Questions & Answers from YRG-2 Grantee Orientation on October 5-7, 2020

Fiscal

Q: Does the BSCC require copies of checks in support of invoices? For example, if a grantee needs to purchase office supplies, does the BSCC want a copy of the check that paid the invoice or is a copy of the invoice sufficient?

A: It depends on the budget line item, making it important to reference the BSCC Grant Administration Guide which can be accessed at http://www.bscc.ca.gov/wp-content/uploads/BSCC-Grant-Admin-Guide-July-2020-Final.pdf. In the example provided, a copy of the invoice would be sufficient. It is important, however, that documentation including copies of checks be maintained at the grantees site. The BSCC retains the right to perform a desk review for any quarter and would want this supporting documentation. Similarly, documentation could be requested for review during a site visit.

Q: What does the BSCC require for the separation of funds in a bank account?

A: As provided in the Grant Agreement, YRG funds may not be commingled with other funds. It is not necessary for the grantee to open a new bank account to accomplish this as long as an internal tracking system is in place that allows YRG funds to be clearly identified, tracked and reconciled.

Q: Who is authorized to sign invoices?

A: BSCC invoices must be signed and submitted by the authorized Financial Officer. Invoices must be prepared by someone other than the authorized Financial Officer.

Q: Must match funds be separately identified in the Invoice Workbook?

A: The BSCC invoices provide a column for match expenditures and grantees are required to complete that information on each invoice that includes match funds.

Q: If a grantee is using different funding streams to meet its match requirement, must the Invoice Workbook specify the different funding sources used to meet the match?

A: No.

Data Collection and Reporting

Q: Does the BSCC offer a template for the required logic model?

A: Grantees have flexibility in developing their logic models. Two samples can be found at http://www.bscc.ca.gov/local-evaluation-plan-lep-webinar-october-29-2020/.

Q: Does the BSCC offer a template for the Local Evaluation Plan (LEP) or Local Evaluation Report (LER)?

A: No. The BSCC prioritizes content over format, but generally encourage a clear, concise presentation that is easy to read and understand.

Q: Does it make sense to align, or try to align, individual grantee LEP/logic model designs with the larger statewide evaluation planning and reporting?

A: While the statewide evaluation is structured to capture and convey broad, somewhat general data, the process recognizes that each grantee has unique needs and capabilities. To accommodate that, grantees have the ability to be flexible in the information being reported and how it is reported.

Q: What is the connection between the Quarterly Progress Report (QPR) and the Local Evaluation Plan (LEP)?

A: The QPR and the LEP represent two different methods of evaluating data. The LEP specifies how you plan to collect data from your project and complete a self-evaluation. The QPR is a running assessment/measurement of activities throughout the implementation of your project and is designed to give us a statewide picture of grant outcomes.

Q: Can grantees update their Local Evaluation Reports (LERs) following the original submission?

A: The BSCC will accept amendments/updates to your LER after the initial submission. However, depending on how long after the original due date the update/amendment is submitted, the new information may not be included in our final summary report. Regardless of timing, we would publish the update on our website.

Q: For reporting a participant with multiple Pacific Islander heritage, such as Samoan and Tongan, and both are identified, how should that be recorded on the Quarterly Progress Report (QPR)?

A: The QPR is designed to accept the designations of Samoan and Tongan as well as multi-ethnic. Samoan could be selected or Tongan could be selected; but it sounds like the most accurate designation in this example would be multi-ethnic.

Q: Is there a definition of diversion or successful exit, that is more universal?

A: Given that individual level data fluctuates between programs, the BSCC process allows for flexibility here. That said, the Quarterly Progress Report Instructional Guide contains numerous definitions and other helpful information. That Guide can be accessed under Tab 4 at http://www.bscc.ca.gov/yrg-cohort-2-grantee-orientation-october-5-7-2020/.

Modifications

Q: What is the process for requesting a modification?

A: Start by contacting your Field Representative. Be prepared to explain the modification you are seeking and the reason for the justification as well as how your proposed modification would impact your budget table/narrative and your project workplan. Through this discussion, the Field Representative will assess whether your requested modification is allowable. If so, the next step will be for you to complete the Modification Request document in your Invoice Workbook and submit it to the grant mailbox. Submission of the Modification Request represents your formal request and the BSCC will review and process that request following receipt.

Administration

Q: What contacts are grantees required to share with the BSCC?

A: The BSCC asks each grantee to identify a Project Director, Financial Officer, Day-to-Day Programmatic Contact, and a Day-to-Day Fiscal Contact. It is each grantees choice whether they want to identify any additional contacts.

Q: Will recordings of the YRG grantee orientation sessions be publicly available?

A: Yes. Both days of the training can be accessed under Cohort 2 at http://www.bscc.ca.gov/s_youthreinvestmentgrant/.