



Program Administrative Review/ Site Visit Tool

Funded Program:		Date of Visit:	
Contract #:		Program Contact:	
Program Officer:		Finance Officer:	
Site Visit Participants:		First 5 Kern Participants:	
1.	6.	1.	6.
2.	7.	2.	7.
3.	8.	3.	8.
4.	9.	4.	9.
5.	10.	5.	10.
1. Review Of Scope of Work-Evaluation Plan		<i>Program Officer to prepare and review Milestone Table</i>	
Previous Year:			
Current Progress:			
2. <i>Timeliness</i> : Were the following items entered into Persimmony on time? a. Performance Measure Updates i) Executive Summary ii) Milestone notes b. Feedback Response c. Consents- <small>will be discussed at the Evaluation Site Visit</small>			
3. <i>Recommendations</i> : List recommendations for each visit, if applicable. a. Annual Admin Review: b. Evaluation: c. Fall Visit:			
4. <i>Mandatory Trainings</i> :			
5. <i>Do the objectives, milestones, and or strategies in the SOW-EP meet the needs of the community?</i>			
6. <i>Provide any additional questions or comments. Other items will be addressed based on a program's needs.</i>			
Summary Notes:			