

2013/14 CalGRIP RFP

Frequently Asked Questions (FAQs)

Updated 4-17-14

1. What should be kept in the official grant project file? Can fiscal documentation be kept separate? What about timesheets?

The official grant project file should include the Standard Agreement (Std. 213) and the full contract document; the original Request for Proposal/Application; submitted Progress Reports; Invoices including supporting documentation for reimbursement and match costs; Budget and Program Modifications; Site Visit Reports, Single City/County Audits pertaining to the grant period and pertinent correspondence. Depending on logistics of the city and program offices, fiscal documentation including secured timesheets may reside at a different location; however, these files must be accessible to BSCC staff when conducting an on-site monitoring visit.

2. What are the General Terms and Conditions (GTC) referenced in the contract agreement?

The General Terms and Conditions (GTC) are provisions and incorporated language for all standard contracts, agreements, and solicitations with the State of California. Any agency and/or entity contracting with the State of California must abide by these terms and conditions. The full list of GTCs can be found at: <http://www.dgs.ca.gov/ols/resources/standardcontractlanguage.aspx>

3. Can cities use these funds to augment or enhance our existing CalGRIP grant?

Yes, but new funds cannot supplant current/existing city funds or existing CalGRIP funds. If an existing

CalGRIP grantee applies for new CalGRIP grant funds, we recommend your proposal include a side-by-side comparison of how existing CalGRIP grants funds (including match) are being used as compared to how the proposed grant funds (including match) will be used.

4. Can match obligations be moved between hard and in-kind?

Yes. This can be accomplished by using the Budget Modification form to move match funds between budget categories. The Budget Modification form is located within your grant's Excel Invoice workbook on a tab following your invoice spreadsheets: http://www.bscc.ca.gov/s_cppgrantinvoicing.php (under the CalGRIP dropdown accordion).

5. Is there a form/template for requesting:

- a. Out of State travel?** Out-of-state travel is restricted and only allowed in exceptional situations. Grantees must obtain prior approval from the BSCC for any out-of-state travel by submitting an out-of-state travel justification detailing travel agenda and scope. The justification must be complete and show the benefits to the project in terms of the relationship to the projects goals, objectives, and activities. The template for requesting the travel is located in the BSCC's Grant Administration Guide July 2012, Appendix G: <http://www.bscc.ca.gov/programs-and-services/cpp/resources> under "Publications").

- b. Fixed Assets over \$2,000?** The expenditure of grant funds for fixed assets (i.e., tangible assets or property and equipment) exceeding \$2,000 per item requires prior approval from the BSCC. The project manager must submit a written declaration that the equipment to be purchased is:
- 1) to be used for services directly associated with the project,
 - 2) essential to the success of the project, and
 - 3) less expensive than leasing or renting the equipment for the grant period (based on a thorough investigation of lease and rental options). Please review the BSCC's Grant Administration Guide July 2012, page 4.

6. Do the department heads for the Sheriff's Department, Police Department, etc. have to commit to participate on the coordinating and advisory council?

The Coordinating and Advisory Council is written in the Legislation of the grant funds; "Membership shall include city officials, local law enforcement, including county sheriff, chief probation officer, and district attorney, local educational agencies, including school districts and the county office of education, and community-based organizations." It is not necessary for the Department heads of the Sheriff and Police to participate, but a designated representative from these agencies will suffice in meeting this requirement. The goal is to get input from these respective disciplines. A designated representative from these agencies will suffice in meeting this requirement.

7. Why do projects have to match the award, and what does "dollar for dollar" match mean?

The dollar-for-dollar match is required in the CalGRIP enacting Legislation (Budget Bill 5227-401 and amended budget bill item 5227-101-0214, SB 92 Chapter 36 statutes of 2011). Match funds can be cash or in-kind services, or a combination of the two. A cash match is defined as actual cash from the applicants operating budget dedicated to the grant project through department authorization. Cash match can also be identified as a new employee being hired exclusively for the purpose of the grant project. In-kind match is other expenses that are related to the project but will not be charged to the project, the value of time and/or, services and supplies contributed to the project. A Dollar-for-Dollar match is defined as every dollar that is expended in grant funds must have an equal contribution in either hard or in-kind match funds. As an example, if the State Grant award amount is \$250,000, the grantee must provide an equal amount (\$250,000) in contributions, bringing the total grant project to \$500,000.

8. What do we do with equipment purchased with grant funds at the end of the grant period?

Materials and/or Fixed Assets paid for with grant funds, may remain with the grantee under the condition that the items continue to be utilized for antigang-related activities or to further the original intent of the grant contract.

9. Does the BSCC require the submission of an audit?

CalGRIP recipients are not required to submit an audit report with regards to the CalGRIP Grant. However, in accordance with the California State Controller's Office (SCO) Accounting Standards and Procedures Chapter 23, Grant Accounting Index, local governments are required to submit a Single Audit Report (SAR) package to the SCO subsequent to each fiscal year-end. As the BSCC is the administering agency for the CalGRIP funds, it is the BSCC's fiduciary responsibility to take appropriate actions using sanctions (i.e., withholding grant reimbursement payments) on behalf of the SCO when a city or county does not comply with the single audit requirements of the State. Further, included in the BSCC Cal-GRIP contracts under Article 5 -Grantee Assurances and Commitments (E.1) and 8- Records (F) grantee recipients may be subject to examination and /or audit by the BSCC or designees state government auditors or designees, or by federal government auditors or designees. Finally, Article 9- Accounting and Audit Requirements, Stipulates the BSCC

may call for a program or financial audit at any time between the execution of the grant agreement and 60 days following the end of the grant period.

10. What is the definition of supplanting?

Supplanting is to deliberately reduce the amount of funds originally appropriated for an existing program or activity, and to replace with new funding/awards for the same purpose(s); therefore grant funds must be used to supplement existing funds for program activities. In essence, if a city, county, agency or entity realizes a savings by using grant funds to replace local funds already dedicated to supporting an activity, a position, etc., this would be supplanting. Please review Article 5: Grantee Assurances and Commitments, Section C2 of your CalGRIP Contract.

11. How long do we have to keep grant-related documentation?

Grant records, supporting documentations, and other grant evidence shall be maintained for a minimum of three (3) years after the State Controllers Office's (SCO) acceptance of the final Single Audit Report (SAR) for the project per the CalGRIP Grant Agreement, and shall be subject to examination and/or audit by the BSCC or designees, or state government auditors or designees including Department of General Services, the Department of Finance, the Bureau of State Audits, and their designated representatives. Please review Article 5: Grantee Assurances and Commitments, Sections E1 & E2 in the CalGRIP Contract Agreement. This is a minimum requirement; however, it is advised you check with your agency concerning its document retention schedule as it may fall outside this minimum.

12. Is the grant funding for the entire two year grant period of January 1, 2014 through December 31, 2015, or per year? The funding is for the entire two year grant period.

13. How soon can I start invoicing and how long do I have to submit an invoice?

You may start invoicing immediately after the end of the first quarter (e.g., January through March, first quarter expenditures, may be invoiced for reimbursement beginning April 1); however, you must have all your supporting documentation for both grant reimbursement and match expenditures available upon invoice submittal. Grantees have until 45 days subsequent to the reporting period to submit invoices for the preceding quarter (e.g., January through March, first quarter expenditures, may be invoiced for reimbursement until May 15). Also note, you must have a fully executed contract in place prior to seeking reimbursements for grant expenditures.

14. How long does it take to be reimbursed?

There are several state agencies involved in processing your check for grant fund reimbursement. Therefore, the time period for receiving your check from the date of submittal to the BSCC is approximately 4 to 6 weeks.

15. Are there restrictions on the amounts or percentages of grant funds a city can spend on administrative costs or other line item expenditures?

There are no restrictions to the budget categories for your CalGRIP project EXCEPT the Indirect Cost line item. Per original CalGRIP Request for Proposal (RFP) -*"Indirect costs are allowable for the implementing agency only. Indirect costs are NOT allowable for services provided by contacted agencies, such as CBO's. This total may not exceed 10% of the grant funds, which does not include the match amount."* Indirect costs are defined as expenditures necessary to the operation of the organization and performance of the project. The cost of operating and maintaining facilities, depreciation, and administrative salaries are examples of indirect costs. The percentage of grant funds that can be expended on indirect costs varies by program and is stipulated in the grant

agreement. However, reallocation of budget category amounts that significantly alter the original scope of work and/or performance outcomes provided in the RFP application may not be approved by the BSCC. It is advised that the project receive prior approval through a Budget and/or Program Modification prior to reallocation of grant funds.

16. What constitutes submitting a Program Modification vs. a Budget Modification?

A Budget Modification is required when requesting grant and/or match funds be moved from one budget category to another. (i.e., Salaries & Benefits, Services & Supplies, Professional Services, etc.). Budget Modification forms are available within your on-line Excel invoicing workbook as one of the tabs located at the bottom of the document. Program modifications are necessary when significant project adjustments or updates from the original application need to be made. These updates may include changes to the original design or scope of the project, changes to the program evaluation component, changes to performance measures, or changes to the project model. If the program modification request is approved, it may also require budgetary approval (Budget Modification submittal). No change or modification in the project may be implemented without prior written approval from the BSCC. Requests approved by the Project Manager and Project Financial Officer shall be submitted using the Budget Modification and the Program Modification forms. Any proposed changes must be submitted to the BSCC and approved before submission of the next/corresponding invoice.

Instructions for completing these modification forms are available on the BSCC web site at: http://www.bscc.ca.gov/s_cppgrantinvoicing.php

17. What is the process for changing our project officials?

To update project staff, please submit a BSCC Project Contact Information Sheet (BSCC 227), available online at: <http://www.bscc.ca.gov/programs-and-services/cpp/resources> under the "Quick Links" section. You may also obtain this form by contacting the CalGRIP Program or Fiscal Analysts.

18. What is considered adequate supporting documentation? For part-time project staff?

Adequate supporting documentation shall be maintained in such detail so as to permit tracing transactions from the invoices, to the accounting records, to the supporting documentation. This includes coded timesheets for CalGRIP project staff, for both grant funded and match personnel. For part-time project staff, if coded timesheets are not available, time study sheets can be utilized; however, time studies must be completed for each quarterly reporting period. Time studies must be done at consistent intervals; for example, the middle month of each reporting quarter.

19. How should agencies be reporting on match requirements for financial reporting purposes?

Although not required, it is encouraged that matching funds are applied proportionately as grant funds are expended. All matching funds must be provided for by the program's final invoice is submitted.

20. What sort of documentation should be kept for match (equipment, professional services, etc.?) The same documentation must be kept for match contributions as is required for grant funded expenditures.

21. What is considered as match sources?

Match sources include, but are not limited to, the following:

- All donated space, equipment, services and supplies
- Federal Grant funds
- Indirect Costs/Administrative Overhead
- All local funds

Identification, assessment and referral of participants (if provided by partnering agency)

Value of time/services donated by volunteers

Data collection and reporting costs (if provided by partnering agency)