

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

# **Overview of Programmatic for Public Defense Pilot Grants Requirements**

# AGENDA

**Program Requirements**

**Audits**

**Communication & Project Director Calls**

**Progress Reporting**

**Monitoring Visits**

**Grantee Presentations**

# GRANTEE PRESENTATIONS 2 MINS

- ❖ One spokesperson
- ❖ Introduce Team Members
  - Name and Role
- ❖ Project Name
- ❖ Briefly describe the project's intent and target population



Santa Clara

Santa Cruz

Shasta

Siskiyou

# KEY PROGRAM REQUIREMENTS

- Financial Invoices
  - Available on the BSCC Website
  - Submit Quarterly to BSCC
  
- Progress Reports
  - Technical Assistance/Evaluator
  - Submit to BSCC
  - Comply with grant requirements
  
- Site Visits - potential
  - Expectations
  - Sample Form
  
- Grant Audit – possible
  
- County employees must be at least
  - Project Director
  - Financial Officer

# PROGRAM MODIFICATIONS

- ❖ Reserved for substantive changes in project scope and specific program components
- ❖ Discuss change(s) with Field Representative prior to submission
- ❖ Detailed narrative and must be submitted by the Project Director

# ANNUAL RE-APPLICATION

- ◆ **Budget table and narrative only**
- ◆ **Expand your existing line items, using new allocation and balance**
- ◆ **Develop a new budget with new detailed expenses**

# FINANCIAL AUDIT

- **Potential financial audit at any time between the execution of the grant agreement**
  - **Up to 3 years following the end of the grant period.**
- **Maintain adequate fiscal and project records, pertinent to subcontractor's work**
  - **up to 3 years following the end of the grant period.**

# COMMUNICATION WITH ALL PARTNERS

Project Team and Project Partners  
(internal & external) understanding:

- ✓ Project Goals and Objectives
- ✓ Project Timelines
- ✓ Project Roles and Responsibilities
- ✓ Key Activities and Due Dates
- ✓ Terms of the Grant Agreement





# PROJECT DIRECTOR CALLS – OSPD, EVALUATOR

- **Mandatory**
- **Interactive**
- **Program and Fiscal Updates**
- **Data Questions and Challenges**
- **Accomplishments and Barriers**
- **Technical Assistance**



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Solano  
Sonoma  
Stanislaus  
Tehama

# PROGRESS REPORTS

- ❑ **Written account of project milestones, progress, and challenges**
- ❑ **Main tool for communicating with the Evaluator about project**
- ❑ **Collect Quantitative and Qualitative Variables**

# MONITORING

## Potential Grantee Visits

- Virtual or In person
  - Initial
  - Comprehensive



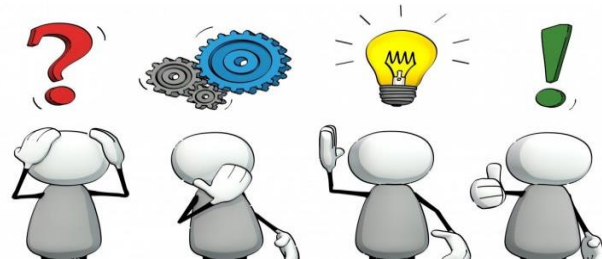
# BREAKOUT QUESTION

**From your office, who would initiate a modification to programs and what tool would you use to complete one?**

# TAKEAWAYS

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- ❖ Maintain good communication and clear direction
- ❖ Document the program well
- ❖ Keep records organized to make invoicing, data reporting and site visits easier
- ❖ Follow up, optional Q&A meeting



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Tulare

Ventura

Yolo

Merced