

Meeting Summary

May 8, 2008

Meeting 9:00 – 10:00am

Meeting changed to conference call to discuss CalGRIP Budget requirements. Participants asked questions on what still needed in order to have budget final and approved.

Participants also discussed operating agreements/MOUs still needed and the process for a non-competitive bid request.

Participants discussed what will be the reporting requirements entail.

It was outline that progress reports are due to the state at three points: 3 months after the start date of the project, and then at six month intervals through the end of the project. Contracted cities must get their progress report to Sanger no later than 15 days after the end of a reporting period. For example if the period ends August 30, 2008, cities have until September 15, 2008 to get their information to Sanger. Sanger has until September 30, 2008 to get the report to the state

Financial reports and requests for reimbursement are due to the state quarterly. Contracted cities should turn in their invoices to Sanger monthly or as identified in your agreement with Sanger. An invoice form will be developed and disseminated.

More information will be available following the OES Grant Management Training in June. Sanger will send two representatives to this training.

Call Adjourned at 10:02am