

A photograph of the California State Capitol building, showing its iconic dome and classical architectural details, set against a clear blue sky. An American flag is visible on the left side of the building.

Tribal Youth Diversion Grant Grantee Orientation

Program Responsibilities

TOPICS

- ❖ **Leadership & Communication**
- ❖ **Model Integrity**
- ❖ **Progress Reports**
- ❖ **Modifications**
- ❖ **Project Director Calls**

LEADERSHIP

- ❖ Create and sustain a model that keeps internal and external partners on the same page (e.g. program and fiscal staff, external service providers/partners)



COMMUNICATION

- ❖ **Ensure the project team – both internal and external partners – are familiar with:**
 - ✓ **Project Goals**
 - ✓ **Project Timelines**
 - ✓ **Who to Contact... and for What**
 - ✓ **Key Activities and Dates**
 - ✓ **Roles and Responsibilities**

MODEL INTEGRITY

- ❖ What steps are in place to prevent variance from the grant-funded model?
- ❖ What does a quality control plan look like for your project?



QUARTERLY PROGRESS REPORTS

- ❖ Provides a written account of project milestones, progress and challenges
- ❖ Main tool for communicating with the BSCC about how project implementation is going

MODIFICATIONS

- ❖ **Discuss proposed change(s) with Field Representative prior to submission**
- ❖ **Modification Request: Requires detailed narrative description and justification**
- ❖ **Has COVID-19 impacted your proposed project? Let's talk!**

PROJECT DIRECTOR CALLS

- ❖ Quarterly
- ❖ Interactive
- ❖ Program and Fiscal Updates
- ❖ Data Questions and Challenges
- ❖ Accomplishments and Barriers
- ❖ Technical Assistance Opportunities

MONITORING

- ❖ **Periodic on-site reviews**
- ❖ **Comprehensive Monitoring Visit tool**
- ❖ **Requires coordination between grantee and key project partners**
- ❖ **Critical for the right staff to attend**
- ❖ **Documentation organized and available**

TAKEAWAYS

- ❖ **Maintain good communication**
- ❖ **Focus on your goals and maintain clear direction**
- ❖ **Document the program and your quality control plan**
- ❖ **Keep records organized to make invoicing, desk reviews, data reporting, and site visits easier**



QUESTIONS?