

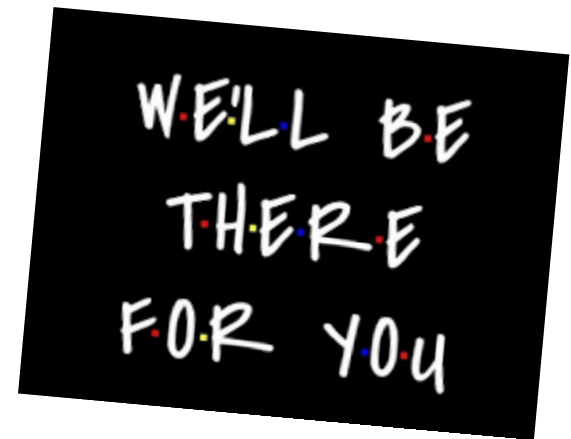


Overview of Programmatic Requirements for Prop 64 PH&S Grants

BSCC STAFF

PROP 64 PH&S GRANT TEAM

- ❖ Michelle Killian,
Program Analyst
- ❖ Rosa Pargas,
Staff Services Manager
- ❖ Ashley Garibaldi,
Research Data Specialist
- ❖ Helene Zentner,
Field Representative



KEY PROGRAM REQUIREMENTS

- Financial Invoices
 - One Drive Link
 - Submit Quarterly
- Grant Audit Requirement
- Project File Retention (3 Years Post-Grant)
- Grantees must make measurable progress toward stated goals and be in full compliance with all contractual requirements
- Site Visits
 - Expectations
 - Sample Form
- Progress Reports
 - One Drive Link
 - Submit Quarterly

GRANT AUDIT REQUIREMENT

- Due by October 31, 2024
- Certified Public Accountant or Independent County/City Auditor
- Grant Funds up to \$25,000
- Up to 3 Years Post-Contract
- BSCC and Grantees Subject to Audit by CA Department of State Audits



COMMUNICATION WITH ALL PARTNERS

Ensure the full Project Team and all Project Partners (internal & external) understand:

- ✓ Project Goals and Objectives
- ✓ Project Workplan
- ✓ Project Timelines
- ✓ Project Roles and Responsibilities
- ✓ Key Activities and Due Dates
- ✓ Terms of the Contract



MODEL / INTERVENTION FIDELITY

Do you have a mechanism(s) in place to monitor your project for fidelity to the project model(s)?

Do you have method for:

- ✓ tracking youth (PPA 1)?
- ✓ tracking measures for other PPAs?
- ✓ quality control?
- ✓ quality assurance?



Occurs throughout the life of the grant project.

**NEVER STOP
IMPROVING.**

PROGRAMMATIC REQUIREMENTS

Project Director Calls

- Quarterly
- Report Outs for:
 - ✓ Program and Fiscal Updates
 - ✓ Accomplishments
 - ✓ Barriers
 - ✓ Data Questions
 - ✓ Networking
 - ✓ Technical Assistance
 - From BSCC
 - From Peers



QUARTERLY PROGRESS REPORTS

- ❑ Provides a written account of project milestones, progress, and challenges
- ❑ Main tool for communicating with the BSCC about how project implementation is going
- ❑ Collect Quantitative and Qualitative Variables

more to come...



DATA COLLECTION REQUIREMENTS ON ETHNIC ORIGIN, ETHNICITY, OR RACE

ETHNIC ORIGIN, ETHNICITY, OR RACE

Participant: _____

Instructions: Mark ALL boxes that apply. You may report more than one race/ethnicity group.

AMERICAN INDIAN OR ALASKAN NATIVE

ASIAN – Provide details below.

Chinese

Vietnamese

Japanese

Asian Indian

Filipino

Laotian

Korean

Cambodian

Other – Specify below (one letter per box).

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BLACK OR AFRICAN AMERICAN

HISPANIC, LATINO, OR SPANISH

MIDDLE EASTERN OR NORTH AFRICAN

NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER – Provide details below.

Native Hawaiian

Samoan

Guamanian

Other – Specify below (one letter per box).

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WHITE

OTHER ETHNIC ORIGIN, ETHNICITY, OR RACE – Print below (one letter per box).

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MONITORINGS

- ❑ **Periodic On-Site Visits**
 - ❑ **Initial**
 - ❑ **Technical Assistance**
 - ❑ **Comprehensive**
 - ❑ **Compliance**
 - ❑ **Special Event**
 - ❑ **Close-out**



MONITORINGS

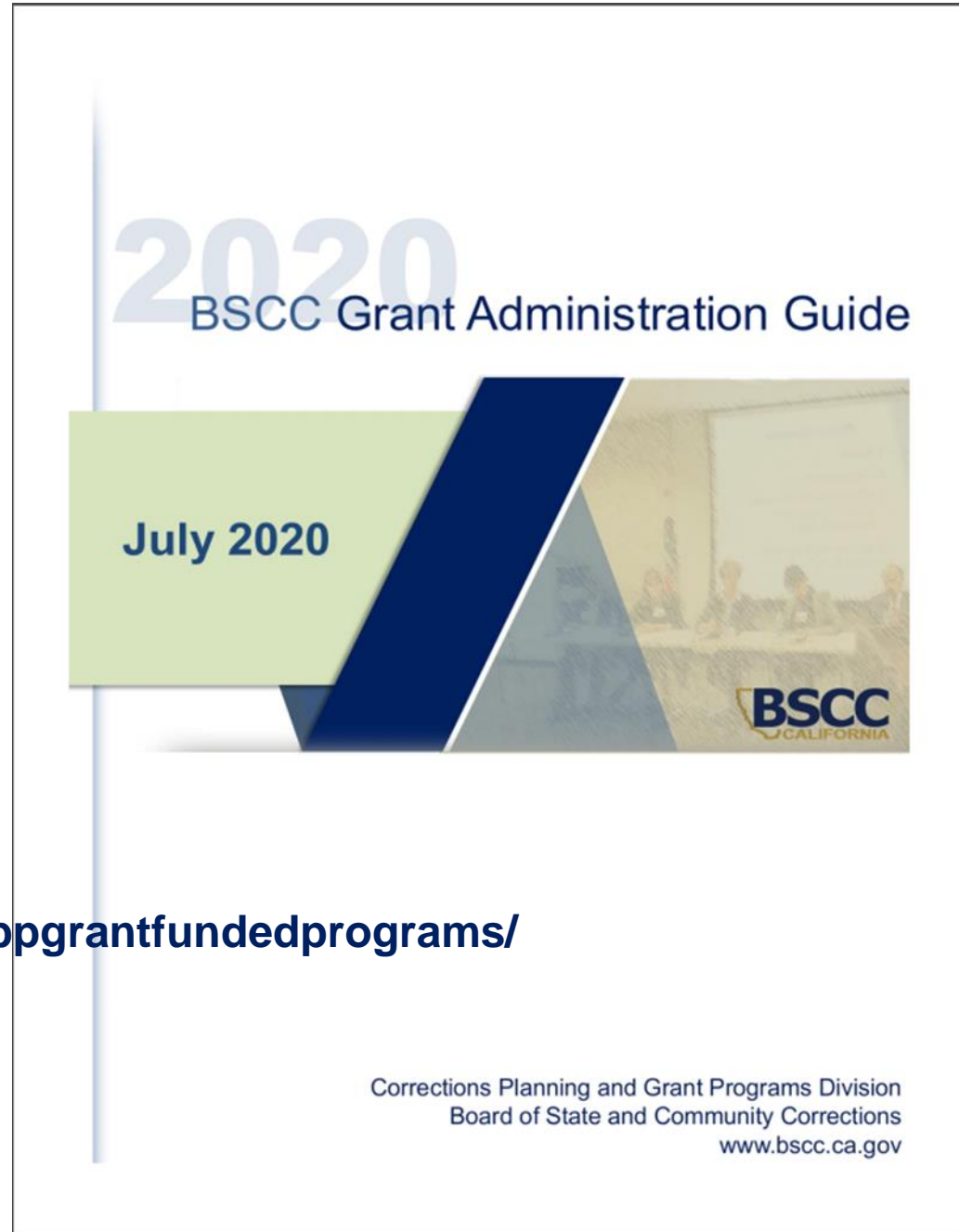
- ❑ **Comprehensive Monitoring Visit (CMV)**
 - **Once During Grant Cycle**
- ❑ **CMV Tool**
- ❑ **Key Project Staff With Partners and Subcontractors**
- ❑ **Fiscal and Project Documentation Organized and Available**
- ❑ **Time to Showcase Your Project!**

On-Site Monitoring Timeframe Guide

PROGRAM MONITORING (SITE VISIT) PREPARATION TOOL			
Monitoring Component	Approximate Timeframe	Who is Involved	Supporting Document and Reviewing Activities
Administrative Review (includes Office for Civil Rights requirements, if applicable)	90 minutes	Project Director and fiscal staff	Review Grant Administration and Audit Guide, subcontracts, grant-specific duty statements, employee timesheets for full-time staff and functional timesheets or time studies for part-time staff (verify salaries and benefits are not claimed under other funding sources), review EEO Policy.
Fiscal Review	90 minutes	Project Director and fiscal staff	<ol style="list-style-type: none"> 1. Budget File: Review official budget file and contents. 2. Invoicing: Review of purchase orders, receipt of goods, subcontracts (to include service provided, fee/service, time allocated), separate funding accounts to differentiate grant funds from other funds, cancelled checks/disbursement documents for payments to vendors and/or subcontractors. 3. Internal Controls: Review of fiscal policies (transactions for receipt, approval and posting must be made by more than one employee for any one transaction).
Program Review	2-4 hours	Project Director and program staff	Interview program staff, observe groups or treatment interventions, review of case records, files, surveys or other supporting documentation for meeting grant objectives, review of challenges and successes, etc. Visit program site(s), wherever possible.
Program Data/Outcomes	60 minutes	Project Director and data staff	Review plan for project performance and outcomes; review data collection processes and/or systems.

BSCC GRANT ADMINISTRATION GUIDE

http://www.bscc.ca.gov/s_cppgrantfundedprograms/



Corrections Planning and Grant Programs Division
Board of State and Community Corrections
www.bscc.ca.gov

REVIEW LAST TWO DAYS

- ✓ Communication is KEY
- ✓ Know What's in your Contract
- ✓ Document, Document, Document
- ✓ Prior Approvals on Certain Expenditures
- ✓ Quarterly Project Director Calls
- ✓ Quarterly Invoicing
- ✓ Requests for Modifications
- ✓ Desk Reviews with Supporting Docs
- ✓ Site Visits | Monitorings

LET US KNOW HOW WE CAN ASSIST!