What we'll discuss today

Welcome & Introduction
Finalizing Grant Service Agreement
Award Disbursements
Invoicing & Reporting
Contract Amendments
Site Visits, Capacity Building & Support
Questions
## Finalize Grant Service Agreement

### Review Terms
- Fiscal Year (July 1 - June 30)
- Reimbursement
- Background Check

### Scope of Work
- Service Specs.
- Timeline
- Outcomes
- Budget

### Required Documents
- Business License
- W-9
- Vendor Questionnaire
- Insurance

### Execution
- Scope Approved
- Documents Final
- Route Agreement
- Signatures
## Review Terms of the Grant Service Agreement

<table>
<thead>
<tr>
<th><strong>Reimbursement</strong></th>
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<tbody>
<tr>
<td>Grant payments are on a reimbursement basis</td>
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<tr>
<th><strong>Fiscal Year (July 1 - June 30)</strong></th>
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<tbody>
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<td>All expenses and charges need to fall within the fiscal year</td>
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<th><strong>Background Checks</strong></th>
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<td>Programs that provide services to youth or other vulnerable populations will need comprehensive background checks</td>
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Scope of Work

Service Specifications

Timeline

Outcomes

Budget
Required Documents

- Business License
- Vendor Supplement Questionnaire
- W-9
- Insurance Certificate w/ Additional Insured Endorsement
Execution

Scope of Work Approved

Supporting Documents Final

Route Agreement & Sign
Advance Payments

- 50% Initial Advance
- 35% Additional Advance
- 15% Reserved Until Completion
50% Initial Advance

Upon formal request on organizations letterhead (reference template)

35% Add'l Advance

Contingent on submission and approval of initial progress report, invoice & supporting documents
Reimbursement

Mid-Year
Progress Report and Invoice (including supporting documents)

Final
Final Report and Invoice (including supporting documents)
Invoice & Reimbursement Request

Invoice template

Line items must match approved budget

Itemization of direct services

Hard-copies
Tracking Program expenses

- Invoices/Receipts
- Payroll Records
- Copies of Checks
- Time Sheets/Cards
Reporting: Progress & Final Reports

Submit mid-year progress
Submit final report
Use grant report templates
Hard copies
All proposed amendments require a written request and City approval.
SITE VISITS & CAPACITY BUILDING

**Site Visits**
At least one (1) visit

**Capacity Building**
- Funder's Panel
- Networking Event
- Technical Assistance

**Additional Support**
- Staff Consultations
- Computer Lab Access
- Resource Connections
Let's talk!

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