0 - 263
Unknown
And we go back to our our.

266 - 407
Unknown
All right. So.

409 - 444
Unknown
Now

444 - 1245
Unknown
today's agenda we've done our our introductions going to go over the timeline real quickly for applications. We're going to talk about how to do that. Application in the grant management system. We're going to talk briefly about the grant project summary form and the budget workbook. And we're going to talk about the advanced guidance, document and a little bit about that as well.

1247 - 1352
Unknown
So I am going to record this. So

1355 - 2194
Unknown
All right. So let me just keep going here. So the timeline notice of funds available was released on March 19th. Due date for applications is April 17th by midnight. Grant application documents will be reviewed by staff in April and May. And, any document revisions that are requested by your grant manager. We ask that you get those back really quickly.

2197 - 2862
Unknown
Grants will be at your, awarded in June or July. Depends on how soon we get through app reviews and approve the advance package and all that. If we can get it to the public meeting in June, we will. If not, it'll go in July. But that won't impact, when you can start incurring expenses for RLC 40.

2865 - 3703
Unknown
In any case. So you'll still be able to begin incurring expenses on July 1st, 2025. And, just as a reminder, if you're applying for an advance, all of the advance packages have to go together as one package to the Department of Finance. And so if anybody doesn't do a good job on that and we have to do a bunch of revisions, then it slows down the whole package approval process.

3703 - 3977
Unknown
So it's important that you really, fine tune that, that, advance package for us.

3977 - 4365
Unknown
Okay. So the grant management system is where you're submitting your application just as usual. Please review the guidelines and instructions carefully before you begin your application.

4368 - 5173
Unknown
Make sure you give everyone access. You need to access, this year, all of your previous contacts from from RLC 39 have been imported into RC 40. And they have all been granted access to the RLC 40 grant application. So they will be able to see it if they log in. So whoever is in there currently has access.

5175 - 6156
Unknown
If you need to add a new contact you'll have to give them access. And I'll I'll show you that in a little bit. There are four instructional videos on how to use GM's online. And there is a link in this, presentation that you can, you can link to to get there. One, piece of information that I will give everybody now is that there is a new, database system being developed like our cycle.

6156 - 7362
Unknown
It's been under development for 2 or 3 years now. And it's, it's it's a huge project that we've been working on. And GM's will be integrated into that. That new system. We anticipate that that will launch in November 2025. So there will be training for grantees on how to use the new system. It will operate, our our plan, our goal and our expectation is that it will operate like GM's but better.

7364 - 8419
Unknown
And so we've been digging in with, we've got. Very professional organizations, external the camera cycle helping us build this system. It's going to be sales force based with, another, another back end, program running it. So, it's going to look different. But we will be providing training and support as we ramp up to, to go live with that system.

8422 - 9343
Unknown
We're not there yet. We're still we're still in the development process, but the the timeline, is November 2025 to roll out GM's, as part of the first systems that roll out. So more to come on that. But just so you know, that's coming. Okay. So I am going to. End the slide show for now.

9345 - 9628
Unknown
Okay. Do that again. And I'm going to jump to GM's. And I'm going to emulate,

9628 - 10016

Unknown
Okay. So the grant management system is where you're submitting your application just as usual. Please review the guidelines and instructions carefully before you begin your application.

10019 - 10824
Unknown
Make sure you give everyone access. You need to access, this year, all of your previous contacts from from RLC 39 have been imported into RC 40. And they have all been granted access to the RLC 40 grant application. So they will be able to see it if they log in. So whoever is in there currently has access.

10826 - 11807
Unknown
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11807 - 13013
Unknown
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13015 - 14070
Unknown
And so we've been digging in with, we've got. Very professional organizations, external the camera cycle helping us build this system. It's going to be sales force based with, another, another back end, program running it. So, it's going to look different. But we will be providing training and support as we ramp up to, to go live with that system.

14073 - 14994
Unknown
We're not there yet. We're still we're still in the development process, but the the timeline, is November 2025 to roll out GM's, as part of the first systems that roll out. So more to come on that. But just so you know, that's coming. Okay. So I am going to. End the slide show for now.

14996 - 15474
Unknown
Okay. Do that again. And I'm going to jump to GM's. And I'm going to emulate,

15476 - 16688
Unknown
And emulate Brian Hickey in the system. And again, he did give me permission to do

this. So it's not like I'm. Coming in an invite into a signal chat or something. I see.

16885 - 18097
Unknown
And emulate Brian Hickey in the system. And again, he did give me permission to do this. So it's not like I'm. Coming in an invite into a signal chat or something. I see.

18190 - 18899
Unknown
Okay, so we're now in the system, as you will see it as a grantee. So when you log in this is the this is kind of landing page for you. This is your home page. So what you want to look for is this zoom in a little bit so you can see it better. Right at the top is my active grant applications.

18902 - 19630
Unknown
Your grant is already pre entered for you in here. So you don't have to start your own application. So please don't start a new application. Find find the one that we've built for you and then click application to go in and start editing. Now I'll back up this a little bit so you can see the whole page first.

19633 - 20475
Unknown
This is the first tab that you're going to see in your application called the summary tab. And this has a lot of good information and resources for you in here. So on the left here is your application information. You can see the statuses and submitted. And you can see the cycle name and the cycle code and the grant ID number.

20478 - 21310
Unknown
All of that information there. There are resource links here for you. So the home page for the local Corp for grant program is here. The Nofa page, the notice of funds available web pages here that has links to your, procedures and requirements, terms and conditions, guidelines and instructions. It's all there to the resolution and letter. Examples are also linked here.

21314 - 22152
Unknown
So if you need, an example of a letter of commitment or a board resolution, you can grab those from here. Below that is resource documents for RLC 40. You'll see that the advanced Request Guidance document is here. And then also you can link here to your grant agreement docs and the guidelines and instructions. So you got two ways to get to those if you need them.

22155 - 23023
Unknown
Application documents are also uploaded here for you to download. So if the budget

workbook is here and the grant project's summary document is also here. So you can download there's those from here. Okay. Application detail report. This is something you're going to do. You can look at if you want to. It's it's a record about what you entered after.

23023 - 23831
Unknown
You have your badge on the right side, your application checklist. This is going to automatically update as you complete the different parts. You can see some are green already. And that's because we're entered your contacts signature authority all of that. So please you well you'll review those. I'll show you where in a minute, but you may have to update that information.

23833 - 24882
Unknown
This this again is uploaded from RLC 39. So just so you know gather that's already okay. Now the next down here is required documents by application, due date. So you've got an app certification. You're going to do that very last. I'll show you where in just a minute. So these required documents, need to be uploaded by April 17th.

24884 - 25861
Unknown
So your certification, your budget cost allocation plan or federal and indirect cost rate, I'll, I'll remind everybody that if you are using an API, CR, make sure that it's valid. Still valid. We take a look at the date. So if it's out of date, we're going to have to come back to you and ask for an updated, I cr and I understand that sometimes they give you kind of a provisional one until it's finalized.

25861 - 27096
Unknown
That's fine too, but we need to, have a current one on file grant. Project summary is required. Letter of designation is not required. It is optional. If your signature authority is given permission in the resolution to designate somebody else to sign for them. And you want to do that, that's great. Just provide a letter, that designates that person, that person, and it's better to do it by title than by name so that it people change during the year, that you don't have to submit a new one.

27099 - 27921
Unknown
And of course, a resolution or letter of commitment is a requirement. So other supporting documents if applicable, advance payment justification, advance payment supporting documents that would go over those in a little bit after you're finished with everything, when everything that's required and everything in the checklist is green, then this is going to light up. You can see this.

27928 - 28754
Unknown
This button is grayed out right now. Print application certification is what it says. We can't read that. And this submit button is going to light up too. You can

see that's grayed out. It's not clickable yet because everything required is it entered. So if you're having trouble submitting when you think you're done, if this is still grayed out, then you need to go back up here and see if there's any red items here.

28757 - 29792
Unknown
If everything's green and it still won't click, then you'll reach out to, camera cycle. And I'll tell you who specifically. Here at the end. Okay. So that's summary tab a lot of information, a lot of resources there for you. So this is about you. It should show your us, the participant, your organization. And if you click on that you want to go in here and make sure your federal tax idea is correct and that all of this other information is, is appropriate.

29792 - 30678
Unknown
And if not, then you click edit and you can edit the information. The detail tab is likewise editable. And so you're going to put in the total grant funds requested. I have asked my contact and physical process oversight. Dmitri.

30681 - 31488
Unknown
Asked him this morning and I'm just looking at an email really quick does to edit so I can do it. Okay. Good. So you you all received an email from me with updated budget amounts. I believe it came a day after the original note the email went out to you. Those budget amounts are probably not reflected in or not.

31488 - 32345
Unknown
Probably they're not reflected in here. I don't believe so. It looks like Brian might have updated his, but if you, if you haven't updated it, then when these were created, San Francisco is still calculated into the distribution. They are no longer calculated into the distribution. And the numbers that I send out and my follow up email are, the correct ones that you should be using now.

32347 - 33135
Unknown
So you will need to edit this page and put in the correct total grant funds requested here. And then we'll also be editing the budget page when we get there. So aside from this, hopefully you don't need to make any changes. One thing I want to point out well of course you want to make sure if you moved your office where you where you're located, do you want to change that here?

33137 - 34036
Unknown
If that changed from 39, the the project summary should be a succinct, statement of what you intend to do. Remember that this might be used by the by Carey cycle Office of Public Affairs. In publications. So you want it to be descriptive enough that it would describe your grant project? But generally we try to limit those to about 600 characters.

34036 - 34911
Unknown
So, you know, be brief. Doesn't have to be a novel. Now, one thing that's not checked for civic or because I generally don't take in advance is the request advance payment. If you plan to take an advance and receive 40, and then you need to click edit and you need to check mark that box. Okay. That is the detail tab.

34914 - 35965
Unknown
And you can edit if I don't think any Assembly district or Senate districts were redistricted, but if they were, you might need to edit your districts. So double check that okay. Your contacts again these are rolled forward from RLC 39. So if nobody's changed then they're probably still correct. But you want to make sure that they are. So you want to identify who your primary contact is, who the secondary contacts are one or more.

35968 - 37006
Unknown
Your authorized signatories should be marked in here. And those are the people that are either authorized by resolution or by letter of designation. If you have any consultants that you're giving access to DMs on. I don't believe any course to you, but just in case, now the primary person has the ability and GM's to add contacts. So if you need to add a contact, then Brian can go in here and add a contact.

37009 - 37919
Unknown
And there's a video on our GM's website that goes step by step on how to add contacts and GM's. And this button over here is where you would do that. But if you have trouble doing that, let us know, because our grant managers can also help you do that. And you can also delete contacts. If somebody is in here that that doesn't need to be any more, you can click on that and it will give you.

37919 - 38875
Unknown
So if I click on Tesla it'll give me a window and all of Tesla's information. And I can click delete if, if Tesla is no longer, no longer needs access to the grant in GM's, okay. And then it keeps your deleted contacts as well. You can see here there's a show deleted, checkmark. So if I check that and there are any deleted ones, they would pop into this list.

38877 - 39826
Unknown
Right. Budget tab. Again, this is where you're going to be entering the the new numbers for your, for your budget. Now, because I'm emulating I don't have the ability to edit anything in here. And so I can't show you. Exactly how to do that. But there should be a editing button here for you to edit these amounts.

39828 - 40646
Unknown

So you're going to click on there which container you're going to edit. And you're going to enter the correct amount from that second email I sent you with all those revised budget numbers. And you're going to do that for each of the material funds. So in the end, this total should match the total that populates here that you entered back.

40649 - 41758
Unknown
But the, no detail tab. Yeah. This grant funds requested, that'll work. That'll populate up here. Okay. So remember if you want your full budget you've got to revise these numbers. And then documents are where you're going to add documents. And again you can see over here the required documents list. So as you add a document and you click Add Document it'll give you this window.

41760 - 42407
Unknown
You can give it a title. Give it descriptive title. That makes sense. And then as you select these titles for the document, the document types and you upload, then it'll turn these little checkmarks green for you.

42410 - 43270
Unknown
Okay. So that is GM's. I'm going to pause. Anybody have a question. If you want to ask please unmute and and I'll answer any questions on GM's. Eric. Yes, it's Jim on the budget edits. Is this section the one like in the other sections where you don't put the commas in the dollars dollar. Yes. Good point, good point.

43273 - 44104
Unknown
Yeah. Don't don't use commas when you're entering numbers in GM's. It will automatically insert them for you. You can put in the decimal point. But don't put in any comments. Otherwise you get it, you get a red warning sign up here. And it's it's tends to not be very descriptive. So it tells you something's wrong, but it doesn't always tell you exactly what it is.

44106 - 45035
Unknown
So, sometimes those messages are super useful. So just know that you don't enter any commas. Thank you. Jim, that's a good point. Any other questions or comments? Okay. All right. Again thanks, Brian, for letting me emulate Civic Core. So let's look at the budget workbooks, one of your required documents. It is pretty much the same as last year.

45038 - 45904
Unknown
Thanks to Yoli for coming back from Liam and getting this done. Otherwise you would have had my version of the budget workbook. Which, had a lot of issues, when I was developing it. So I'm really grateful that you're holding it back and taking this back up. So I'll start down here. There there are, different tabs down here, and there's an instruction tab, which is really handy.

45906 - 46612
Unknown
So this will tell you, what to do on each of the other tabs. And so it describes budget adjustments and budget modifications and gives you other instructions. So only tab I'm going to go over today is the budget tab we'll talk about. Well I'll look at this one too. So there's a point to be made on this one.

46615 - 47432
Unknown
But the invoice tab will go over in the admin webinar. Later in the summer. So you're going to enter your budget here. And again this year we are only asking for totals by category okay. And or some totals by categories. So you're going to put in your staff wage amounts, your core member wage amounts and your taxes and benefits and so forth.

47435 - 48424
Unknown
So we're not asking for line items. Again, these line items are not for you. Put in line items. These are for budget modifications okay. So just your totals by category. And then of course we've got some breakdown in, in personnel. And we do that mostly because we're trying to calculate that limit the cap on personnel. And if we if we don't have this broken out, then we can't subtract out workers comp.

48424 - 49311
Unknown
So that's that's largely why we do that. We do ask for a description over here. So with personnel, it's, it's going to be a fairly simple summary statement of, of, who you're hiring over here, what positions you're hiring into that, worker's comp is worker's comp where we really need some some careful detail is in equipment and operating costs.

49311 - 50304
Unknown
So, for equipment, we need you to identify any capital expenditures that you're asking to be approved in your budget. So if you're buying a vehicle, then in, planning to buy a 24ft box truck, whatever it is. So you want to specify that we also in operating costs, since that includes travel. Oh, sorry. Vehicles are under operating costs.

50306 - 51420
Unknown
So. Sorry. Capital expenditure for equipment. Might be you're buying a whole new sorting line or something like that. Something that greater than $5,000 operating costs. So you're going to talk about your facilities and vehicles and, and contracts and services. Derek. Yes. Sorry to interrupt your actually. And, equipment goes to the vehicles and the vehicle and the operating costs is actually the operating costs for the vehicles.

51422 - 52838

Unknown
Oh, okay. Thank you for that. Who's that? Who's that smart person? This is Carl. Oh thank you Carl. Thank you. Thank you. All right. Thanks. Okay, so the purchase of vehicles for putting in equipment. Okay, so this is vehicle maintenance leases, things like that down here. I guess all right. Good, good. So, one thing I want to point out and not forget to point out is that if you are planning out of state travel, that you need to include that in your budget and I would I think you could put it either under operating costs or contracts and services.

52840 - 53406
Unknown
I think under operating costs is better. But just just be sure that if you're going to the conference in DC, for example, and you want permission to spend money on that, we need to pre-approved out of state travel as usual. And so if by putting that into your budget, we approve your budget that travel is approved.

53406 - 54591
Unknown
So then you don't have to do a separate, request later on. So, one thing on contracts and services that I would just remind you as you're ending your fiscal year and I don't know if any, any of your contracts are coming to a close and you're needing to renew those that if you have a contract that's going to be charging more than $5,000 to the, grant and you're, you're renewing, you're signing a new contract, you need to get, bids and, and, quotes for that.

54597 - 55316
Unknown
Make sure you follow that through. If you just have an ongoing service contract, you don't need to do that. But if it's okay, we're at the end of a three year copy lease contract and we're renewing that, then we need to go out and get bids from various vendors to, to to get a new contract in place. All right.

55318 - 56401
Unknown
And indirect costs, please. Just in your description, just say whether you're using a cap or in a PCR down here. And if you're using an Apache are just put in the, the, applicable percentages that, that permits you to charge. Okay. Now, any other questions or points of, importance on the budget workbook from anyone? Yes.

56403 - 57260
Unknown
Hey, everyone. I just wanted to give a quick reminder to please be sure to enter and pull numbers into the budget tab of the budget workbook. Please do not use decimals. Using decimals messes with the calculation on the invoice tab. And as you know, the budget workbook does not always match up with JMS, so it is important to use whole numbers and to please not input decimals.

57267 - 58145
Unknown
That's it. Thanks. Thanks, Julie. So please use whole dollar amounts. This okay. And

the other thing I did want to point out is that these amounts, are not up to date.
We will be updating this document and uploading a new one to the, to GM's for
download. But, these are what, in there at this moment.

58152 - 59037
Unknown
And so if you've already downloaded this and you've started working on it using the
new budget totals that that we provided, that's fine. You're not going to be asked
to start over again because this page is out of date. So don't worry about that.
That question came up earlier. So go ahead and and continue doing what you're doing
if you've already, started your budget workbook.

59039 - 59324
Unknown
Right now I got to get back to me.

59326 - 60161
Unknown
All right. So. If you're new, welcome. You will need a web pass to get into, CMS.
And, so you'll need to go to our web pass page and create an account. Yeah. It's not
hard to do. It doesn't cost anything. And once you have an account, then you can be
added as a contact and have access.

60163 - 61119
Unknown
When one word of caution to everybody. Again, I've told you this before, or we have
that if somebody is granted access to the grant, they have the ability to change
things. And in the grant as well, in CMS. So it's wise if somebody leaves your
organization to delete their contact, that removes their access, automatically. So
don't don't leave it hanging.

61122 - 61534
Unknown
Okay. We, you know, that. All right. So I got jump ahead here. Sorry.

61536 - 61965
Unknown
I decided to slide to you. Is better. Got behind on my own presentation.

61968 - 62998
Unknown
Will then this, Okay. So there we go. Okay. Your grant project summary document has
not changed. That's another required document for your application. The purpose is
just evidence of adequate planning. Oops. Evidence of adequate planning, high
performance, measurable outcomes are identified and so forth. So it's a useful
document for us to see and to be able to explain to, executives and the public what
you're doing.

63000 - 63861
Unknown

So I didn't update that, did I? This is RLC 40. So your your format is the same.
You're going to provide an objective. You're going to provide key activities and
some specifics about those. And then you're going to report on your key activities
and your quarterly reports. So you'll put a summary of those in each quarter for the
year.

63861 - 64006
Unknown
Fiscal year 2526.

64009 - 64927
Unknown
So as usual, we're going to, harangue you about writing smart objectives. So this is
not something we came up with. This is a very common, standard applied to grant
objectives and goals. And you'll see a lot of motivational speakers using this, this
format too, because it's a good, a good standard format. So each objective has to be
specific.

64929 - 66098
Unknown
It has to be measurable. So it has to be specific numbers that show what kind of
growth your ex you're expecting to achieve. It has to be achievable. So we're
looking at reasonableness realistic. So the level of change is attainable within the
time frame, that you're, that you're providing. So, it's, it's important that the
time bound piece, does not, does not, be is not too open ended is not ongoing.

66103 - 67128
Unknown
Ongoing is not a, is is not a time frame. So ABC Conservation Corps will increase
e-waste collection from a baseline of 225,000 pounds in this fiscal year to 300,000
pounds through the addition of three curbside collections and 15 special events.
During fiscal year 2526, as measured by collection logs. And see this reports. So
this objective is is, designed to be smart.

67128 - 67897
Unknown
You'll see that the the order of this acronym is not followed exactly in here. It
can depends on how you write your objective. But, I like to end my objectives when I
was writing grants with as measured by if if you'll add that to all your objectives,
then you'll never miss the measurement part. You'll always have the M in there at
least.

67899 - 68733
Unknown
So, always ask yourself, how am I going to measure this, this objective? How am I
going to know that I achieved it? So key activity examples. These are just some
brief ones. I won't go through them, with you, but, the the main thing to remember
about an activity is it is something you're going to do to help you achieve your
objective.

68735 - 69490
Unknown
So, sometimes people mix up activities and objectives and you'll get a note back from us saying this objective is not really an objective, it's really an activity. And, so learning to write good objectives is kind of an art form. So you may get some feedback from us on that.

69492 - 70226
Unknown
Timelines that accountability and increase your ability to evaluate the implementation process. So the main thing that we don't want to see is ongoing. If something's ongoing, what does that mean. And it's ongoing daily. It's ongoing weekly monthly quarterly. What. Let's be a little bit more specific than ongoing.

70229 - 71324
Unknown
Outcomes are deliverables. So what is it that you're delivering as a result of this activity. So is there an activity to set up 15 events. Then your deliverable is 15 events. So that is something that's concrete measurable. And progress toward your achievement of the outcomes is what your, your reporting. So if your outcome is 15 events, then at the end of quarter one, you'll say, well, we did three in quarter one.

71327 - 71450
Unknown
And

71452 - 72372
Unknown
Then your, your partway toward achieving your objective is 15. So there are some, some basic examples of material pert of outcomes, increases in material collection, the number of something like outreach events, dockworkers, corps member training, etc.. Or is it something that you're producing at your outcome, training that, in developing an MOU with, with the jurisdiction, something like that.

72374 - 73081
Unknown
So, Derek, I have I have a question here, that example you just used for like, so I don't know if that was the objective or activity. I'm probably the worst understanding of the difference, but, but if it's your objective was, hey, do 15 events, what would the timeline be for that? Wouldn't it? You're taking away my ongoing.

73081 - 73238
Unknown
It's I feel I feel I feel vulnerable.

73241 - 73985
Unknown
So your timeline like probably be in your fiscal year. So by, by the end of the

fiscal year 2526, we will implement have completed that. Yeah. Okay. Gotcha. Thank you very much. That helps. Sure. Okay. You feel less vulnerable now. Less vulnerable okay. But anxiety is gone down. Oh I've done my job. Thank you.

73988 - 74092
Unknown
All right.

74095 - 74721
Unknown
Okay. So here's an example. This is just an example for you to look at. And again was pdf this presentation. Yeah. Send it out. And also as long as I didn't mess up the recording which you may have, this will be online.

74723 - 75611
Unknown
Okay. But the development is really brief because I, I do not, pretend to lecture you on how to develop a budget. You guys are the experts on that. And so I'm sure that you're very capable. The main thing is, please do review the procedures that requirements about eligible and ineligible activity. Make sure that, you're dialed in there and, just, no, of course, required to apply for 100% of the funding.

75611 - 76294
Unknown
If you don't need it, don't apply for it, Derek. The others could get it. Yes. Before we move away from the objectives and everything, I just wanted to give sort of a parallel example that may help everybody frame this up. Let's say as a core, you were hiring a contractor to come in and do work and you have a beard.

76294 - 76920
Unknown
So they're going to list on that beard what it is they're going to do. The time frames are going to complete it and what the outcomes are. So your grant project summary is without using without it actually being a formal contract. That's your agreement with Calvin Cycle to say this is what we this core is going to do.

76923 - 77772
Unknown
And here's what we're proposing. This is our, objectives. These are the key activities. And then this is when we're going to complete it. So it's kind of like having a contract. You're basically doing what you would hire a contractor to do. And which plays into, if you have a change in your work order or your scope of work, then you would, something happen where you need to add or take something out.

77772 - 78257
Unknown
Then this document also needs to be changed to do what's called a, grant project summary modification. All right. Thank you, Jim.

78259 - 79026

Unknown
Okay. One swaps are permitted in RLC 40. So if you want to swap funds again this year or for the first time, you may bunch do not need to be swapped dollar for dollar. So if you really want one kind of fun from someone else and they want to do a modified swap of some kind, that and you agree to it, that's okay with us.

79028 - 80049
Unknown
You do need to execute an MOU between the two course doing the swap that document the terms of the swap, and it needs to be submitted with your application and should be reflected in your budget that you submit to us. Swaps made in RC 39 do not automatically reply to RLC 48 requires a new MOU, so, please, please do that if you plan to to swap any funds.

80051 - 81008
Unknown
And we've gone over the budget workbook. So we'll talk a little bit about advanced, request guidance and remind you again that there is, an advanced guidance document in the resources on the summary tab and GM's speed download. It has, examples, the advance, request letter at the end of that document. And it gives you some, some helpful guidance in preparing that package for us.

81011 - 82041
Unknown
So, your advance package documents need to be uploaded with the application by the application due date. Again, you need to check that box that, you will be taking in advance. In GM's and, I don't know if this is still current. Yoli, is there a is there a box to check in? The budget workbook.

82043 - 82797
Unknown
There is. Okay. Thank you. So it is still current, so you'll mark that in your budget workbook as well. So, it is, it is, a package that you're submitting to us that doesn't just go through our grant managers for review it the documentation for in advance goes through our fiscal project oversight, group. It goes through our budgets.

82799 - 83801
Unknown
Department division, and then it goes from them to the Department of Finance for approval. So there's a lot of levels of approval for this. So it really needs to be dialed in and and extremely accurate. And you guys have been doing a great job on that. And it's very much appreciated. So your the advance amounts were also adjusted on that second email I sent out that, that removed San Francisco from the budget distribution.

83803 - 84096
Unknown
So you may, use those in your, advance request.

84098 - 85170
Unknown
So these are the components of your advance request package. You write an advance justification letter again, and, again start. There's a couple of examples. You're going to provide some supporting documents, including proof of nonprofit status. So that letter from the IRS that that, documents your final and C3 status, your two cash flow analysis documents, two separate ones, one with the advance for each funding source and one without the advance.

85173 - 86057
Unknown
Now, remember, for some reason, this is not new. You need to show that that advances repaid in that analysis by the end of the fiscal year. So even though it's a two year grant, the they've always asked for us to to show it that way. So, you're going to do provide to financial analysis that shows your entire organizational budget, not just the grant funds.

86059 - 86914
Unknown
And, one with one with that. So, the other thing you need to provide is your most current external audit report will go along with the package to the US. Okay. Any any questions on advances? Okay.

86916 - 87812
Unknown
So the review process is, primarily done by fiscal process oversight. And our grant management staff. So the first primary review is done by FPO. And then the grant manager is alerted to go ahead and and review. So you may hear from PEO if there's something missing if like your resolution is is not acceptable or something you may hear from them or or your grant manager.

87812 - 89058
Unknown
But there are two levels of review. Before your grant application is approved, revisions to your budget stretch your budget spreadsheet, budget workbook, or grant projects summary may be requested by your grant manager, and the Grant managers will review all the advance request packages and be in touch if there's any revisions or additional documentation. Prompt responses are appreciated and that helps us just get our our, award requests for approval finished and to the public meeting faster.

89060 - 90191
Unknown
So reminders, your current grant manager in receipt 39 is going to be your grant manager and reporting. So, the people you know now and are working with, they will also be your, your grant manager for the next cycle. So you can contact throughout the application process. You can contact your grant manager for general program related questions and if you need technical assistance with TMS, then you would, contract, contact Dimitri, who is our fiscal process oversight contact.

90198 - 91273

Unknown
And he is a real expert with GM's and he can help you with any, any glitches in the system. And his phone number and email are there for you. And again, the application due date is April 17th. So that is the end of my presentation this morning. I hope it wasn't too jointed and all over the map, but anyway, nothing too different and nothing too challenging.

91273 - 91649
Unknown
Any other questions? Before we wrap for today?

91652 - 91938
Unknown
Maybe. Yeah. I'm not seeing any in the chat. Brian had to sign off soon.

91940 - 92574
Unknown
I guess that's it. So thanks everybody who attended today. Good luck with your application. Let us know if you need help and we'll look forward to a great cycle. And we'll see you at the opening webinar, sometime this summer. Thank you. Thank you so much, Derek. Thank you there. Thanks, everybody. Thanks, guys.