



FAQs for Grantees: Project Management

CONTACT INFORMATION

Whom should we contact if we have questions and how should we contact them?

- If you have a question relating to your grant please email cctv@staff.abanet.org. From there, your message will be sent to the appropriate staff member.
- If you wish to reach someone by phone please call (202) 442-3431.
- Our staff includes:
 - Sharon Elstein, Research Director
 - Victoria Martin, Program Assistant
 - Alisa Santucci, Research Associate
 - Molly Hicks, Grants Administrator

PROJECT MANAGEMENT

If we are finished with the grant before the 18-month grant period is over, do we have to continue submitting reports?

- Yes. You must continue to submit Progress Reports over the 18-month period and be available for a site visit, if you are selected.

What if personnel mentioned in our application are no longer working on the project?

- Personnel changes should not affect the status of your grant.
- Please notify us in the Quarterly Progress Report's "Other" section about changes in your organization that may affect the implementation of the grant.

If we are currently receiving funds from the CCTV/Recording Technology Program are we eligible to submit an application in a new grant cycle?

- Yes, current grantees may apply for new funding.
- The dates for upcoming funding rounds will be posted on the website once they are known.

What if we need an extension to our grant?

- Please contact the ABA, so we may review the specifics of your request.

What if we need more money than our grant allows?

- Please contact the ABA, so we may review the specifics of your request.

In the contract it states that we must receive three bids for our equipment purchase; what if there are fewer than 3 vendors in our area for the type of equipment we need?

- If there is only one or two vendors for your equipment please submit a letter by fax and mail stating this and why you chose the vendor you did.
- Please do this as soon as possible, preferably when you are submitting your signed contract.



SITE VISITS

How do we know if we are selected for a site visit?

- Someone from the ABA will notify you. You will be able to speak with this person about the specifics of the visit.

If we are selected for a site visit, what will be expected of our organization?

- Your contact at the ABA will give you some general guidelines
- You can read reports from previous site visits to get an idea of what other grantees have done.
- Please check our website outlining the protocol for a site visit.



CCTV & RECORDING TECHNOLOGY COMMUNITY

How can we find out how other organizations utilize their grants?

- There is a listserv that all grantees are free to use. You may use this to pose questions or suggestions to other organizations receiving grants. The listserv address is child-techgrantees@mail.abanet.org.
- You may read reports from site visits that the ABA has conducted; this will give you a general narrative of programs in different regions of the country.