



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

<https://us02web.zoom.us/j/88250399892?pwd=a9UfkwrqyG8SsEh7gAW3SCv150Njrs.1>

Meeting ID: 882 5039 9892

Passcode: 896290

November 21, 2024 – 9:00 a.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**

Note: Agenda subject to modifications as needed.