Welcome!

• FY19 Contracts in process
  Contract process now conducted by HCD’s contracts team.

• Introduction: Matthew Parker

• Clint Cottam, new ED of CAP Utah

• SCSO is working on update to our web page:
  --able to access links to webinars (& other resources)
  --Important dates
Annual Report

• Earliest expected receipt of SmartForms—Dec-Jan
• Use Excel sheets and copy data into SmartForms
• How much time will be needed for turn around?
• We will adjust due date—depending on when we receive the SmartForms
• Questions....?
• Clear on what your agency will submit for Module 3....?
Success Stories

Module 1 (completed by SCSO) asks for success stories:

- Success Stories
  - State Management Accomplishments
  - CSBG Eligible Entity Management Accomplishments
  - Innovative Solutions Highlights

-- Continuous Improvement
Success Stories/Innovative Approaches/Well-Managed Services/Continuous Improvement

Per email KQ sent 11/29/18:

Each agency will submit 3 narratives with their modules 2, 3, 4: *(You are welcome to send them to me anytime before) 😊*

Specific prompts for success stories:

• 1. "(E)xamples of ways in which CSBG Eligible Entities addressed a cause or condition of poverty in the community using an innovative approach." (Including how, specifically, CSBG funds were used to support implementation).

• 2. Specific Management accomplishments by the Eligible Entities--"how responsible, informed leadership and effective, efficient processes led to high-quality, accessible, and well-managed services and strategies."

• 3. Continuous Improvement: provide "examples of changes made by CSBG Eligible Entities to improve services delivery and enhance impact for individuals, families, and communities with low-incomes based on their in-depth analysis of performance data."
Community Needs Assessment

• NASCSP CNA checklist
  - assures meeting all organizational standards connected with CNA
Project Management and Need Assessment

• Many agencies have limited staff and multiple hats
• Deadline far away, but there are unique internal deadlines which can create barriers to meeting state deadline
• Start with end in mind!
• Planning tool is essential
• May want to consider project management platform or process to help reinforce deadlines, send reminders, hold team members accountable, and prioritize activities
Visual Timeline

The complete first draft of the 1) Need Assessment; 2) Strategic Plan; and 3) 3-Year Community Action Plan are due to the state by 5/28/2012.

24 Apr

First Draft

8 May

Initial Approvals

The Human Services Council Meeting to approve all three documents.

12 Jul

Revisions

Any revisions (if necessary) need to be re-presented to the Human Services Council.

30 Sep

Submitted to the State

1 Aug

The final copy of all these documents are due to the state.

2019

State Approval

2019

Credit: Keith Carter, Director of Community Action, Five County Association of Governments
GANTT Charts

Click here to try the Gantt software!
Project Management Software

- Outlook timeline with automated reminders / Excel for GNATT (shared doc).
- Google Version:
  - https://gsuite.google.com/learning-center/products/sheets/create-dynamic-project-plans/#!/section-1
- Hand-drawn: including white erase board
- Microsoft Project (very good automation tool)
  - TechSoup Program for non-profits
  - AOG’s may be able to access through Association’s TechSoup licences
- Team Gantt (Free)
  - https://www.teamgantt.com/signup
10 Gantt Chart Tools
(Microsoft Project Alternatives)

https://thedigitalprojectmanager.com/microsoft-project-alternatives/
Consultation / PM Set-up

• If assistance is needed, can arrange in-person or GoTo Meeting consultations.