

**Southern Plains AI CEED REACH US  
October 1, 2008 – September 29, 2009  
Tribal Program Management & Fiscal Management Staff  
Year 2 Check List ✓**

The checklist is a tool used to update staff's roles and responsibilities for coordination and fiscal accountability in the Year 2 REACH US tribal program.

**Please complete Section I prior to your OSDH site visit.**

**Section I: Role and Responsibilities of the CONTRACTOR**

1) CONTRACTOR: designated in writing the person responsible to attend REACH coalition meetings

*Who is the designated person responsible to attend Southern Plains AI CEED REACH US Steering Committee/Coalition meetings?*

Name: \_\_\_\_\_

Contact Information:

Email \_\_\_\_\_ Phone# \_\_\_\_\_

2) CONTRACTOR: designated in writing the person who will serve as coordinator of the implementation process.

*Who is the staff person designated to serve as Program Coordinator?*

Name: \_\_\_\_\_

Contact Information:

Email \_\_\_\_\_ Phone# \_\_\_\_\_

*Is Program Coordinator trained and/or certified? Yes \_\_\_\_\_ No \_\_\_\_\_*

*Check all that apply:*

Physical Fitness Specialist (PFS) \_\_\_\_\_

Personal Trainer (PTr) \_\_\_\_\_

Certified Personal Trainer (CPT) \_\_\_\_\_

NOTE: Active certification must be maintained for the duration of PC position. If Coordinator resigns from position or is unable to perform administrative duties, Contractor will designate change in writing to CCO within 10 working days.

Certification Expiration Date: \_\_\_\_\_

3) CONTRACTOR: designated in writing person who is responsible for REACH US tribal program invoices, budget and fiscal accountability.

Requirement to be found on page 2 under Section I: Duties of the CONTRACTOR. Contractor is responsible for notifying the Contract Monitor of designated staff changes in writing.

*Who is the designated person responsible for REACH US program invoices, budget and fiscal accountability?*

Name:

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Contact Information:

Email \_\_\_\_\_ Phone# \_\_\_\_\_

4) CONTRACTOR: REACH US Coordinator and financial person attended OSDH Contractor's Orientation Meeting.

It is mandatory that the REACH Program Coordinator and REACH US financial person attend the OSDH Contractor's Orientation. Requirement to be found on page 3 under Section I: Duties of the CONTRACTOR.

Date of last orientation: April 22, 2008

*Have both the acting REACH Program Coordinator and the acting REACH US financial person attended the OSDH Contractor's Orientation?*

Yes \_\_\_\_\_ No \_\_\_\_\_

*If no, do both parties plan on attending on Wednesday, April 29, 2009?*

Yes \_\_\_\_\_ No \_\_\_\_\_

