

Grantee Introductions

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

- County and Agency
- Project Name
- Brief Description of your SCIP Project

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

Agenda

- BSCC and SCIP 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 proposed 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. 29*
 - **Note:** Food, Beverages, Gift Cards, Incentives and Stipends are **NOT** allowable for the SCIP Grant.
- 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 *DOJ Grant Guide Pg. 45*
- Out-of-State Travel *BSCC Admin Guide Pg. 27*

Expenses Requiring Prior Approval (DOJ)
(Even if included in the approved project budget or a budget modification) *DOJ Grant Guide Pg. 40 -42*

- Equipment and Other Capital Expenditures
- Computing Devices and Software, and Information Technology Systems (*that are characterized as Equipment*)
- Pre-Award Costs & Proposal Costs
- Consultant Rates (\$650/day or \$81.25/hr.; includes trainers)
- Conference Costs (including training events)
- Sole Source/Non-Competitive Procurement Over \$250,000 *DOJ Grant Guide Pg. 54*
- Confidential Funds
- Foreign Travel



Expenses Requiring Prior *written, explicit* Approval

(Even if included in the approved project budget or a budget modification)

DICTIONARY.COM

THESAURUS.COM

GRAMMAR COACH

prior¹ [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.

Prohibited Expenses

- Bonuses/Commissions
- Lobbying
- Real Property and Improvements
- Interest, Charges, Fees, and Penalties
- Dues, Licenses, and Fees
- Depreciation
- Supplantation of Federal, State, or Local Funds

BSCC Admin Guide Pg. 31

BSCC Admin Guide Pg. 4

Prohibited Expenses (DOJ)

DOJ Grant Guide Pg. 100

- Land Acquisition
- Compensation of Federal Employees
- Travel of Department of Justice (DOJ) Employees
- Bonuses or Commissions
- Lobbying
- Fundraising
- Corporate Formation
- Supplanting *DOJ Grant Guide Pg. 14*
- Other Unallowable Costs
 - Entertainment
 - Fines and penalties
 - Home office workspace and related utilities
 - Honoraria
 - Bar charges/alcoholic beverages
 - Membership fees to organizations whose primary activity is lobbying
- Food or Beverages
- Gift Cards & Client Stipends
- Prizes, rewards, entertainment, trinkets (or any type of monetary incentive)

Prohibited Expenses (E.O. 14072)

Byrne SCIP Federal Condition #28

- Firearms of .50 or greater caliber
- Ammunition of .50 or greater caliber
- Firearm silencers, as defined in 18 U.S.C. 921(a)(24)
- Bayonets
- Grenades (including stun and flash-bang)
- Grenade launchers (including launchers for stun and flash-bang)
- Explosives (except for explosives and percussion actuated non-electric disruptors used for accredited bomb squads and explosive detection canine training)
- Any vehicles that do not have a commercial application, including all tracked and armored vehicles, unless the law enforcement agency certifies that the vehicle will be used exclusively for disaster-related emergencies; active shooter scenarios; hostage or other search and rescue operations; or anti-terrorism preparedness, protection, prevention, response, recovery, or relief
- Weaponized drones and weapons systems covered by DOD Directive 3000.09 of November 21, 2012, as amended (Autonomy in Weapon Systems)
- Weaponized aircraft, vessels and vehicles of any kind
- Aircraft that are combat-configured or combat-coded, have no established commercial flight application, or have no application for disaster-related emergencies; active shooter scenarios; hostage or other search and rescue operations; or anti-terrorism preparedness, protection, prevention, response, recovery, or relief
- Long-range acoustic devices that do not have a commercial application.
- Camouflage-patterned uniforms intended for law enforcement use in urban or populous areas. (Woodland and desert patterns are allowable based on operational needs for law enforcement missions conducted within a specific physical terrain and environment, such as woodland camouflage patterns used in forested terrain for narcotics eradication programs.)

<https://www.ojp.gov/funding/explore/prohibited-and-controlled-equipment>

Prohibited Expenses (E.O. 14074) w/o DOJ Waiver (via BSCC)

Byrne SCIP Federal Condition #28

- Unmanned Aerial System (UAS), Unmanned Aircraft (UA) and/or Unmanned Aerial Vehicle (UAV)*
- Command and/or Control Vehicles (Any wheeled vehicle either purpose-built or modified to facilitate the operational control and direction of public safety units responding to an incident). Command and Control Vehicles are similar to a recreational vehicle and can accommodate multiple people at multiple workstations in the command center. This category is not intended for other types of vehicles that could serve as a command and control center, including sport utility vehicles (SUVs).
- Tactical Vehicles, wheeled (A vehicle purpose-built to operate on- and off-road in support of military operations, such as a HMMWV ("Humvee"), 2.5ton truck, 5-ton truck, or a vehicle with a breaching or entry apparatus attached). This excludes commercially available vehicles not tactical in nature, such as pick-up trucks or SUVs being used in the ordinary course by police forces in the United States for patrol activities.
- Manned aircraft, fixed and/or rotary wing
- Specialized firearms and ammunition under .50 caliber. This excludes service-issued handguns, rifles, or shotguns that are issued or approved by the agency to be used during the course of regularly assigned duties.
- Explosives and pyrotechnics

<https://www.ojp.gov/funding/explore/prohibited-and-controlled-equipment>

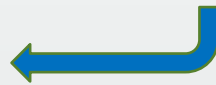
Resources: Grant Guides

BSCC GRANT ADMINISTRATION GUIDE

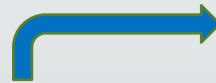
JULY 2023

BOARD OF STATE AND COMMUNITY CORRECTIONS
BSCC
CALIFORNIA

<https://www.bscc.ca.gov/s-correctionsplanningandprograms/>



<https://www.ojp.gov/funding/financialguidedojo/overview>



DOJ Grants Financial Guide



UNITED STATES DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE ON VIOLENCE AGAINST WOMEN
OFFICE OF COMMUNITY ORIENTED POLICING SERVICES

Last Updated October 2024



Questions

Foreign Travel



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

- SCIP Inbox
ByrneSCIP2@bscc.ca.gov
- Field Representative Ian Silva
Ian.Silva@bscc.ca.gov

Questions



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