



BCYF Compliance Intervention Plan Overview


Supporting Grantees in Meeting Compliance & Accountability Standards

BCYF is committed to ensuring that all grantees meet compliance requirements while providing necessary support and intervention to help them stay on track. This structured intervention plan outlines a **progressive series of steps** designed to address noncompliance, offer support, and, if needed, escalate to funding consequences.

Grant Disbursement & Compliance

- **No disbursement is made until all compliance requirements are reviewed and approved.**
- If necessary, **funding can be postponed** to allow organizations additional time to rectify compliance issues before a disbursement is processed.

Intervention Levels & Key Actions

Level	Stage	Key Actions	Timeframe
Level 1	Compliance Reminder	An email outlining compliance status, required actions, and deadlines.	PO sends Monthly Compliance Overview Compliance sends <ul style="list-style-type: none"> • Monthly Financial Expense Report, resubmit status
Level 2	Direct Engagement with Program Officers 	Informal calls or scheduled meetings to discuss gaps, provide support, and outline the next steps. Program Officer <u>maintains communications notes in the grantee profile.</u>	As assigned

Level 3	Official Compliance Meeting & Meeting Follow-Up Letter with Program Officer	<p>Formal written notification of noncompliance with specific action steps; grantees are given a set of next steps/deliverables and an outline of support to be expected from the Program Officer & BCYF. The meeting includes an agreement on 30-60-and 90 day deliverables.</p> <p>*Invitation and Meeting follow-ups are archived in grantee profile.</p>	3 months from Disbursement Clearance Date
Level 4	Formal Noncompliance Meeting with Grantmaking Leadership & Meeting Follow-Up Letter with Action Plan	<p>Mandatory meeting to discuss corrective actions; grantees and BCYF team reach a consensus on an action plan with 30-60-and 90 day deliverables.</p> <p>*Invitation and Meeting follow-ups are archived in grantee profile.</p>	6 months from Disbursement Clearance Date
Level 5	Final Noncompliance Meeting with GM & TPO Leadership and Final Action Plan	<p>Review of past interventions; final short-term goals given. Clear notice that contract termination is next if unresolved.</p> <p>*Invitation and Meeting follow-ups are archived in grantee profile.</p>	9 months from Disbursement Clearance Date
Level 6	Suspension or Termination of Grant Agreement & Future Grant Eligibility Review	<p>Funding is suspended or terminated.</p> <p>Pre-close Letter is archived in grantee profile.</p> <p>Additionally, BCYF will determine if there is a retrieval of unspent funds or a period to allow financial submissions. Documentation is archived, and future funding eligibility is reviewed.</p>	Final decision stage

Compliance Expectations & Support

- **Early Communication:** Grantees receive multiple opportunities to resolve issues before funding is impacted.
- **Technical Assistance:** Support is available through meetings with Program Officers and Grantmaking Leadership.
- **Archived Documentation:** At each intervention stage, compliance reports, meeting notes, and action plans are recorded.

Key Takeaways for Grantees

- **No disbursements are made** until all compliance requirements are met and approved.
- **Funding may be postponed** to provide more time for organizations to resolve compliance challenges.
- Stay proactive in **submitting reports** and ensuring compliance.
- Use support opportunities at **early intervention levels** to avoid funding risks.
- Understand that **delayed action** may result in **paused disbursements** and eventual **funding termination**.

Templates

- For level 2, as these are informal yet intentional touchpoints, there is a 4-step set of suggested action.
- For each level 3-5, there is a template for the:
 - Invitation to the meeting,
 - Meeting agenda and notetaking,
 - meeting follow-up email, and
 - Progress tracker and
 - Analysis and Next Step Decision.
- For level 6, there are two templates for letters to announce suspension or termination.