





# **T.R.A.I.L 2022-2023 Overview Activation and Budget Development Training**

**January 18, 2023**

# National Partners



# National Congress of American Indians "NCAI"



**Lisa Vandever**  
**Native Youth Program Manager**



**Community Builders**



# MY NATI

Fruit



Use your plate as a guide to help you eat in a healthy way!

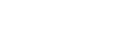
1. Fill half of your plate with vegetables.
2. Fill the other half of your plate with a grain/starch and a protein.

**Pictured here:**

- Mixed berries
- Cooked spinach
- Baked squash with peppers and herbs
- Steamed wild rice
- Baked deer meat with sage
- Water

Take a picture with your cell phone. Look at the picture later as a reminder!

Produced by:  
Indian Health Service, Division of Diabetes Treatment and Prevention, 07/2018



# MY NATIVE PLATE

Fruit



Water

Grain/  
Starch

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Vegetables

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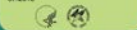
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Vegetables

Protein

**Remember:**

- Stay active
- Drink water
- Use a 9-inch plate

**Notes:**

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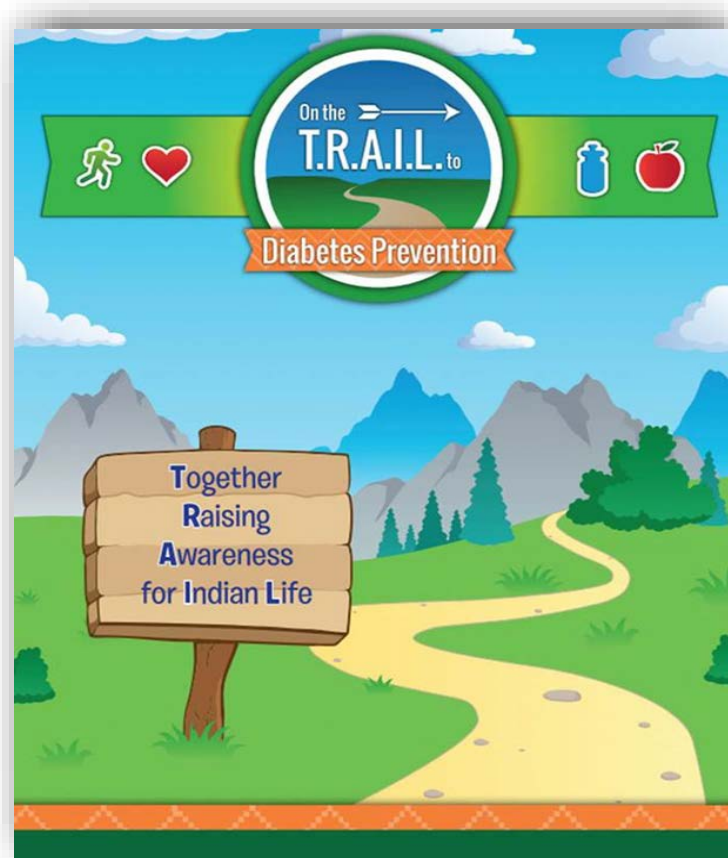
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# Training Objectives

- To understand the framework and purpose of T.R.A.I.L.
- To become skilled at using a Letter of Agreement (LOA) as a road map to grant implementation
- To learn grant activation and financial requirements of the T.R.A.I.L. program
- To network, make connections, and learn from each other
- Grant Activation and Budget Development

# How long have you worked on the **T.R.A.I.L.** program?





# Setting ourselves up for success!



- Think of 2 things you believe you can offer to your peers running T.R.A.I.L.
- Think of 2 questions you have right now - save them for the end of the session and if they are not answered by the end, we will answer them
- Q&A throughout the training

# What is T.R.A.I.L.?








Together Raising Awareness in Indian Life



T.R.A.I.L. is a program that provides youth with a comprehensive understanding of healthy lifestyles with the long-term goal of preventing and/or reducing the onset of type 2 diabetes in American Indian/Alaska Native youth ages 7-11.

# What is in your LOA?



-  Award Amount
-  Number of sites/units
-  Program Description
-  Program Requirements
-  Administrative and Financial Requirements
-  Reimbursement Requirements
-  Disbursement and Use of Grant Funds

# Utilizing the LOA

- Provide a copy of the LOA to all staff working on T.R.A.I.L. at your Club
- Use in conjunction with the Grantee Timeline as a guide to
  - Track due dates
  - Track administrative requirements
- Utilize for Implementation Plan creation

# Program Requirements Overview

During the grant year, you must...

- Implement at least one round of the T.R.A.I.L. curriculum (including pre-tests, post-tests, and PA Challenges) over the course of 12 weeks with youth ages 7-11
- Complete one youth-led, Community Education Project (Chapter11) per round of implementation
- Complete two hands-on, Healthy Snack Demonstrations per round of implementation
- Offer and report on at least 60 minutes of Club-wide physical activity every day the Club is open
- Collect and report T.R.A.I.L. program, youth, and finance data
- Recruit and sign an MOA with a Community Health Partner

# COMMUNICATION



# Successful Communication

- **Internal Club communication**
  - Regular communication between T.R.A.I.L staff helps maintain a successful program (CEO, Program Coordinators, Unit Contacts, Finance Contacts, etc.)
- **Communication with National Partners**
  - We are here to help you be successful with the T.R.A.I.L. program
- **Communication with families and the community**

# T.R.A.I.L. Organizational Contact Form

- Initial forms are to be e-mailed to [TRAIL@bgca.org](mailto:TRAIL@bgca.org) no later than **January 27, 2023**
- Please notify when staff turnover occurs by emailing [TRAIL@bgca.org](mailto:TRAIL@bgca.org)
- This form will ensure staff have access to appropriate trainings
- Please use this form when there are any changes to keep us updated



## T.R.A.I.L. Organizational Contact Form

### Chief Executive Officer

Name:	
Online Reporting Site Role:	CEO
Phone Number:	
Email Address:	

### Financial Reporting Contact Information

*This is the person who will be submitting reimbursement requests for all funded sites.*

Name:	
Title (or relationship to Club):	
*Online Reporting Site Role:	
Phone Number:	
Email Address:	
Should anyone else be included in electronic communication with this staff member? If yes, provide contact information and their online reporting site role.	

### Program Reporting Contact Information

*This is the person who will be submitting program reporting for all funded sites.*

Name:	
Title (or relationship to Club):	
*Online Reporting Site Role:	
Phone Number:	
Email Address:	
Should anyone else be included in electronic communication with this staff member? If yes, provide contact information and their online reporting site role.	

### + Site Contact Information

Unit Name:	
Unit City, State:	
Unit Contact Name:	
Title (or relationship to Club):	
*Online Reporting Site Role:	
Phone Number:	
Email Address:	
Should anyone else be included in electronic communication with this staff member? If yes, provide contact information and their online reporting site role.	



# Communication Guidance

Who can help?

- BGCA Federal Grants

- BGCA Native Services

  - Director of Organizational Development

- National Congress of American Indians

- Club Staff

What are some effective practices you have found at your Clubs maintaining clear communication?



TAKE  
a ↗  
break

# T.R.A.I.L. Grant Activation & Budget Development



# Key Dates

- Notice of Awards (NOAs) issued electronically on January 6, 2023 to Chief Executive Officers (CEOs) and Board Chairs on record. Letter of Agreement (LOAs) issued to clubs on January 18, 2023.
- LOAs are to be returned to the Federal Grants Department within 30 days of issuance to [TRAIL@bgca.org](mailto:TRAIL@bgca.org)
- Grant year began January 1, 2023 and ends on September 29, 2023.



# Activating Your Federal Grant

- Review your Letter of Agreement (LOA) carefully before obtaining the required initials and signatures. If you have concerns about meeting the requirements of the grant, please contact your assigned BGCA Director of Organizational Development (DOD).
- If you agree to the requirements, the Chief Executive Officer and Board Chair or Tribal Leader must initial each requirement, sign and date the LOA.
- The following items must be returned to the Federal Grants Department for each grant:
  - a) The signed Letter of Agreement
  - b) All required certification forms, accurately completed, signed and dated
  - c) A completed proposed budget, signed and dated

# Activating Your Federal Grant

- The executed and completed Letter of Agreement, certification forms and proposed budget must be submitted by email to: [TRAIL@bgca.org](mailto:TRAIL@bgca.org)
- Once the LOA and supporting documentation are received by the Federal Grants Department, they will be reviewed by the Federal Grants T.R.A.I.L team.
- Federal Grants T.R.A.I.L team will contact you via phone and/or email if there are questions concerning your LOA, certifications and/or proposed budget.



# Activating Your Federal Grant

Common LOA errors/delays in grant activation include:

- CEO or Board Chair/ Tribal Leader has changed, and Contact Form has not been updated
- Missing initials or signatures
- Missing information; all required information should be completed
- Missing certifications; all certifications must be submitted
- LOA was not returned within **30** days as required



# Activating Your Federal Grant

- Once all documents, including the proposed budget, are approved, you will be notified by email that your grant has been activated.
- After receiving the grant activation email, your organization is authorized to begin submitting reimbursements/financial reports and drawing down grant funds (unless you have a funding **HOLD**).
- Funds are released on a **reimbursement** basis only.





# Budget Development



# Federal Grant Budget Proposal Form

- The **Budget Proposal Form** is included in the (sub) grant Letter of Agreement (LOA).
- Budget proposals are to be completed for the full grant term (January 1, 2023 to September 29, 2023) based on the effort possible within the (signed) LOA return timeframe.
- Budget revisions may be submitted later – however, not all proposed changes or retroactive revisions will be acceptable or accommodated.



**BOYS & GIRLS CLUBS OF AMERICA  
FEDERAL GRANT  
PROPOSED BUDGET**

Name of Organization	Grant #
City, State	Site

**Please Note: Do not enter totals directly on this page of the budget. Enter budget detail using the tabs A-J and Indirect Costs at the bottom of the page; totals will automatically populate to this page.**

<b>DIRECT COSTS</b>		
(A) GROSS SALARY		\$0.00 (A)
(B) BENEFITS		\$0.00 (B)
(C) CONTRACTED/CONSULTING SERVICES		\$0.00 (C)
(D) TRAVEL/TRAINING		\$0.00 (D)
(E) EQUIPMENT		\$0.00 (E)
(F) SUPPLIES		\$0.00 (F)
(G) BUILDING COSTS		\$0.00 (G)
(H) TELEPHONE		\$0.00 (H)
(I) POSTAGE		\$0.00 (I)
(J) OTHER EXPENSES		\$0.00 (J)
	<b>SUBTOTAL</b>	\$0.00
<b>INDIRECT COSTS</b>		\$0.00
	<b>TOTAL</b>	\$0.00

**By signing/dating below, the Chief Executive Officer certifies that:**

- The expenses proposed to be charged to this grant are allowable as outlined in the Letter of Agreement, the DOJ Grants Financial Guide and the Office of Management and Budget (OMB) 2 Code of Federal Regulations (CFR) Part 200.
- All expenses proposed to be charged to this grant are specific to the site(s) funded as outlined in the Letter of Agreement.
- The personnel expenses proposed to be charged to this grant, including the percentages of time budgeted, are specifically related to meeting the grant requirements outlined in the Letter of Agreement and at the funded site(s).
- My organization will ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with OJJDP award funds, employment eligibility verification will be conducted consistent with 8 U.S.C. 1324a(a)(1) and (2).
- My organization is or will maintain an activity reporting system (e.g., grant timesheets) that meets Federal guidelines outlined in 2 CFR Part 200 for each employee charged in whole or in part to this grant. Each activity report should account for the total, actual hours for which the employee is compensated regardless of the budgeted percentage.
- If applicable, indirect costs are being charged at my current negotiated indirect cost rate or the de minimis rate of 10% of modified total direct costs. I further understand that the de minimis rate cannot be used if my organization has ever had a negotiated indirect cost rate and that I am applying the same methodology for indirect costs consistently to all my federal awards.
- I understand that a budget adjustment must be completed if at any time during the grant period a change to an approved budget category is greater than 10% of the total grant amount or an item requiring prior approval is added (equipment purchase greater than \$500 or consultant fees exceeding \$650 per day).

Chief Executive Officer's Signature	Date
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# Standard Proposal Budget Questions

## Questions to ask:

- Gross Salary & Benefits (A&B): Do/Will the positions being charged to the grant work the % of time listed on grant-related TRAIL activity and at the funded site?
- What % of salaries should I be charging?
  - Answer - The % of time charged to the grant must be the % of actual time that you estimate the position(s) will be working to satisfy the grant requirements as outlined in the LOA. While you can use an estimated % of time for the proposed budget, on financial reports you must use the actual % of time spent on grant-related activity as documented on the employee(s) activity reports (timesheets) regardless of the % initially budgeted.

# Standard Proposal Budget Questions

## Questions to ask (continued):

- Contracted/Consulting Services (C): Have I consulted with the BGCA Feder Grants Teams.
- Travel (D); Equipment/Software (E); Supplies (F); Building Costs (G); Telephone (H); Postage (I); and Other (J): Are all expenses being charged to the grant solely for the funded site and are they necessary to meet the TRAIL grant requirements as outlined in the LOA, Honorarium/ Stipends should be included in the Other (J) line item.



# Standard Proposal Budget Questions

## Questions to ask (continued):

- Do/Will copies of contracts, rent/lease agreements, verification of service dates, or other pertinent information be available.
- If indirect costs are being charged, do/will I verification that no duplicate administrative or facilities costs are being charged to the grant as direct costs.
- Who do I contact if I have concerns about my Club meeting the grant requirements as outlined in the LOA?
  - Answer - Contact your BGCA Director of Organizational Development (DOD) to discuss your concerns.

# Common Proposed Budget Errors

## Errors/delays in grant activation include:

- Budget is not submitted on correct proposed budget form
- Budget is not signed and dated by CEO, Board Chair and/or Tribal Leader
- Budget includes unallowable items; a list of allowable expenses will be provided.
- Amount budgeted is higher or lower than the grant award amount. **Budgets should total exact awarded amount.**
- Missing information - Please be sure to include all information that is required in each line item, including descriptions and % justification where noted
- Please note that there is no requirement to charge items in every line item

# Notes for T.R.A.I.L 2022

## Healthy Snacks are an allowable Cost and Should Be Charged to T.R.A.I.L 2022 Grants

Different from OJJDP, *healthy* snacks and supplies necessary to implement the T.R.A.I.L. Program and curriculum are considered an allowable cost.

Refer to the **Healthy Snack Guidance** document in the **T.R.A.I.L. Resource Center** (under construction) on [www.naclubs.org](http://www.naclubs.org) or call Lisa at NCAI or email us at [TRAIL@bgca.org](mailto:TRAIL@bgca.org) with any questions related to healthy food choices.



# 5 Tips to be Successful with the T.R.A.I.L. Program

1. Read all emails from BGCA, NCAI, or IHS completely
2. Use your LOA as a program guide – share it with all staff working on T.R.A.I.L.
3. Be detailed when completing your implementation plan – share it with all staff working on T.R.A.I.L.
4. Inform NCAI and BGCA of any staffing changes on the program
5. Explore and utilize the resources available to you including BGCA and NCAI staff! Please call/email to ask us questions!

# QUESTIONS



# Next Required Webinar

## T.R.A.I.L. Program Data Tracking and Reporting

- February 1, 2023
- 1:00 pm – 2:00 pm Eastern Time
- Program Implementation and Curriculum
- Program Data Tracking and Reporting
- Implementation Plan development

# Contact Information - Programmatic

## Boys & Girls Club of America

Carla Knapp [cknapp@bgca.org](mailto:cknapp@bgca.org)

## National Congress of American Indians

Lisa Vandever [lvandever@ncai.org](mailto:lvandever@ncai.org)

# Contact Information - Finance

## Boys & Girls Club of America

Angela Caffee – [acaffee@bgca.org](mailto:acaffee@bgca.org)

Ofelia Nunez – [onunez@bgca.org](mailto:onunez@bgca.org)



*thank  
you*