



**PUBLIC SERVICE GRANTS/ DIRECT APPROPRIATIONS AWARDEES  
ORIENTATION WORKSHOP  
VIRTUAL MEETING AGENDA**

<https://us02web.zoom.us/j/85069722022?pwd=p8AXW6OPdadC6f0lxolaUIElnYYXq8.1>

**Meeting ID: 850 6972 2022**

**Passcode: 405186**

**November 19, 2024 – 1:00 p.m.**

- I. Welcome and Introductions – Jeneen Hampton**
- II. General Contract Information**
  - A. Insurance Requirements—John Snyder
  - B. Amendments—Willie Coleman
    - Technical
    - Budget
  - C. Final Budget Requests—Tracy Israel
- III. Reporting/Monitoring**

Required Reporting

  - Quarterly Programmatic Reporting—Tracy Israel
  - Monthly Financial Report—Dr. Tiffany Wells
  - Back-up Documentation—Ashleigh Brew
  - Disallowable Expenses – Dr. Tiffany Wells
  - Audit and Annual Reports—Willie Coleman
  - Annual Monitoring (Site Visits)—Ashleigh Brew
- IV. Questions**

*\*Agenda subject to modifications as needed*