

November 21st 2024
ESD/SVP Town Hall #1: "Housekeeping"
Q & A

Slide Availability

- Sorry if I missed it. Will the slides be sent out after this meeting?
 - *Yes, and they will be made available on our [ESD/SVP website](#) soon.*

Field Trips

- If field trips were taken in July (prior to the approval form being sent out) do we need to back track and submit the approval form?
 - *If a field trip was not included as a cost on your Year 4 budget (which a field trip form would have to be submitted), and a trip occurred in July of 2024, yes, you must submit a form.*

Program Year

- Isn't it 25 for this year?
 - *Yes – Program Year 4 is '25'*
- Can you please confirm the project # year for 2024-2025? My understanding is that it should be 25, not 24. Thank you.
 - *Yes – Program Year 4 is '25'*

Budget Processing

- Does this budget narrative form replace a standard budget narrative that is typically written for grant proposals.
 - *Yes – The current budget narrative form has been updated and replaces the standard form used when your proposal was submitted. Please use the updated budget narrative form.*
- Would all these forms be resent to provider? I specifically sometime have issues filling in the MWBE form
 - *The forms are available on the [ESD/SVP website](#).*
- What makes an engagement with a vendor/CBO a partnership? We have MOUs with all our providers; some are for smaller scope of services (running short term services) and others conduct the bulk of our ESD programming for the entire school year. Is it defined by extent of engagement?
 - *A Partner should have a role in design and implementation of all aspects of the program, while a subcontractor provides supplies or services, but does not participate in program planning and design. Signed partnership agreements for those entities that are involved in on-going program planning and decision-making are required to be submitted to SED and are identified as partners, but your MOUs for vendor supplies or services are between you and the vendor and do not need to be shared with SED.*

Reporting

- Could you provide grantees a sample of completed student roster? It may be helpful.
 - *Yes – A sample student roster can be provided prior to the due date for the Student Participation Roster.*
- On or about when is the Mid-Year due for planning purposes
 - *The MYR is due January 31st.*
- How soon will we receive the mid-year report template? In the past it was just a roster report, has this changed?
 - *We anticipate getting the template out the first or second week of December. The mid-year report template has changed; further information regarding the changes will be provided in the email with the updated template.*
- Can you do this before the break as many administrators work during the holiday and can use this time to get this done? If not are the forms available already?
 - *We can schedule a Town Hall for the MYR for both before and after the break.*

Monitoring

- Could you tell us what the next steps will be after the monitoring visit?
 - *After the monitoring visit, a report will be sent to the grantee that summarizes the findings and outlines action items and, if there are indicators that need to be addressed by the grantee, a time frame to complete the action(s) will be specified.*
- What percentage of grantees do you anticipate having a monitoring meeting (desk or in-person) for Years 4 and 5?
 - *Monitoring that takes place during Year 4 represents work that took place in Year 3. 20% of our grantees will be scheduled for either desk or site monitoring. Grantees were selected based on Year 3 reporting and/or concerns. We are not able to anticipate the percentage of monitoring that will take place during Year 5 (based on year 4) at this time. We will not know who those grantees are until after the Year 4 Final Report submission.*
- Will monitoring be similar to 21CCLC monitoring? Specifically, will there be a checklist like the 21C Site Monitoring Visit Tool?
 - *Yes - there are similarities in the process. A checklist of indicators will be provided to grantees selected for monitoring, enabling them to prepare effectively. This checklist will be tailored specifically to the ESD/SVP grant.*