

Communication Protocols between 2022-2023 Mini Grantees and NYSCRC

NYSCRC staff Contact Information:

Training Questions to Sharon Cackett scackett@lifespan-roch.org 585-629-0388

Invoicing Questions to Rebecca Hyde rhyde@lifespan-roch.org 585-287-6391

Contract Questions to Karen Wilson kwilson@lifespan-roch.org 585-287-6456

Program Reporting to Kristine Lawrence klawrence@lifespan-roch.org 585-368-5369

Upon receipt of award notification.

Mini Grantee will receive contract from Lifespan. All Grantees must have a W-9 of file. Sign and return contract to Karen Wilson, Contract Manager at Lifespan in a timely manner. No reimbursement will be provided until contract is signed and approved.

Reporting Requirements Grantee will provide:

- 1) Brief progress report on activities related to the grant due by March 31st
- 2) Monthly number of volunteers recruited and trained
- 3) Monthly numbers of hours of volunteer respite provided
- 4) Monthly number of caregivers served
- 5) Monthly number of student volunteers recruited

All monthly reporting must be submitted through the portal on the NYSCRC website. <http://www.nyscrc.org/trainer>

Kristine Lawrence, Program Administrative Assistant from the New York State Caregiving and Respite Coalition will send a monthly reminder to all Mini Grantee's to enter required data in the system.

The use of REST Training OR the Online Respite Training Certificate Program is a requirement for this mini grant. If needed, NYSCRC will provide REST Train the Trainer to whomever will be training volunteers in your organization. You will be contacted by **Sharon Cackett** to discuss which training is appropriate for your organization,

Grantee will distribute **Caregiver Surveys to each caregiver served** and return to Program Liaison on a quarterly basis. Due dates for surveys are **December 31, 2022**, | **March 31, 2023** | **June 31, 2023** and **August 31, 2023**. Reminders will be sent via email.

Interim Report due March 31, 2023 – to be submitted to **Kristine Lawrence** or **Rebecca Hyde**

The Interim report will be a written narrative outlining progress toward expected outcomes as outlined in your application. **Final Report due September 15, 2023** – to be submitted to **Kristine Lawrence** via email.

Grantee will Voucher for reimbursement up to the amount of the grant award – All grant funds are provided through a reimbursement process using an invoice and documentation of expenditures to include staff hours, supplies or any expenditure related to the grant outcomes. Reimbursement can take up to 60 days. No Invoices will be processed without required back up documentation.

Invoices can be submitted at any time during the grant period, but no later than August 31, 2023

Monthly or Quarterly invoicing is appreciated. Please do not wait until the end of the grant period to submit invoices.

- 1) Invoices made out to Lifespan/NYSCRC
- 2) Provide documentation off all expenditures
- 3) All invoices must be sent to Rebecca Hyde via

Fax 585-244-1911 | Email rhyde@lifespan-roch.org | or USPS to Lifespan, 1900 S. Clinton Ave.

Rochester, NY 14618, to the attention of Doris Green