

Policies for DRI Projects and Programs

Presentation of Proposed projects/programs

1. Projects may be presented during the new business portion of regularly scheduled board meetings
2. An application packet including a written proposal with project goals, description, timeline, and budget will be provided to Board Members
3. Proposals will include a description of how the project is aligned with the mission, vision, values, and goals of DRI.

Adoption of proposed projects/programs

1. Project will be reviewed at the board meeting. It will also be reviewed by the Program Steering Committee.
2. The project's budget will be reviewed by the Finance Steering Committee.
3. Recommendation with explanation as to whether to adopt the proposed project will be made to the board by the steering committees.
4. DRI board will make final decision about adopting project by consensus.

Reporting and monitoring requirements of DRI projects/programs (this list is not inclusive, may vary by project, and is subject to change)

1. proposed budget for initial approval by DRI Board
2. report of grant makers in advance of making application for the grants for approval
3. monthly report of grant makers to which program has applied
4. monthly report of newly awarded grants
5. semi-annual report of grant funding status
6. copies of reports sent to funders
7. quarterly budget updates with a Budget to Actual analysis
8. end of the calendar year tax records as detailed by the Finance Steering Committee.
9. attendance by program board member and/or executive director at all scheduled DRI board meetings
10. original listing and annual updates of staff members' names and positions
11. original listing and annual updates of key staff members qualifications, credentials, and performance reviews
12. quarterly report of progress towards becoming an independent entity as applicable.
13. regular program efficacy reports (e.g., pre/post measures, testing scores, other outcome data)
14. program end satisfaction survey results from participants or other pertinent people
15. all projects will be monitored and overseen by the DRI Board of Directors
16. where applicable (e.g., large programs), programs will have an independent board with a member of DRI on the board
 - a. the program board will support and govern the program directors and staff
 - b. the program board will report to the DRI board until it becomes a separate entity

- c. DRI maintains the right to intervene in staffing, budgetary, policy, or programmatic decisions of the program especially with regard to liability issues, reputation issues, financial issues, mission and vision harmony with DRI mission and vision, and ethical issues.

Evaluation of DRI projects

1. Quantitative reports and subjective reports will be used to evaluate the efficacy, costs/benefits, and quality of the program.
2. Pre and Post measures may be used by DRI to quantitatively evaluate program efficacy.

Termination of DRI projects

1. Unless otherwise determined, all DRI programs are intended to become self-sustaining, independently functioning entities within a specified period of time.
2. DRI reserves the right to continue to collect outcome, evaluation, or other types of data at the program even after it becomes an independent entity for a time period to be specified between DRI and the program.
3. DRI reserves the right to discontinue its involvement with a program in situations where it is in the best interest of DRI and/or the program to do so. In such circumstances, dri will provide a minimum of 30 days notice to the program directors.