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CULTURALLY SPECIFIC SERVICES PROGRAM (CSSP)

New Grantee Orientation
December 10-11, 2019
AC Hotel, New Orleans LA
Degas Ballroom

Agenda

Day I: Tuesday, December 10, 2019

8:00 – 8:30am Registration and Breakfast on your own

8:30 – 9:00am Welcome and Introductions
Michelle Brickley, Associate Director, OVW

9:00 – 9:30am Introductions and Program Overview
Paule Tessier & Tonette Ngassa, Program Specialists, OVW

9:30 – 10:00am Community Building Activity – Icebreaker
Sumayya Coleman, Leadership Program Director,
Women of Color Network

10:00 – 10:15am Break

10:15 – 12:00am TA Providers and Grantee Presentations Part I

12:00 - 1:30pm Lunch On Your Own

1:30 – 2:45pm Grants Financial Management Division: Data Reporting, Timesheets, and Grants Management System (GMS)
Suheyla Lasky, Grants Financial Analyst
Mychal Sterling, Grants Financial Analyst
Grants Financial Management Division

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>2:45 – 3:00pm</td>
<td>Break</td>
</tr>
<tr>
<td>3:00 – 3:45pm</td>
<td>Grantee Presentations - Part II</td>
</tr>
<tr>
<td>3:45 – 4:00pm</td>
<td>Break</td>
</tr>
<tr>
<td>4:00 – 4:45pm</td>
<td>TA Session with Grants Financial Management Division and TA Providers – Roundtable Discussions</td>
</tr>
<tr>
<td>4:45 – 5:00pm</td>
<td>Adjourn for the Day</td>
</tr>
</tbody>
</table>
CULTURALLY SPECIFIC SERVICES PROGRAM (CSSP)
New Grantee Orientation
December 10 -11, 2019
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Agenda

Day II: Wednesday, December 11, 2019

8:00 – 8:30am  Sign-In and Breakfast On Your Own

8:30 – 8:45am  Welcome Back & Overview of Day

8:45 – 10:15am Overview of Grant Fraud Investigation
Cynthia Roberts, Special Agent, Office of the Inspector General

10:15 – 10:30am Break

10:30am – 11:30pm Grantee Presentations - Part III

11:30 – 1:00pm Lunch On Your Own

1:00 – 2:30pm Programmatic Grant Reporting
Casey Benner, Research Analyst
Muskie School of Public Service

2:30 – 2:45pm Break

2:45 – 3:45pm Grantee Panel: Documenting Grant Programmatic Activities
Facilitator: Sarah Khan, Senior Project Specialist, Asian Pacific Institute on Gender-Based Violence
Panelists: North Brooklyn, KFAM, CPACS, Urban League of Eastern Massachusetts

3:45 – 4:45pm  
Panel Discussion: If I Knew Then What I Know Now  
Facilitator: Sumayya Coleman, Leadership Program Director, Women of Color Network, Inc.  
Panelists: Our House, Jenesse Center, Wise Women and Centro Multicultural

4:45 – 5:00pm  
Closing
Accessing Orientation Materials

Goodbye paper, hello green!

We will not distribute copies of the PowerPoints at the orientation. We hope to make your suitcases lighter by making all materials available online. Print any materials that are of interest to you, either before or after the orientation.

The PowerPoints and materials for the 2019 CSSP Orientation presentations are posted on Casa de Esperanza’s National Latin@ Network website.

Here is how to find the materials at www.nationallatinonetwork.org:

1. Place your cursor on the grey Training & Events tab at the top of the page.
2. Select 2019 CSSP New Grantee Orientation under the menu options.

Open the desired documents and print or save.
CSSP New Grantee Planning Worksheet

Grantee Organization Name:

<table>
<thead>
<tr>
<th>Project Deliverables</th>
<th>Notes/Follow Up</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Key Discussion Areas</strong></td>
<td></td>
</tr>
<tr>
<td>What are the key requirements outlined in the award document (taken from your project narrative)?</td>
<td></td>
</tr>
<tr>
<td>Are you planning to develop any events/trainings/community gatherings with grant funds or grant funded staff? Will you develop curricula, brochures, flyers or other outreach materials? (Review event expenses/document approval process).</td>
<td></td>
</tr>
<tr>
<td><strong>Have you integrated the event/content approval process into your event planning timelines?</strong></td>
<td></td>
</tr>
<tr>
<td>Are you planning to develop publications or written products with grant funds or by grant funded staff? (newsletter, flyers, training materials, etc.)</td>
<td></td>
</tr>
<tr>
<td><strong>Have you integrated the content approval process into your product development timelines? Remember to include the publication statement.</strong></td>
<td></td>
</tr>
</tbody>
</table>
CSSP New Grantee Planning Worksheet

<table>
<thead>
<tr>
<th>Policy Development/Infrastructure Development</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Key Discussion Areas</strong></td>
</tr>
<tr>
<td>Do you have all of the policies established that are required in the Special Conditions? What policies outlined in the Special Conditions are you concerned about?</td>
</tr>
<tr>
<td>Are you (the Executive Director and Financial contact) familiar with the federal grant management?</td>
</tr>
<tr>
<td><strong>Free online GFMD training available at -</strong></td>
</tr>
<tr>
<td><strong>Recommended:</strong> Have ED, Finance Person and Associate Director sign up for this training.</td>
</tr>
<tr>
<td>What are your plans for ensuring accessibility (language, physical access for individuals with disabilities, attitudinal access, male survivors, LGBTQ survivors, mental health) for program participants?</td>
</tr>
<tr>
<td><strong>Accessibility:</strong></td>
</tr>
<tr>
<td>Making it possible for everyone to fully participate or use the existing services or physical locations. ‘Accessible’ refers not only to the lack of architectural barriers, but the flexibility of existing programs and attitudes of those providing services at all levels.</td>
</tr>
</tbody>
</table>
## CSSP New Grantee Planning Worksheet

<table>
<thead>
<tr>
<th>TA &amp; Training Areas of Interest</th>
<th>Notes/Follow Up</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Key Discussion Areas</strong></td>
<td></td>
</tr>
<tr>
<td>What training issues have you identified that you will want to provide for your staff as part of this grant? Do you have the capacity/resources necessary to provide them? What would you need to feel successful in this area?</td>
<td></td>
</tr>
</tbody>
</table>

| Exploration-Is there another organization that can provide support, assist your understanding or build your capacity around a specific issue or concern? |                 |

| Are there areas or issues that you feel you can provide training on to other grantees? |                 |

(Please contact Jose Juan Lara Jr. at jjlara@casadeesperanza.org if you are interested in sharing knowledge with other grantees).
### CSSP New Grantee Planning Worksheet

#### Collaboration

<table>
<thead>
<tr>
<th>Key Discussion Areas</th>
<th>Notes/Follow Up</th>
</tr>
</thead>
<tbody>
<tr>
<td>Who are your key collaborating partners and how have those relationships developed?</td>
<td></td>
</tr>
<tr>
<td>How is the work distributed among collaborating partners?</td>
<td></td>
</tr>
<tr>
<td>If this is a new collaboration, what planning has been done to prepare for the project?</td>
<td></td>
</tr>
<tr>
<td>What concerns do you have about your collaboration? What plans do you have to address those concerns? Would you like to have assistance addressing the concerns?</td>
<td></td>
</tr>
</tbody>
</table>
CSSP New Grantee Planning Worksheet

<table>
<thead>
<tr>
<th>Reporting</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DO NOT WAIT UNTIL THE LAST MINUTE TO PREPARE AND SUBMIT YOUR REPORT. PROGRAMMATIC REPORTS ARE DUE SEMI-ANNUALLY: JANUARY 30 AND JULY 30. FINANCIAL REPORTS ARE DUE QUARTERLY: JANUARY 30, APRIL 30, JULY 30, OCTOBER 30</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Key Discussion Areas</th>
<th>Notes/Follow Up</th>
</tr>
</thead>
<tbody>
<tr>
<td>How are you planning to capture the information required for your semi-annual programmatic report?</td>
<td>Contact Jose Juan Lara Jr. at <a href="mailto:jjlara@casadeesperanza.org">jjlara@casadeesperanza.org</a> for reporting questions. For technical help with the online reporting system: OVW GMS Help Desk (866) 655 -4482 <a href="mailto:OVW.GMSSupport@usdoj.gov">OVW.GMSSupport@usdoj.gov</a></td>
</tr>
<tr>
<td>How are you planning to document all grant expenses?</td>
<td>For questions about documentation, allowable expenses, etc. contact OVW Grants Financial Management Division at (888) 514 -8556 or <a href="mailto:OVW.GFMD@usdoj.gov">OVW.GFMD@usdoj.gov</a></td>
</tr>
</tbody>
</table>
CSSP New Grantee Planning Worksheet

### Sustainability

<table>
<thead>
<tr>
<th>Key Discussion Areas</th>
<th>Notes/Follow Up</th>
</tr>
</thead>
<tbody>
<tr>
<td>How much of your overall budget does this grant represent? How much reflects growth and how much covers existing expenses?</td>
<td></td>
</tr>
<tr>
<td>What would happen to your project if you do not get re-funded at the end of two years?</td>
<td></td>
</tr>
<tr>
<td>What opportunities do you see (locally, nationally) for sustaining this project in the future?</td>
<td></td>
</tr>
<tr>
<td>How can you leverage this grant to secure additional resources for your project?</td>
<td></td>
</tr>
</tbody>
</table>
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Culturally Specific Services Program (CSSP)

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