

Corrections Planning and Grant Programs
Coronavirus (COVID-19)
Frequently Asked Questions (FAQs)

April 15, 2020

The following FAQs provide board guidance to BSCC grant-funded projects on COVID-19. Many of you have been impacted by COVID-19 and have offered creative alternatives to serve your communities, thank you. We appreciate your willingness to adapt to these challenging times on short notice. Although changes to grant programs are likely necessary to respond to COVID-19, we ask that grant recipients (state and federal) contact their assigned Field Representative to discuss and document modifications **before** making changes to ensure a program can continue to be reimbursed. If you received advance payment from the Adult Reentry Grant or the Youth Reinvestment Grant program and have made modifications to your program, please notify your assigned Field Representative. When possible, the BSCC will consider reimbursements or program modifications made on or after March 4, 2020, the date the Governor declared a state of emergency. Additional guidance for federal programs was published by the U.S. Department of Justice, Office of Justice Programs and may be accessed from the following link: [Guidance on Short Term Administrative Relief for Grantees Impacted by COVID-19](#).

- 1. What happens if I am unable to fulfil the terms of my BSCC Grant Agreement? What happens if a sub-contracted service provider is unable to fulfill the terms of their agreement with us?**

The BSCC recognizes that COVID-19 may have a significant impact on your ability to implement the grant-funded project as intended. To assist our grantees, on a case-by-case basis, we will consider program and budget modifications that help sites fulfill the purpose of the grant program. The BSCC is unable to provide legal advice about sub-contracted services or contractual relationships between grantees and their providers. Grantees may wish to contact their Governing Board or legal counsel for guidance. Likewise, the BSCC cannot provide any legal advice to subcontracted service providers; you must work with your contracting entity.

- 2. We are in the process of setting things up for providing remote services including on-line tutoring and on-line group/one-on-one mentoring. Can we provide teleservices instead of face-to-face programming?**

The BSCC will consider modifications, such as remote service delivery, that help sites fulfill the purpose of the grant program. Please contact your assigned Field Representative to discuss the specifics of your modification request.

- 3. We were planning on starting up mid-March but as things have unfolded, it's clear we cannot start services. Our project hinges on referrals from the schools (currently closed), law enforcement (currently restricting community contacts), and probation (currently scaled to minimum staffing**

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with many redeployed to institutions and). Can we delay the start of our program?

Yes. We understand that your program implementation plan has been impacted by COVID-19 and may require accommodations to deliver services as originally intended. Please contact your assigned Field Representative to discuss and document a revised implementation plan.

- 4. Can we request modification of our program retroactively to the date (3/4/20) the State of Emergency was issued by the Governor or the date Shelter in Place order was implemented by our county?**

Yes. Depending on the nature of the request, the BSCC will consider modifications that are retroactive to Governor Newsom's declaration of a state of emergency. Please contact your assigned Field Representative to discuss the request in greater detail.

- 5. Can we pay employees/contractors, even temporarily, who may be "on hold" while there is a shelter-in-place order due to public health concerns that makes participant contact unsafe?**

Additional information is required to better understand what, if any, grant-funded activities are occurring while staff are on-hold and what on-hold means. Please contact your assigned Field Representative to discuss the request in greater detail.

- 6. We are not able to fully connect with our clients using all of the interventions identified in our proposal due to public safety concerns. Can we still pay employees to do some of the interventions and services that can be delivered remotely and support the spirit of our proposal and the ARG grant?**

Yes. Projects will be reimbursed for actual grant-funded activities that are documented, even if those services are delivered remotely. However, before modifying your service delivery model, please contact your assigned Field Representative.

- 7. Can payment be reimbursed for salaries and benefits to staff or to a contractor even though not all of the interventions and services can be delivered?**

See response to question 6.

- 8. Our project supports clients in seeking employment and provides technical assistance, mentoring, training and coaching to aid them in becoming employable. Clients receive a subsidy while in the program prior to employment. We are not as operational/accessible as we were before the**

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public health emergency. Can we still pay program participants while our offices are closed, and staff is less accessible?

See the response to question 6.

9. If we move our program to provide services remotely, may we make additional purchases of technology to facilitate remote service delivery that is currently not part of our budget?

We will consider modifications that help sites fulfill the purpose of the grant program. Please contact your assigned Field Representative to discuss the specifics of your modification request.

10. May we make additional purchases of essential items for families, like diapers, wipes, formula, milk, and food/essentials they cannot find or pay for above and beyond their project descriptions.

See the response to question 9.

11. Can we seek reimbursement for lost monies due to cancelling events and/or trainings? Do we have to pay that money back if a vendor or location are not providing refunds?

We will handle requests for monies lost due to event cancellations and/or trainings on a case-by-case basis. Retain documentation for any pre-paid activities that were cancelled and did not occur. Please contact your assigned Field Representative to discuss this request further.

12. Can we get an extension of time for our grant?

The BSCC anticipates projects will require additional time to implement services as originally intended. Due to the different rules governing state and federal grant programs, we will consider no-cost extensions requests on a case-by-case basis.

13. In light of the COVID-19 outbreak, what is the State's guidance on staff that has been quarantined? If staff is quarantined and not performing tasks within the scope of grant services, will we be able to seek reimbursement for salaries

Information on the State's guidance on COVID-19 may be accessed from the following website <https://covid19.ca.gov/>. Regarding staff reimbursement, please see the responses above.

14. Will the BSCC accept electronic signatures on official documents (Grant Agreements, Board Resolutions, etc.)?

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The BSCC's preferred signature method on official documents continues to be a wet signature; however, we recognize this may not be possible in all instances. In the interim, we will accept digital signatures, wet signatures that are scanned and submitted, and e-signatures. For the purpose of this FAQ, the different signatures are defined as followed:

- Wet Signature: Authorizes a document using wet ink (aka a pen).
- E-Signature: Includes secure and nonsecure signatures. Nonsecure e-signatures are not authenticated and can be attributed to anyone
- Digital Signature: A specific type of e-signature that associates a signer with a document in a secure recorded transaction. Typically, the signature field indicates who has digitally signed and the date the document was signed.
 - Adobe and DocuSign are two different electronic applications that offer digital signatures. Note, there may be a cost to use these applications.

15. We project that we will be unable to meet our match commitment, what assistance can the BSCC provide?

Please contact your assigned Field Representative to discuss the request in greater detail.