



GOAP Administrator Training

2016 Outline

Audience: program administrators

Timeframe: two hours

A. Opening

Welcome & Introductions

B. Roles

1. Extension Agent
2. Council vs. Administrator Responsibilities
3. Administrative Funds

C. CAIP Timelines & Changes

1. Highlighted Topics (not related to changes)
2. Investment Areas
3. CAIP New Program Application – application submission; post-approval
4. CAIP Amendment – application submission; post-approval
5. CAIP Administration Timeline – advertising, signup period, deadlines, etc.
6. Scoring Process – who scores, applicant correspondence, pro-rating
7. Disbursement of Funds by Administrator – requirements, producer reports

D. CAIP Compliance & Reporting

1. Reporting Process
2. Reporting Form Refresher
3. Compliance Policy Changes
4. On-Line Resources
5. Sunshine Laws
 - i. Open Records
 1. Response Requirements
 2. What constitutes an open record?
 - ii. Open Meetings (admin vs. council)

E. Wrap Up

Questions about other programs
