Grantee Introductions

Project Director or Designee –

Please introduce yourself and tell us:

- Service Area

- Project Name

- Brief Description of your ARG Project

Please limit your remarks to **two minutes**.

Agenda

- BSCC and ARG Grant Overview

- Administrative Responsibilities

- Data Collection and Evaluation

- **Program Responsibilities**

- Fiscal Responsibilities

- Progress Reports

Program Responsibilities

Topics

- Leadership & Communication

- Model Integrity

- Program Modifications

- Expenses Requiring Prior Approval

- Prohibited Expenses

- Project Director Calls

- Monitoring Visits

Leadership & Communication

Ensure the Project Team is informed and familiar with the project in terms of:

- Project Goals and Timeline

- Key Activities and Due Dates

- Roles and Responsibilities

- Project Budget

- Allowable and Unallowable Expenses

- Terms of the Grant Agreement

Leadership & Communication

Who is on the Project Team:

- Program Staff

- Fiscal Staff

- Agency Administration

- NGOs / Subcontractors

- Evaluator

- Others?

- *Your Program Analyst, Research, and Field Rep!*

The single biggest problem in communication is the illusion that it has taken place.
– George Bernard Shaw

Maintaining Program Integrity

- Ensure safeguards are in place to ensure the program is being implemented as designed/proposed:

  - Program Policies and Procedures

  - Grant Specific Org Chart & Duty Statements

  - Staff Training (Initial and On-Going)

  - Quality Assurance / Fidelity Monitoring

  - Review of Case Files / Service Documentation

Avoid Program Drift!

Program modification

- If modification is required, discuss with Field Representative *well in advance* to determine if the modification is within the scope of the proposed project.

- Program Modification requests require a detailed narrative description and justification.

Questions

?

Expenses Requiring Prior Approval

IT'S EASIER TO ASK FOR FORGIVENESS THAN PERMISSION

Expenses Requiring Prior Approval

Expenses Requiring Prior Approval
(Even if included in the approved project budget or a budget modification)

- **Program Incentives and Participant Support Items** *BSCC Admin Guide Pg. 28 & 29*
  - **Note:** Food, Beverages, Gift Cards, and Stipends require a tracking process.

- **Equipment / Fixed Assets** *BSCC Admin Guide Pg. 33*
  - Any item with an acquisition cost of $3,500 or more (including tax and installation) - per unit or total package cost.
  - Equipment / Fixed Assets must be tracked on inventory

- **Out-of-State Travel** *BSCC Admin Guide Pg. 27*

Expenses Requiring Prior *written, explicit* Approval
(Even if included in the approved project budget or a budget modification)

DICTIONARY.COM | THESAURUS.COM | GRAMMAR COACH

prior[1] [prahy-er] SHOW IPA

See synonyms for *prior* on Thesaurus.com

adjective

1 preceding in time or in order; earlier or former; previous:
A prior agreement prevents me from accepting this.

2 preceding in importance or privilege.

Questions

?

BSCC
CALIFORNIA

Prohibited Expenses

BSCC Admin Guide Pg. 29

- Bonuses/Commissions

- Lobbying

- Real Property and Improvements

- Interest, Charges, Fees, and Penalties

- Dues, Licenses, and Fees

- Depreciation

Resources: BSCC Grant Guide

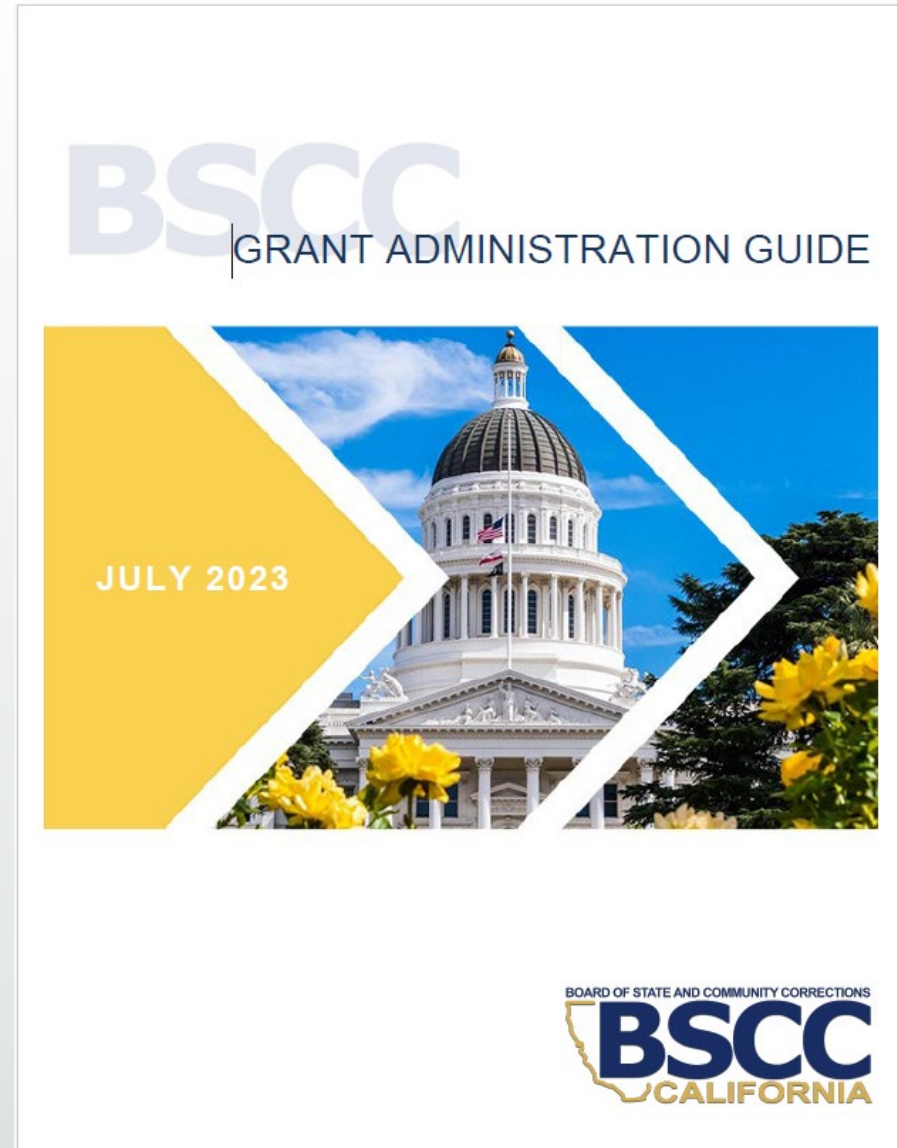Grantee Resources

Grant Staff Assignments

Grant Invoicing

Grantee Progress Reports

Grantee Contact Information Sheet

July 2023 BSCC Grant Administration Guide

July 2020 BSCC Grant Administration Guide

July 2016 BSCC Grant Administration Guide

BSCC
GRANT ADMINISTRATION GUIDE

JULY 2023

BOARD OF STATE AND COMMUNITY CORRECTIONS
BSCC
CALIFORNIA

https://www.bscc.ca.gov/s_correctionsplanningandprograms/

Project Director Calls

Quarterly Meeting (Virtual)

- Mandatory Attendance - Project Director and Authorized Fiscal Officer

- Project Updates & Announcements

- Training

- Networking

Monitoring Visits

Monitoring Visits (may be in-person or virtual)

- Initial Monitoring Visit (IMV)

- Comprehensive Monitoring Visit (CMV)

- Technical Assistance Monitoring Visit

- Closeout Monitoring Visit (as needed)

- Special Event (Monitoring)

Contact information

- ARG 4 Inbox
  ARGCohort4@bscc.ca.gov

- Field Representative Katie Thompson
  katie.thompson@bscc.ca.gov

- Field Representative Timothy Polasik
  timothy.polasik@bscc.ca.gov

- Field Representative Ian Silva
  Ian.Silva@bscc.ca.gov

Questions

Grantee Introductions

Project Director or Designee – Please introduce yourself and tell us:

- Organization and Service Area

- Project Name

- Brief Description of your ARG Project

Please limit your remarks to **two minutes**.