PCOM NUTS & BOLTS

I. WELCOME & INTRODUCTIONS
   a. IDOT PRESENTERS AND STAFF PRESENT
   b. RTAC PRESENTERS AND STAFF PRESENT
   c. SELF INTRODUCTIONS BY ATTENDEES
      i. NAME
      ii. GRANTEE(s) NAME(s)
      iii. # YEARS IN THIS POSITION
      iv. #1 MOST PRESSING QUESTION YOU WISH TO HAVE ANSWERED
II. OPENING REMARKS
III. WHAT TO EXPECT
IV. PCOM 101
   a. OVERVIEW OF JOB DESCRIPTION & RESPONSIBILITIES
      i. EMPHASIS ON IDOT REQUIREMENTS
      ii. OVERSIGHT VS OPERATIONS
   b. DISCUSSION OF GRANTEE/OPERATORS AGREEMENT
      i. IDOT REQUIREMENTS
      ii. REVIEWED ANNUALLY
      iii. UPLOADED ANNUALLY WITH GRANT APPLICATION
      iv. Q & A
   c. RULES & REGULATIONS
      i. FEDERAL
      ii. ILLINOIS
      iii. HOW/WHERE TO FIND ADDITIONAL INFORMATION
   d. HSTP OVERVIEW
      i. WHAT ARE THE HUMAN SERVICES TRANSPORTATION PLANS?
      ii. WHAT ARE THE HUMAN SERVICE TRANSPORTATION PLAN NETWORKS (PARTNERSHIPS)
         i. RESULTS OF NON-COMPLIANCE WITH THIS DICTATE
         ii. Q & A

15 Minute Break

   e. LOCAL MATCH
      i. WHAT QUALIFIES
      ii. WHAT DOES NOT QUALIFY?
      iii. WHO IS RESPONSIBLE FOR FINDING OPPORTUNITIES?

iv. HOW LONG CAN/SHOULD A CONTRACT BE?
v. HOW OFTEN SHOULD CONTRACTS BE REVIEWED AND REVISED?
vi. BEST PRACTICE OPTIONS FOR CONTRACTING
vii. REPORTS REQUIRED – THE PCOM'S RESPONSIBILITY
    i. Auditing & Reporting
        a. Auditing & verification of information
        b. Monthly reports – how to complete
        c. Quarterly reports – how to complete
        d. Annual reports – how to complete
viii. Q & A

f. PCOM Topics Overview
    i. RISK ASSESSMENTS
    ii. 5311 REVIEWS
    iii. STATE MANAGEMENT PLAN
    iv. FEDERAL DRUG & ALCOHOL PROGRAM AUDIT
    v. NTD
    vi. TAMS
    vii. MIS
    viii. 5310 Annual Report

LUNCH

g. GRANT APPLICATION/MONTHLY/QUARTERLY/ANNUAL REPORTS
    i. GRANT APPLICATION
        i. DUE DATE
        ii. WHAT MUST BE INCLUDED
        iii. BLACK CAT
            a. How to pull down the application
            b. How to download the forms
            c. How to upload the completed forms
        iv. DETAILED INSTRUCTIONS ON COMPLETING THE BUDGET SUMMARIES
    ii. MONTHLY REPORTS
        i. Due Date(s)
        ii. Descriptions & Instructions for each required form
    iii. QUARTERLY REPORTS
        i. Due Dates(s)

ii. Descriptions & Instructions for each required form

iv. SEMI-ANNUAL REPORT
   i. Due Date
   ii. Descriptions & Instructions for each required form

v. ANNUAL REPORTS
   i. Due Date
   ii. Description & Instructions for each required form

vi. FINANCIAL AUDIT
   i. Due Date
   ii. ASRE(s) Requirement
   iii. Upload to Black Cat

vii. HOW TO BE PREPARED TO MEET DEADLINES –

15 MINUTE BREAK

h. INTERMITTENT (INTERNAL) AUDITS OF:
   i. FINANCIAL POLICIES & RECORDS
   ii. DRUG & ALCOHOL POLICIES & RECORDS
   iii. ADA POLICY & RECORDS
   iv. TITLE VI POLICY & RECORDS
   v. HARASSMENT POLICY & TRAINING/RECORDS
   vi. TRAINING POLICIES & LOG
   vii. MAINTENANCE – FACILITIES/TECH/VEHICLES POLICIES/RECORDS
   viii. PERSONNEL POLICIES & RECORDS
   ix. LABOR POSTERS AND OTHER REQUIRED POSTINGS VISIBLE TO EMPLOYEES AND PUBLIC
   x. PROCUREMENT – (Mentioned – Additional Training to be done)

i. Closing