14 2nd Quarter report completed their training and received certification. Seven additional staff will be taking the training in FY15.**  
     
   (c) Each of the Al’s Pals classrooms shall be required to undergo an annual monitoring session done by CPPC Coordinator using the Al’s Pals Curriculum Evaluation. **Completed 16 monitoring sessions at the 13 participating schools/centers in FY14.**

(d) Provide all consumable supplies required for the Al’s Pals classrooms activities in the three counties. **CPPC Coordinator has delivered all requested supplies for FY14.**  
  
(e) Contractor will provide quarterly reports that include updates on Deliverables and Performance Measures. **Completed in FY14.**

1.3.2 Performance Measures.

(a) 80% of participating centers in Madison, Marion and Warren County will deliver a minimum of 5 sessions of the Al’s Pals Alcohol/Violence Prevention Program to youth in their care ages 0-5. **100% of centers delivered at least 5 sessions.**

(b) 100% of staff will have participated in Al’s Pals online training before they can deliver the Al’s Pals Curriculum with hand puppets. **Completed FY14.**

(c) 90% of Al’s Pals participating centers will average at least a 3 on their Al’s Pals annual Curriculum Evaluation Form (scale of 5). **100% averaged at least a 3 on their Al’s Pals Evaluation. Evaluations are available upon request (filed at the CPPC office).**

(d) 100% of all consumable supplies required for the Al’s Pals classrooms activities in the three counties will be provided by the CPPC Coordinator under this contract. **All needed materials were delivered in FY14 by the CPPC Coordinator.**

(e) Quarterly reports by Contractor on Deliverables and Performance Measures will be due the 15th of the month following the end of a quarter. **Completed for FY14.**

(f) 100% of payments shall be issued as directed to vendor(s) within 20 workdays from the date the contractor receives written notification from the authorized Coordinator. **Completed in FY14.**

(g) 100% of invoices submitted to the Department for reimbursement shall be accurate and timely. **Completed in FY14.**

(h) All monthly expenditure reports shall be submitted to the DCAT Contract Monitor and approved before they are sent for reimbursement. **Completed in FY14.**

**1.3.3 Monitoring, Review, and Problem Reporting.**

**1.3.3.1 Agency Monitoring Clause.** The Contract Manager or designee will:

· Verify Invoices and supporting documentation itemizing work performed prior to payment;

· Determine compliance with general contract terms, conditions, and requirements; and

· Assess compliance with Deliverables, performance measures, or other associated requirements based on the following:

In compliance with the State of Iowa Accountable Government Act, the Agency will monitor the performance of the Contractor monthly, quarterly, and annually to ensure that the Contractor is meeting the deliverables of the contract and achieving the specified results. Such monitoring will include assessing Contractor's compliance with all terms and conditions of this contract. The Contractor will be required throughout the duration of the established contract to satisfactorily provide the services described in the Scope of Work Section in order to meet the desired outcomes.  
The Contract Monitor or other designated staff will monitor the activities of the Contractor through the following methods:  
a) Monthly: Monitor invoices provided by the contractor to monitor expenditures  
b) Quarterly: Examine quarterly reports prepared by the contractor to monitor the services provided to determine if performance criteria have been met.  
c) Annually: Monitor contractor’s contract performance measures and expenditures with DCAT Governance Board at least twice a year. Contractor shall provide results from the annual Als Pals Curriculum Evaluation Form on all centers in their fourth quarter report.