

# AGENDA

- BSCC and JAG Grant Overview
- Administrative Responsibilities
- Data Collection and Evaluation
- **Program Responsibilities**
- Fiscal Responsibilities
- Progress Reports
- Grantee Introductions (mixed in)

# 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 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.
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# QUESTIONS





# EXPENSES REQUIRING PRIOR APPROVAL

**IT'S EASIER  
TO ASK FOR  
FORGIVENESS  
THAN PERMISSION**

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# 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. 27](#)
    - **Note:** Food, Beverages, Gift Cards, and Stipends are **NOT** allowable for the JAG Grant.
  - Equipment / Fixed Assets [BSCC Admin Guide Pg. 30](#)
    - 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. 44](#)
  - Out-of-State Travel [BSCC Admin Guide Pg. 24](#)
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## Expenses Requiring Prior Approval (DOJ)

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

- Equipment and Other Capital Expenditures
- Computing Devices and Software, and Information Technology Systems
- Pre-Award Costs & Proposal Costs
- Consultant Rates
- Conference Costs
- Foreign Travel
- Confidential Funds

*DOJ Grant Guide Pg. 39 -42*

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# 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**<sup>1</sup> [ 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.

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# QUESTIONS





## Prohibited Expenses (BSCC)

- Bonuses/Commissions
  - Lobbying
  - Real Property and Improvements
  - Interest, Charges, Fees, and Penalties
  - Dues, Licenses, and Fees
  - Depreciation
- 

*BSCC Admin Guide Pg. 29*



## Prohibited Expenses (DOJ)

- Land Acquisition
- Compensation of Federal Employees
- Travel of Department of Justice (DOJ) Employees
- Bonuses or Commissions
- Lobbying
- Fundraising
- 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 & Stipends

## Prohibited Expenses (JAG)

- Any direct or indirect use of Byrne JAG award funds to provide any security enhancements or any equipment to any nongovernmental entity that is not engaged in criminal justice or public safety.
- vehicles (excluding police cruisers), vessels (excluding police boats), or aircraft (excluding police helicopters)
- luxury items
- real estate
- construction projects (other than penal or correctional institutions); or
- any similar matters

# Resources: Grant Guides

2020  
BSCC Grant Administration Guide

July 2020

BSCC  
CALIFORNIA

Corrections Planning and Grant Programs Division  
Board of State and Community Corrections  
[www.bscc.ca.gov](http://www.bscc.ca.gov)

[https://www.bscc.ca.gov/s\\_correctionsplanningandprograms/](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  
COMMUNITY ORIENTED POLICING SERVICES

Last Updated March 2022





# PROJECT DIRECTOR CALLS

## Quarterly Meeting (Virtual)

- Mandatory Attendance - Project Director and Authorized Fiscal Officer
  - Project Updates & Announcements
  - Training
  - Networking
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# 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

- JAG Inbox - [JAG2022@bscc.ca.gov](mailto:JAG2022@bscc.ca.gov)
- Field Representative Ian Silva - [Ian.Silva@bscc.ca.gov](mailto:Ian.Silva@bscc.ca.gov)