



### USOC Paralympic VA Grants June Newsletter:

USOC Grants Corner:

'We're In YOUR Corner

Vol I, Edition 2: June 2014

### *'Q3: Third Quarter Deliverable Best Practices'*

#### **Welcome Back!**

Welcome back to our second subrecipient newsletter. During the rest of this grant year we'll continue to provide periodic newsletters to address timely and important issues. Why? We're doing this to help the entire team achieve stay on task, on budget and on schedule! And, there is a prize this time. The first person to email Victor with the correct answer to this question will receive a cool USOC/VA t-shirt. Ok, the question is: How many times is ANY form of the word 'deliver' or 'deliverable' used? On your mark, get set, read...!

#### **What's In This Newsletter For Me?**

Like we mentioned last month, we at the USOC Paralympic offices aim to have this be all of our best year yet in supporting the VA, supporting the veteran and supporting your subrecipient organization.

As a reminder, it is very unlikely to be any kind of extensions after September 30, 2014 and the end of your work. So, not only do we want you to be the strongest provider of services possible this year, we want to help develop you into the strongest organization for future years as well.

## What Should I Look For in This Newsletter?

This edition we focus on a big milestone in our grant year. By the time you read this newsletter you'll be on the edge of completing what we call 'Q3,' which is also known as 'Quarter Three,' AKA the end of the April, May and June quarter of the grant year.

Why are we devoting an entire newsletter to this event – this milestone? We're doing this as this is the most important quarter of the grant year and likely the most important reporting time of your grant. This is true for several reasons. The end of Q3 is vital for three reasons:

1. **Deliverables.** This is why the VA is funding all of us, it's why you asked for and you're your grant. Your deliverables and how much you have completed, as of June 30<sup>th</sup>, is absolutely vital to the entire national program. We're only as strong as each of the 50+ subrecipients and the solid results you have achieved. Think of it this way -- there are only 3 months left in your grant! Yes, just July, August and September...
2. **We started late.** Many of us started the year late due to when funds were received and so where you stand at the end of Q3 is a reliable indicator of where you'll be at the end of September
  - What's happened at your organization with your program since you received the funds?
  - We heard loud and often at our training workshop that it is a tough year since you don't really have a year to complete work. You've had to adjust.
  - We also heard even louder in your Q2 reports that some of you had not spent any funds or achieved any measureable results – again because you were just getting started due to how late grant funds were received
3. **Q4 reports (delivered in October 2014) – by then it's too late to help, fix or make adjustments.** Q3 reports and deliverables are the last real chance we have to work together – the USOC and all of you subrecipients in helping shape, recover and improve on progress

## What Will The USOC Look for in Q3 Reports?

The 'Big Three' have not changed from our first newsletter or from the webinar:

1. **Timely and Accurate Reporting:** Your Q3 report is our best indicator of a healthy subrecipient
2. **Solid Communication Skills:** Reports are the single most important way for us to communicate across the 50+ subrecipients that the USOC has. Yes, we do talk on the phone, share emails and even conduct desk reviews of your projects – but job one is for us to track your most recent work by your Q3 reports
3. **Solid Results:** The corollary of number 2 above is just like we know how you're doing by reading your upcoming Q3 reports – our federal funder, the VA, will know us and grade us on the cumulative results based on – wait for it – yes, your Q3 reports.

## What Are the Next Reporting and Payment Deadlines?

1. USOC -- Q3 Report – Templates will be sent out mid-June
2. Subrecipients – Q3 Report – due back July 7<sup>th</sup>
3. USOC Q4 Payments – Mid-June

### **Third Quarter Reports (AKA Q3 Reports): What's the #1 Subrecipient Focus Area?**

Your focus should be our main focus which is the status of your **deliverables** as shown in your Q3 reports. When you tell us how you're doing, as of June 30<sup>th</sup>, we'll be paying special attention to results. Being on schedule is important, being on budget is very nice, but ultimately – the payoff pitch is – did you deliver the goods? The VA watches our schedule and monitors funds, but the VA there to enhance the lives of veterans. How did you do?

So, your Q3 reports need to be crystal clear on what was promised and what was **delivered**. If you committed to measurable results – such as serving a certain number of veterans or conducting a number of events or some other numeric commitment, we need to see the following in objective terms: What was the plan and what were your actual results.

After the numbers it is good for us to know the why behind over-achieving or under-achieving. But please make a good efforts into, first, **delivering** a report that clears tells the story of what was promised in your proposal/agreement and what was completed by June 30, 2014.

### **Like We Mentioned Last Newsletter: What if I May Miss the July 7 Deadline:**

As we said during the recent webinar: There isn't a good reason not to communicate with us BEFORE July 7 on this issue (yes, that's a double negative – in other words – meet the deadline or talk to us way in advance). Job one is to meet the deadline. As Kristen Hudson told us all on the webinar, her main expectation is that you meet the deadline, with whatever data you have, as of June 30. Period. Exceptions and permission for late reports will be very rare.

### **Let's Finish on a Positive Note: Thank You, Thank You, Thank You!**

We can encourage, we can cheer-lead, we can provide technical assistance and be firm on deadlines (like July 7 Q3 reports), but we can't do the work in the field! So, thanks for doing important work, under challenging circumstances. We can imagine how hard this year has been to be timely and successful – but only you all know what is really like. Thanks so much!