

GRANTS TO REDUCE ALCOHOL ABUSE (GRAA)

CHECK LIST

Site Name: \_\_\_\_\_ Grant Year \_\_\_\_\_ Date \_\_\_\_\_

<b>Coordinator name:</b> <b>Street:</b> <b>City:</b> <b>State:</b> _____ <b>Zip</b> _____	<b>Telephone:</b> <b>Fax:</b>
<b>Name(s) of Model Program(s)</b>	<b>Staff involved in project</b>
<b># Schools served by grant:</b> ____ Middle School ____ High School  <b># Students served</b> ____ Middle School ____ High School	
<b>Outcomes Tracking</b> (Attendance, GPA, Discipline, Graduation, etc.)	<b>Parent involvement</b> ____ Middle School ____ High School
<b>Training/TA needs</b>	
<b>NOTES:</b>	

<p><b>Where in the school organizational system is your grant program located? How big is your district? How do you interrelate with Supt/Administration? Other academic programs?</b></p>	<p><b>School 'Partners' - how is your program engaging teachers and school staff?</b></p> <p><b>Community Partners-Coalitions, Businesses, Champions?</b></p>
<p><b>Successes</b></p>	<p><b>Challenges</b></p>
<p><b>Any proposed changes to grant? (expand scope project, etc.)</b> <b>___ Dept of Ed notified of any proposed changes?</b></p>	<p><b>Ideas for next year/Sustainability plans</b></p>

✓	<b>Tasks: Start-up for 2008 grantee sites</b>
	Model program(s) fit for community?
	Staff Needs (need assistance with job descriptions, hiring?) <input type="checkbox"/> Training needs? <input type="checkbox"/> Model program training(s) scheduled? <input type="checkbox"/> Curriculum materials ordered? <input type="checkbox"/> Supplies?
	<input type="checkbox"/> GPRA measures included in pre/post? <input type="checkbox"/> Evaluation/survey tool submitted to USEd and CAPT office?
	Data collection plan _____ Fall Pretest Date(s) _____ Fall Posttest Date(s) _____ Spring Pretest Date(s) _____ Spring Posttest Date(s)
	<input type="checkbox"/> Date implementation starting
	Using indirect costs? Indirect cost rate _____ <input type="checkbox"/> Yes <input type="checkbox"/> No
	Time/Task Chart completed?
	Budget <input type="checkbox"/> draw downs scheduled? <input type="checkbox"/> business manager tracking? <input type="checkbox"/> Changes approved?
	Communication Plan <input type="checkbox"/> How will coordinator communicate internally?  <input type="checkbox"/> How will coordinator communicate with principals? Administration? Teaching staff? Students? Community?  <input type="checkbox"/> If subcontracting, how will communication flow with subcontractor? (If using subcontractor each LEA is still responsible for financial integrity.)  <input type="checkbox"/> Who manages the subcontract?  <input type="checkbox"/> How will coordinator connect with various components of the grant? (Discussion of how site will get from design to outcomes)  <input type="checkbox"/> How often will coordinator meet with staff?
	Questions re fidelity to model
	Questions re implementation
	Questions re evaluation
	Questions re 524B
	Plan for attendance @ national/regional meetings

	<b>General Tasks for 2007 Grantee Sites</b>
	<input type="text"/> Fall Pretest Date(s) <input type="text"/> Fall Posttest Date(s) <input type="text"/> Spring Pretest Date(s) <input type="text"/> Spring Posttest Date(s)
	Time/Task Chart completed?
	Budget - carry forward spending plan
	Using indirect costs?      Indirect cost rate <input type="text"/> <input type="checkbox"/> Yes <input type="checkbox"/> No
	Budget <input type="checkbox"/> draw downs scheduled? <input type="checkbox"/> business manager tracking? <input type="checkbox"/> Changes approved?
	Compare original grant proposal with current progress - are all activities/objectives being completed as stated in original grant? (Original grant proposal is a binding contract).  To Do List:
	Staffing/training needs
	Sustainability plan
	<b>Communication Plan</b> <input type="checkbox"/> How does coordinator communicate internally?  <input type="checkbox"/> How does coordinator communicate with principals? Administration? Teaching staff? Students? Community?  <input type="checkbox"/> If subcontracting, how does communication flow with subcontractor? (If using subcontractor each LEA is still responsible for financial integrity.)  <input type="checkbox"/> Who manages the subcontract?  <input type="checkbox"/> How does coordinator connect with various components of the grant? (Discussion of how site will get from design to outcomes)  <input type="checkbox"/> How often does the coordinator meet with staff?
	Other