Overview of Programmatic for Indigent Defense Grants Requirements

AGENDA

Program Requirements

Audits

Communication & Project Director Calls

Progress Reporting

Monitoring Visits

Grantee Presentations

KEY PROGRAM REQUIREMENTS

- ❑ **Financial Invoices**
    - ❑ Available on the BSCC Website
    - ❑ Submit Quarterly to BSCC

- ❑ **Progress Reports**
    - ❑ Technical Assistance/Evaluator
    - ❑ Submit bi-annually to OSPD
    - ❑ Comply with grant requirements

- ❑ **Site Visits - potential**
    - ❑ Expectations
    - ❑ Sample Form

- ❑ **Grant Audit - possible**

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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**

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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.**

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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

➢ **Bi-Annually/Mandatory**

➢ **Interactive**

➢ **Program and Fiscal Updates**

➢ **Data Questions and Challenges**

➢ **Accomplishments and Barriers**

➢ **Technical Assistance**

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BI-ANNUAL PROGRESS REPORTS

❑ **Written account of project milestones, progress, and challenges**

❑ **Main tool for communicating with the OSPD & Evaluator about project**

❑ **Collect Quantitative and Qualitative Variables**

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MONITORING

Potential Grantee Visits

❑ **Virtual or In person**

    ❑ **Initial**

    ❑ **Comprehensive**
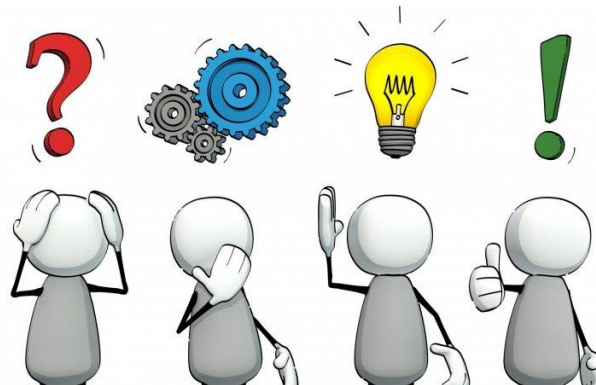
BREAKOUT QUESTION

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

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TAKEAWAYS

- ❖ **Maintain good communication and clear direction**

- ❖ **Document the program well**

- ❖ **Keep records organized to make invoicing, data reporting and site visits easier**

GRANTEE PRESENTATIONS   2 MINS

- **One spokesperson**

- **Introduce Team Members**

- **Name and Role**

- **Project Name**

- **Briefly describe the project's intent and target population**

El Dorado County

Humboldt County – ADO & PDO

Imperial County