



Keys to A Strong Start for Strong Families Recipients: The 60 Day Quick List

All items included in this list contain references to where details on these items can be found in the **OCJP Grants Manual (PDF Copy)** and the **Solicitation**, where applicable. [Ex: **XX** (Grants Manual)/6.1.2 (Solicitation)]

Understand Key Positions:

- Project Director (**II.C**)
- Financial Director (**II.D**)
- Authorized Official (**II.E**)
- Board of Directors (**II.F**)

Record Keeping Systems:

- Financial (**III/5, 6.2**)
- Personnel Files (**VI**)
- Client Files (**XX/6.1.2**)
- Civil Rights Statistics (**XXII**)
- Ensure your system will make it easy to retain these files for **AT LEAST 5 YEARS (XX)**

Establish Procedures/Policies (in writing):

- Personally Identifiable Information (PII)(**II.A.4/4.1.10**): How you will respond in the event of a breach
- Personnel Procedures (**VI**)
- Grievance Process (**II.H**)
- Purchasing Policies (**VIII, XII**)
- Discrimination Complaints (**XXII**)

Complete Necessary Training:

- Civil Rights (**XXII**): Project Manager must complete within 90 days of start date, and then annually (along with all staff)
- Resource Sharing Project E-Learning Course (**II.F**): Required by new board members within 3 months. ([certificate of completion](#) for each member must be kept on file)

Submit:

- High Risk Designation Certification (**I.B.5./4.1.13**)

For assistance, please contact the Strong Families Support Team via email at strongfamilies@utk.edu or call us at **844-887-9677**.