



# TN Strong Families Grant Program

Orientation- Part 1

# Agenda

Introductions

Timeline

Questions

Getting Started

Questions

Final Thoughts

# Housekeeping

- All mics are muted & cameras are turned off
- Type First and Last Name in chat
- Questions submitted through Chat
- Not all encompassing- check out resources on [tn.gov/strongfamilies](https://tn.gov/strongfamilies)
- PowerPoint Copies

# Meet the FAU



**Rachel Pugh**  
Assistant Director



**Katie Daugherty**  
Program Manager

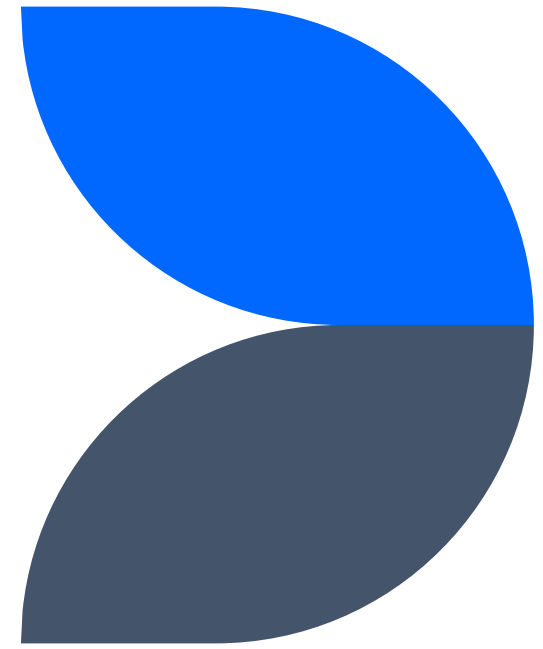


**Catherine Oaks**  
Program Manager

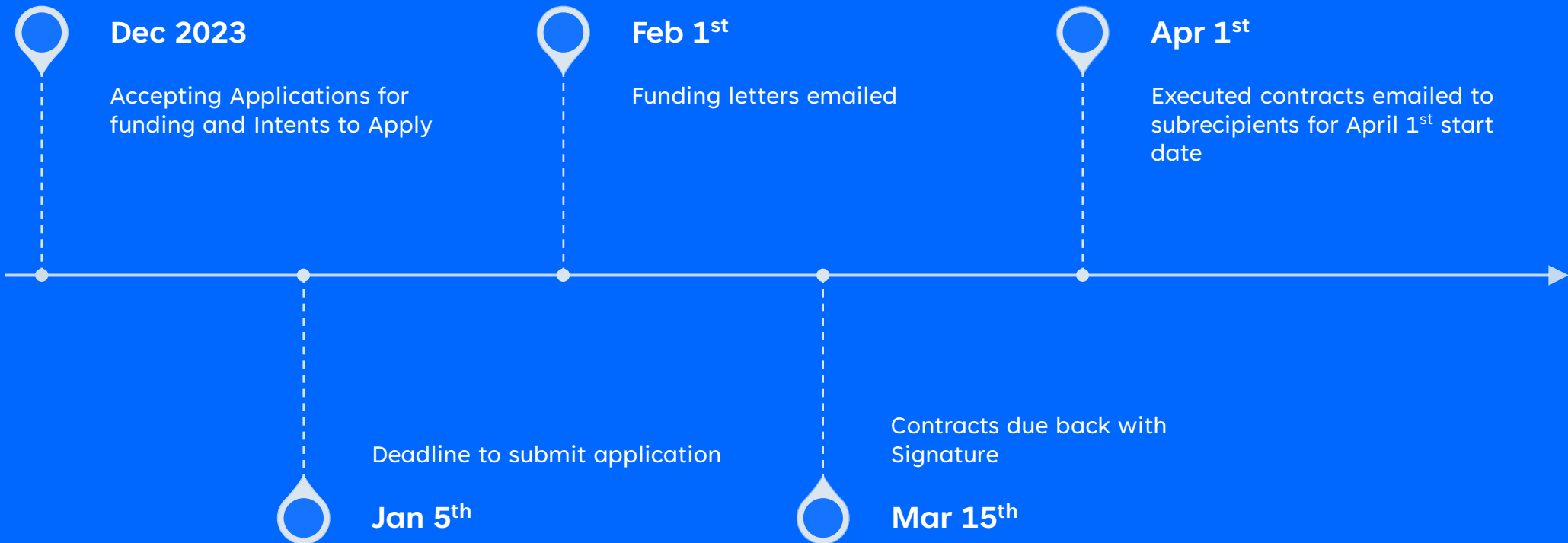


**Ashley Slone**  
Program Manager

# Timeline & What to Expect

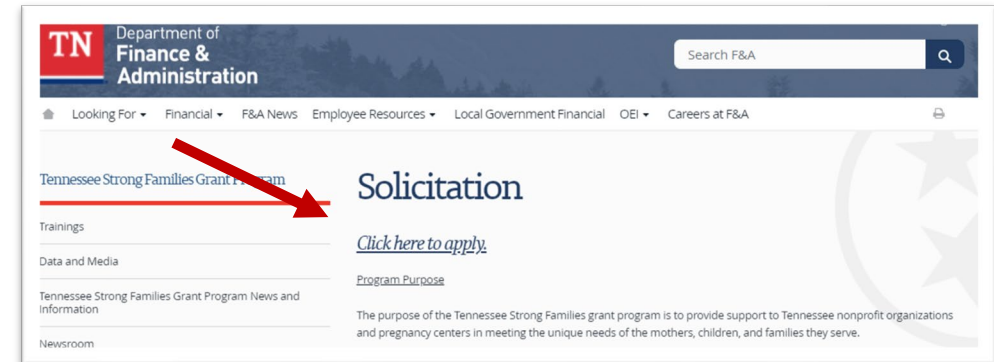


# Important Dates



# January

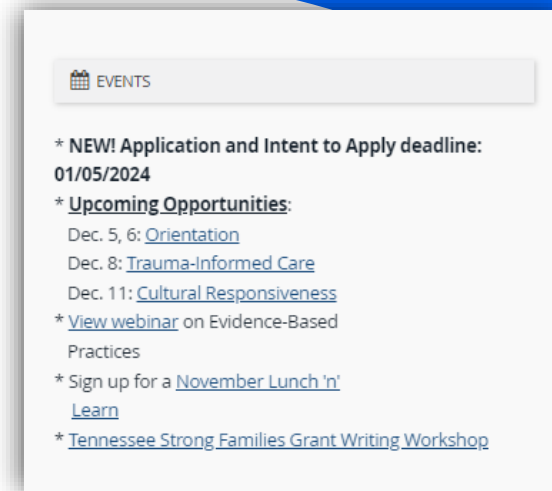
- Applications & Intent to Apply due January 5<sup>th</sup>
- Review team will meet and determine funding recipients



# January

## What to Expect:

- Ongoing training and technical assistance provided by SWORPS
- Standard email response from FAU acknowledging receipt of your emailed application



EVENTS

- \* **NEW!** Application and Intent to Apply deadline: 01/05/2024
- \* **Upcoming Opportunities:**
  - Dec. 5, 6: [Orientation](#)
  - Dec. 8: [Trauma-Informed Care](#)
  - Dec. 11: [Cultural Responsiveness](#)
- \* [View webinar](#) on Evidence-Based Practices
- \* Sign up for a [November Lunch 'n' Learn](#)
- \* [Tennessee Strong Families Grant Writing Workshop](#)

*Thank you for submitting your application to the TN Strong Families Grant Program. The deadline to submit applications is January 5th. You are still welcome to participate in trainings and webinars offered by the FAU and the University of Tennessee, SWORPS. If you wish to make any changes to your application as a result of the trainings and webinars or after obtaining technical assistance from SWORPS, you may submit your modified application to [family.advocacy.unit@tn.gov](mailto:family.advocacy.unit@tn.gov) up until the due date. We will accept the most recent submitted application from your agency.*



# February

- Application status known
- Funding Letters emailed by February 1<sup>st</sup>
- FAU will start contracting

# February

## What to Expect:

- More communication directly with the FAU
- Emails, phone calls, virtual meetings to discuss drafted contracts
- Potential back and forth to get contracts in order and reviewed
- Ongoing training and technical assistance provided by SWORPS for agencies chosen for funding.
- New agencies will need to set up a vendor account and complete a pre-award risk assessment. (See Grants Manual, Chapter I. Pre-award Requirements
- **Schedule board meeting for this month to review and sign contract.**

# March

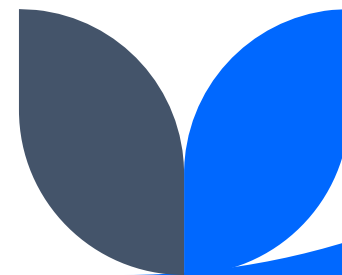
- Contracting Cont.
- Contracts due back with Agency signature by March 15<sup>th</sup>
  - some agencies will have an earlier due date for contracts returned with signature
  - due date will be provided in email to the agency along with the application
- Executed contracts emailed as they're ready.



# March

## What to Expect:

- **Have your Board Chair available to review and sign contract**
- More communication directly with the FAU
- Emails, phone calls, virtual meetings to discuss drafted contracts
- Potential back and forth to get contracts in order and reviewed
- Program Manager assigned
- Ongoing training and technical assistance provided by SWORPS



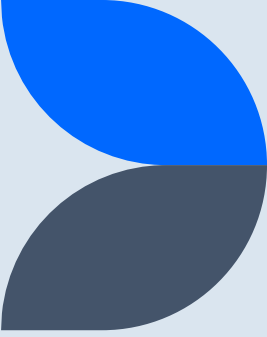
# April - September

April 1<sup>st</sup>- Most contracts will start.

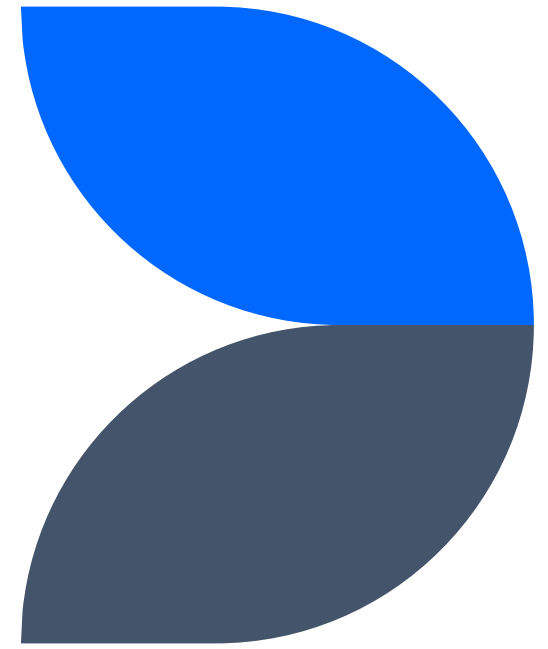
## What to Expect:

- Executed contracts emailed to agencies by April 1<sup>st</sup>
- Trainings offered by SWORPS & FAU for funded agencies
- In person meetings/site-visits with your Program Manager
- Chat sessions with PMs and other subrecipients

# Questions



**Getting Started**



# Have Questions? Start Here.

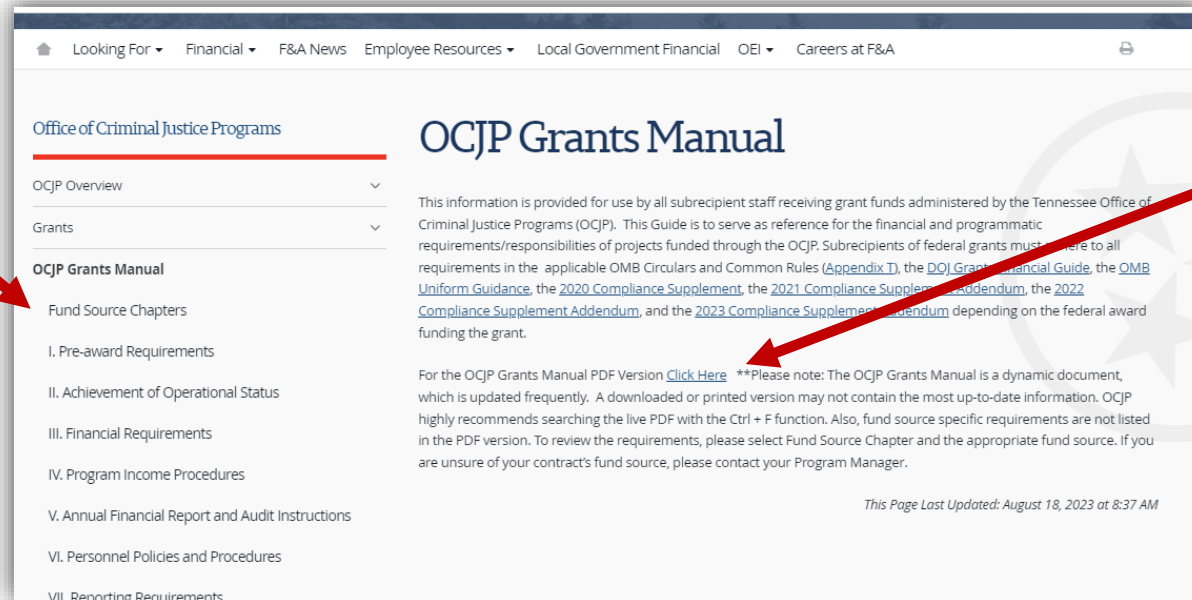
## TSF Fund Source Chapter

- Specifics to this grant

## [Grants Manual](#)

- General overview of all grants

Find it here:



Tip: Use pdf version, ctrl + F to search





# Organizing & Tracking

- April 1<sup>st</sup> – Services to clients can start.
- Grant file started- paper or electronic
  - Executed contract, emails, certifications, etc.
  - Receipts, purchase orders, inventory list
- System to track these services needs to be in place.
- Survey ready to distribute

# Surveys

## Client Outcome Survey

Please help us improve our services by sharing your experience with us.

Please indicate your level of agreement with the following statements about our service.

1. My wellbeing or my family or children's wellbeing has improved as a result of the services/support I received from this organization.

Strongly Agree    Agree    Neutral    Disagree    Strongly Disagree

2. I am more knowledgeable of the services and community resources available during and after pregnancy.

Strongly Agree    Agree    Neutral    Disagree    Strongly Disagree

3. I feel support from this organization.

Strongly Agree    Agree    Neutral    Disagree    Strongly Disagree

4. I am satisfied with the services I have received through this organization.

Strongly Agree    Agree    Neutral    Disagree    Strongly Disagree

## **Determine:**

Who will distribute?

Who will collect?

Where will they be kept?

Who will tally?

Who will review them?

# Client Services Tracking Sheet

- Each client served should have a file (electronic or paper) documenting any and all grant funded services received.
- Database, excel sheet, word document, OneNote, etc.
- Each file should have a contact or notes sheet to facilitate this documentation.

See Grants Manual, Chapter XX. Retention of and Access to Records for more information.



# Staff

## Hire

If contract includes staff positions, you can start hiring April 1<sup>st</sup>.

## Orient

Orient new staff to Grants Manual, TSF Fund Source Chapter, and executed contract.

## Document Time

Establish a way to document time.



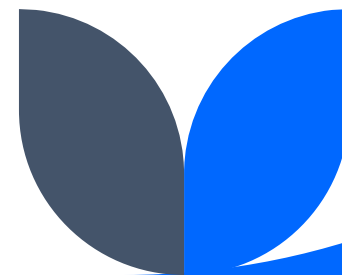
# Time & Attendance Records

Accurate time and attendance records are required to be maintained for all personnel whose salary is charged to the project. Records must contain:

- Date (day, month and year)
- Employee's name
- Position Title
- Total daily hours charged to project
- Grant allowable activities conducted during the hours charged
- Employee's signature
- Project Director or supervisor's signature
- Grant Number

# Sample Time Documentation

Personnel Activity Report				
Date	Fund Source	Time	Activity	Notes
10/12/24	State/TSF	2.00	Case Management	
	General	6.00		
	<b>Total</b>	<b>8.00</b>		
10/13/24	State/TSF	1.00	Grant Admin.	Q1 Report
	State/TSF	1.00	Training	SWORPS Trauma-informed Care Webinar
	General	6.00		
	<b>Total</b>	<b>8.00</b>		



# Common Questions

Q: If staff are paid less than 10% from a grant-funded source, do they need to document their time?

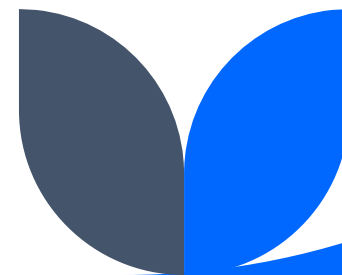
A: 10% and under needs a timesheet which shows the total number of hours charged to the project each day, but the specific activities performed are not required.

Q: Do I look at my budgeted percentage and divide my time out based on that?

A: No, the percentage is a rough estimate of time working on a project, time charged to the grant must be actual time worked.

Q: Do I need to tell my Program Manager if my percentage changes with time worked?

A: If it is within 5-10% or so, approval and notification are not needed. If your time worked is trending much higher or lower than that, then you would want to talk to your FAU PM.



# Invoicing

- An invoicing workbook (excel document) and InvCertify.doc will be emailed within the 1<sup>st</sup> quarter by “OBF Grants” to the Project Director and Fiscal Director.
- Subrecipients are strongly encouraged to invoice monthly and *at least quarterly*.
- Quarterly is required (30 days after end of the quarter), for all expenses in prior quarter.





# Invoicing Cont.

- To invoice, subrecipients will add expenditures to Column D (This Month's Actual Expenditures).
- All expenditures may be included in the same tab.
- Email the signed invoice workbook (excel document) and completed InvCertify document to [OBF.Grants@TN.gov](mailto:OBF.Grants@TN.gov)
- Receipts, POs, delivery slips, etc. should be maintained in the grant file but **not** sent to OBF with the invoice.



# Blank Invoice Workbook

This section will be filled in by OBF before emailed.

A	B	C	D	E	F	G	H
4							
5	<b>NAME &amp; ADDRESS OF</b>			RECEIVED DATE:			
6	<b>CONTRACTOR /</b>			INVOICE DATE:	4/30/2024		
7	<b>SUB-RECIPIENT</b>			CONTRACT PERIOD: 07/01/23 TO 06/30/24			
8	<b>PROGRAM</b>			CONTACT PERSON		TELEPHONE NUMBER	
9	<b>CONTRACT #</b>						
10		<b>TOTAL CONTRACT BUDGET</b>	<b>YTD ACTUAL EXPENDITURES THRU 4/30/24</b>	<b>THIS MONTH'S ACTUAL EXPENDITURES</b>	<b>REIMBURSEMENT PERCENTAGE</b>	<b>FOR STATE USE ONLY</b>	
11	<b>BUDGET LINE-ITEM CATEGORY</b>				100%		
12							
13							
14	1 & 2 Salaries, Benefits & Taxes	0.00	0.00	0.00			
15	4 & 15 Professional Fee, Grant & Award	0.00	0.00	0.00		INVOICE #	0 0424
16	5 to 10 Supplies, Phone, Postage, Rent, Print	0.00	0.00	0.00			
17	11 & 12 Travel, Conferences & Meetings	0.00	0.00	0.00			
18	14 Insurance	0.00	0.00	0.00			
19	16 Specific Assistance to Individuals	0.00	0.00	0.00		RECEIPT #	
20	17 Depreciation	0.00	0.00	0.00			
21	18 Other Non-Personnel	0.00	0.00	0.00			
22	20 Capital Purchase	0.00	0.00	0.00			
23	22 Indirect Cost	0.00	0.00	0.00		PO #	
24							
25	<b>TOTAL DIRECT &amp; ADMIN EXPENSES</b>	0.00	0.00	0.00			
26							
27	24 In-Kind Expenses	0.00	0.00	0.00		VENDOR #	
28						LOCATION	
29	<b>TOTAL EXPENSES</b>	0.00	0.00	0.00	A		
30							
31							
32							
33							
34							

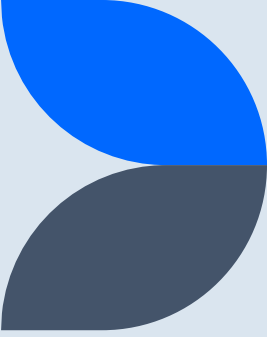
Add expenditures for the month here

# Blank Invoice Workbook

36	Encumbrance Balance	0.00	AMOUNT DUE	0.00	A TIMES B		
37							
38							
39	In-Kind Expense Test:	-				AMOUNT DUE	MATCH
40				B	100%	0.00	-
41	I certify to the best of my knowledge and belief that the above is correct and that all expenditures were						
42	made in accordance with the contract conditions and that payment is due and has not been previously paid.						
43							
44	CONTRACTOR'S / SUB-RECIPIENT'S			RECOMMENDED FOR PAYMENT			
45	AUTHORIZED SIGNATURE			STATE AGENCY'S AUTHORIZED CERTIFICATION			
46							
47	NAME			NAME			
48	TITLE			TITLE	Accountant		
49	DATE			DATE			
50							Revised for FY2013
51							
52							
53							

Sign and email to  
[OBF.Grants@TN.gov](mailto:OBF.Grants@TN.gov)

# Questions



# Final Thoughts

- We are here to support you!
- We want you to succeed!
- We want clients to receive services!

# Thank you

[Family.advocacy.unit@tn.gov](mailto:Family.advocacy.unit@tn.gov)