

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

# **Youth Reinvestment Grant Grantee Orientation**

## **Program Responsibilities**

# TOPICS

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

# LEADERSHIP

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- ❖ 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

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- ❖ **Ensure 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

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- ❖ Provides a written account of project milestones, progress and challenges
- ❖ Main tool for communicating with the BSCC about how project implementation is going
- ❖ Remember: there is support offered by the Statewide Evaluator

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# MODIFICATIONS

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- ❖ 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!

# MONITORING

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- ❖ **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**

# PROJECT DIRECTOR CALLS

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

# TAKEAWAYS

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



**QUESTIONS?**