

## CSSP New Grantee Planning Worksheet – December 2017

Policy Development/Infrastructure Development	
Key Discussion Areas	Notes/Follow Up
<p>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?</p>	
<p>Are you (the Executive Director and Financial contact) familiar with the federal grant management?</p> <p><b>Free online GFMD training available at - <a href="http://gfm.webfirst.com/login/index.php">http://gfm.webfirst.com/login/index.php</a></b>  <b>Recommended: Have ED, Finance Person and Associate Director sign up for this training.</b></p>	
<p>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?</p> <p><b>Accessibility:</b>            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.</p>	

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TA & Training Areas of Interest	
Key Discussion Areas	Notes/Follow Up
<p>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?</p>	
<p>Exploration-Is there another organization that can provide support, assist your understanding or build your capacity around a specific issue or concern?</p>	
<p>Are there areas or issues that you feel you can provide training on to other grantees?</p> <p>(Please contact Jorge Vidal at <a href="mailto:jvidal@casadeesperanza.org">jvidal@casadeesperanza.org</a> if you are interested in sharing knowledge with other grantees).</p>	

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Collaboration	
Key Discussion Areas	Notes/Follow Up
Who are your key collaborating partners and how have those relationships developed?	
How is the work distributed among collaborating partners?	
If this is a new collaboration, what planning has been done to prepare for the project?	
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?	

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### Reporting

**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**

Key Discussion Areas	Notes/Follow Up
<p>How are you planning to capture the information required for your semi-annual programmatic report?</p> <p>Contact Jorge Vidal at <a href="mailto:jvidal@casadeesperanza.org">jvidal@casadeesperanza.org</a> for reporting questions.</p> <p>For technical help with the online reporting system:</p> <p style="padding-left: 40px;">OVW GMS Help Desk (866) 655 -4482 <a href="mailto:OVW.GMSSupport@usdoj.gov">OVW.GMSSupport@usdoj.gov</a></p>	
<p>How are you planning to document all grant expenses?</p> <p>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></p>	

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

**Office on Violence Against Women (OVW)**  
Culturally Specific Services Program (CSSP)

**FUNDERS**

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## TA PROVIDERS

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