

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.

Programmatic Requirements Organized Retail Theft Prevention Grant (ORTP)

AGENDA

Program Requirements

Audits

Communication & Project Director Calls

Progress Reporting

Monitoring Visits

Grantee Presentations

COMMUNICATION IS IMPORTANT

- ◆ **Late deliverables**
- ◆ **Technical assistance**
- ◆ **Missing grant requirements**

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

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

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 (LAC)
(internal & external) understanding:

- ✓ Project Goals and Objectives
- ✓ Project Timelines
- ✓ Project Roles and Responsibilities
- ✓ Key Activities and Due Dates
- ✓ Terms of the Grant Agreement



Collaborate

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

MONITORING

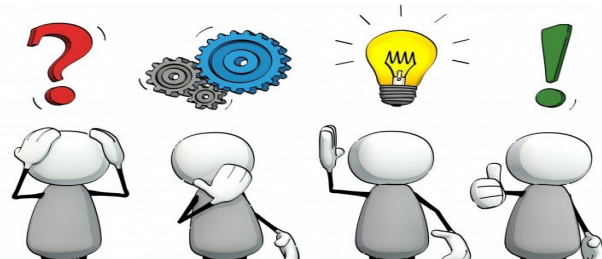
Potential Grantee Visits

- ❑ 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



GRANTEE PRESENTATIONS 2 MINS

- ❖ **One spokesperson**
- ❖ **Introduce Team Members**
 - **Name and Role**
- ❖ **Project Name**
- ❖ **Briefly describe the project's intent and focus area**



Anaheim Police Department
Bakersfield Police Department
Ventura County Sheriff