Programmatic Requirements Organized Retail Theft Vertical Prosecution (ORTVP)

AGENDA

Program Requirements

Audits

Communication & Project Director Calls

Progress Reporting

Monitoring Visits

Grantee Presentations

COMMUNICATION IS IMPORTANT

◆ **Late deliverables**

◆ **Technical assistance**

◆ **Missing grant requirements**

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KEY PROGRAM REQUIREMENTS

- ❑ **Financial Invoices**
    - ❑ **Available via One Drive access**
    - ❑ **Submit Quarterly to BSCC**

- ❑ **Progress & other required reports (LEP/LER)**
    - ❑ **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**

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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**

❖ **Clear and Concise narrative must be submitted by the Project Director**

❖ **Modification form in your invoice workbook**

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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 (LAC) (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

➤ **Mandatory**

➤ **Interactive**

➤ **Program and Fiscal Updates**

➤ **Data Questions and Challenges**

➤ **Accomplishments and Barriers**

➤ **Technical Assistance**

QUARTERLY PROGRESS REPORTS

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

❑ **Main tool for communicating with the BSCC about project status/success**

❑ **Collect Quantitative and Qualitative Variables**

❑ **Technical support from Michael Lee**

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MONITORING

Potential Grantee Visits

- ❑ **Virtual or In person**

  - ❑ **Initial**

  - ❑ **Comprehensive**

- ❑ **Review of documentation**

  - ❑ **How confident is an outside observer in your organized system?**

TAKEAWAYS

❖ **Maintain good communication and clear direction**

❖ **Document the program well**

❖ **Keep records organized to make invoicing, data reporting and site visits easier**
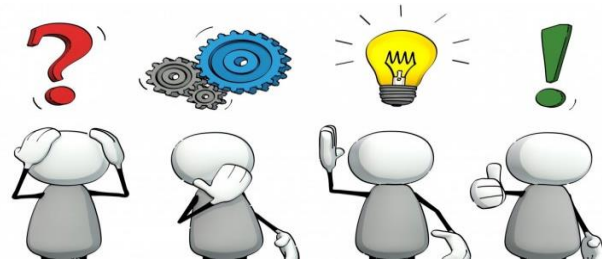
- ❖ **One spokesperson**
- ❖ **Introduce Team Members**
  - ▪ **Name and Role**
- ❖ **Project Name**
- ❖ **Briefly describe the project's intent and target population**

Stanislaus

Ventura

Yolo