



# CalVIP Grantee Orientation

## Program Responsibilities



# WHAT WE WILL COVER

- ◆ **Lead Agency Responsibilities**
- ◆ **Progress Reports**
- ◆ **Site Visits**
- ◆ **Project Director Calls**
- ◆ **Technical Assistance**
- ◆ **Modifications**

# LEAD AGENCY RESPONSIBILITY

- ◆ **Ensure the Project Team is Familiar with**
  - ◆ **Project goals**
  - ◆ **Project timelines**
  - ◆ **Who to contact and for what**
  - ◆ **Key activities and due dates**
  - ◆ **Roles and responsibilities**
- ◆ **Monitor Program Activities and Maintain Data**
- ◆ **Provide Oversight of all Partner Agencies**
- ◆ **Ensure Ongoing Communication**

# QUARTERLY PROGRESS REPORTS

- ◆ Document the project's progress towards goals
- ◆ Grantee identify issues and request technical assistance
- ◆ Provides update on the process evaluation

**Support**

GOALS



# SITE VISITS

- ◆ **Initial Visit**
  - ◆ Build relationships
  - ◆ Provide high-level evaluation
- ◆ **Comprehensive Monitoring Visit**
  - ◆ On-site assessment
  - ◆ Requires coordination between grantee and key partners
  - ◆ Comprehensive Monitoring Visit Tool
  - ◆ Access to records



# PROJECT DIRECTOR CALLS

- ◆ Quarterly
- ◆ Interactive
- ◆ Programmatic and Fiscal Updates
- ◆ Challenges and Accomplishments
- ◆ Technical Assistance Opportunities
  - ◆ From BSCC
  - ◆ From Peers

# MODIFICATIONS

- ◆ **Budget Modifications**
  - ◆ Modifies budget details
  - ◆ Moves funds between line-items
  - ◆ Requires prior approval
- ◆ **Program Modification**
  - ◆ Unforeseen changes that bring substantive changes in project scope
  - ◆ Require prior approval
  - ◆ Rarely done with competitive grants



# QUESTIONS?

