

When to Utilize Your FAU Program Manager

Monitoring

- ✓ Routine monitoring and in-person visits
 - ✓ Corrective Action Plan submission
 - ✓ Questions about a non-compliance letter/report
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Budget/Expenses

- ✓ Approval of any change in indirect costs and/or cost allocation plans
 - ✓ Approval for any sole source purchase over \$250k
 - ✓ Consultation for out-of-state travel requests
 - ✓ Receival of additional State/Federal funds for one or more of the identical cost items for which funds are being provided under the SF contract
 - ✓ Prior written authorization for entering into a subcontract, including any changes to a subcontract previously approved
 - ✓ Invoice Submissions
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Equipment

- ✓ Report loss, damage, or theft of equipment or sensitive minor equipment. (Within 10 days)
 - ✓ Guidance on equipment disposition
 - ✓ Pre-approval for meeting room/audio visual services
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Personnel

- ✓ Report staffing changes via the personnel spreadsheet (10 days)
 - ✓ Report changes in key roles
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Reporting

- ✓ Reporting a PII breach (within 24 hours once aware)
- ✓ Civil Rights complaint
- ✓ Letter for request of extension for achieving operational status
- ✓ Submitting High-Risk Designation Reporting Certification
- ✓ Submitting Quarterly and Annual Reports

When to Utilize UT SWORPS

Training

- ✓ SWORPS Webinar registration links and recordings
 - ✓ Training topic requests
 - ✓ Training to develop a conceptual framework for the provision of evidence-based, trauma-informed, culturally-responsive and accessible services
 - ✓ Training to develop knowledge of issues impacting women and families in Tennessee, such as Intimate Partner Violence and Human Trafficking
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Technical Support

- ✓ Microsoft 365 products used for service documentation or administration
 - ✓ OCJP Manual questions
 - ✓ Fiscal documentation
 - ✓ Reporting responsibilities
 - ✓ Grant compliance requirements
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Tools

- ✓ Data collection tools
 - ✓ Training slides
 - ✓ Sample policies
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Reporting

- ✓ Quarterly and annual reporting format and collection
- ✓ Support with Client Survey Outcome Report Formstack