The top portion of the slide shows a photograph of the California State Capitol building in Sacramento, featuring its iconic dome and classical architecture under a clear blue sky. An American flag is visible on the left side of the building.

Overview of Program Responsibilities & 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
- ❖ 2 – 4 grantees (depending on # of participants)



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

ANNUAL RE-APPLICATION

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

PROGRAM MODIFICATIONS

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

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 –
authorized communication
- ✓ Key Activities and Due Dates
- ✓ Terms of the Grant Agreement



PROJECT DIRECTOR CALLS

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



GRANTEE PRESENTATIONS 2 MINS

- ❖ One spokesperson
- ❖ Introduce Team Members
 - Name and Role
- ❖ Project Name
- ❖ Briefly describe the project's intent and target population
- ❖ 2 – 4 grantees (depending on # of participants)



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

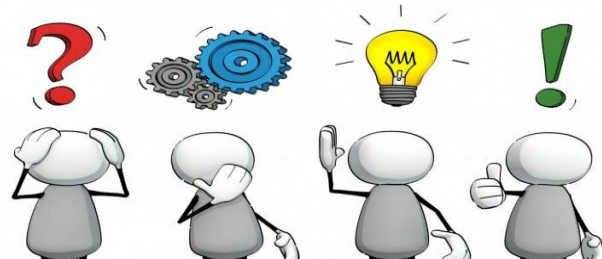


QUESTION

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

TAKEAWAYS

- ❖ 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



GRANTEE PRESENTATIONS 2 MINS

- ❖ One spokesperson
- ❖ Introduce Team Members
 - Name and Role
- ❖ Project Name
- ❖ Briefly describe the project's intent and target population
- ❖ 2 – 4 grantees (depending on # of participants)

