Residential Substance Abuse Treatment Grantee Orientation

Programmatic Responsibilities

What we will cover

- Lead Agency Responsibilities
- Progress Reports
- Site Visits
- Project Director Calls Technical Assistance
- Modifications

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Lead Agency Responsibilities

Ensure the Project Team is Familiar with

- Project goals

- Project timelines

- Who to contact and for what Key activities and due dates Roles and responsibilities

Monitor Program Activities and Maintain Data Provide Oversight of all Partner Agencies

Ensure Ongoing Communication

Progress Reports

Submit Quarterly

- Document the project's progress

- towards goals

- Grantee identify issues and request technical assistance

- Provides update on the process evaluation

Progress Report Due Dates

Reporting Period: **Due No Later Than:**

Quarterly Progress Report Periods: Due no later than:
July 1, 2021 to September 30, 2021   November 15, 2021
October 1, 2021 to December 31, 2021   February 15, 2022
January 1, 2022 to March 31, 2022   May 15, 2022
April 1, 2022 to June 30, 2022   August 15, 2022

Remember to email a copy of the Progress Report in on completion

Site Visits

Not a traditional audit

Types of Visits:

- Initial Visit

- Compliance Monitoring Visit

- Others (CPC)

Purpose & Goals:

- Build Relationships

- Observe Program Implementation

- Offer Technical Assistance

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Compliance Monitoring Visits

Timeframe for the visit

- 1-2 days

Who should participate

- All key project staff
- Partner staff
- Evaluator

What we will cover

- Admin/Fiscal review
- Program visits

❖ *See sample "Compliance Monitoring Visit Checklist"*

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Project Director Conference Calls

- Quarterly

- Interactive

- Programmatic and Fiscal Updates

- Upcoming Events

- Technical Assistance Opportunities

- Challenges and Accomplishments

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Ongoing Technical Assistance

Keep lines of communication open.

If you have a question…

- Check the Grant Administration Guide.
- If you can't find the answer, give us a call or send an email.

If you are experiencing challenges, let us know right away so that we can brainstorm solutions.

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Program Modifications

- To address unforeseen changes or obstacles that might bring <u>substantive</u> changes to project scope

- Done very rarely with competitive grants

- Discuss proposed change(s) with Field Representative prior to formal submission

- Request must be approved by Deputy Director

QUESTIONS?