Board of State and Community Corrections

Youth Reinvestment Grantee (YRG) Orientation

Frequently Asked Questions

October 8, 2019

**Fiscal & Program Responsibilities**

1. **Is the financial invoice form what we will use to request an advanced payment?**

No. BSCC has/will request the first advance payment on behalf of all grantees. The second and third advance payments will be initiated by the grantee using the invoice workbook tabs labeled “2nd ADVANCE PAYMENT” and “3rd ADVANCE PAYMENT,” respectively.

1. **Is the advance payment invoice form new?**

Yes.

1. **When can we request our second advanced payment?**

When 80% of the first advance has been spent.

1. **Will the invoice workbook track our expenditures to reflect the 80% in order to request the next advanced payment?**

Yes.

1. **How much is the advanced payment?**

Each advance payment will be 1/3 of the total grant award.

1. **Since BSCC is advancing the funds, are grantees required to put these funds in an interest-bearing account?**

No. Grantees are not required to deposit these funds into an interest-bearing account. However, if you do earn interest on YRG funds, that interest must be spent on your YRG project.

1. **Do YRG funds have to be in their own designated account or can they be comingled with other grant funds?**

It is not necessary to open a new account for YRG funds; however, it is imperative that the grantee separately track and account for all YRG funds. If that can be done with one account that has multiple subaccounts, that is acceptable. Otherwise, a separate account would be required.

1. **Assuming a separate account for our YRG funds, do we need to deposit match funds in a separate account?**

No.

1. **Can money be moved from one professional services line to another for certain project sites within the grant? For example, if we realize that one project site will need less money for the same type of services and want to move it to another project site, does that require a budget modification? In this example, the grantee contracts with school districts and discovers that some school districts do not need as much money as others.**

A formal budget modification is not required, but the change should be discussed and documented with the Field Representative.

1. **What is needed for a budget modification - a detailed memo, a sample budget modification - and how much information is good enough to provide? Do we need prior approval?**

A budget modification should have all internal approvals from the grantee prior to submission to the BSCC. Since the documentation required varies depending on the details of the specific scenario, it is recommended that you discuss your situation with the Field Representative.

1. **Is there a cut-off date for a final budget modification as you get near to the end of the grant period?**

No.

1. **How do you want the invoice to be sent? Emailed and scanned?**

Once the invoice is approved and certified, the Authorized Financial Officer must email it to [YouthReinvestmentGrant@bscc.ca.gov](mailto:YouthReinvestmentGrant@bscc.ca.gov). However, when a grantee is submitting an Advance Payment Invoice, two documents are emailed: 1. The excel invoice workbook and 2. A scanned copy of the Advance Payment Invoice.

1. **If we realize during some future invoicing period that we had expenses from a previous quarter, can we claim those on a later invoice?**

Yes. Grantee’s may claim approved expenses that were incurred in a previous quarter. It is the grantee’s responsibility to maintain clear supporting documentation for all invoice claims billed to the grant.

1. **Is the funding rolled over from year to year as well?**

Yes. Your funding is available for the full term of the grant.

1. **Since the Financial Invoice doesn’t render payment directly, do you want us to report accruals like expenditures that have incurred within the quarter but have not been paid yet?**

No. You need to invoice for expenses that have actually been paid.

1. **If they are working through the last period of the grant but don’t get paid until two or three weeks later. Then, how do we build that into the expenses?**

Your expenses will be incurred within the grant term but there is time for the billing process to happen after that.

1. **You said the first advance is automatic. When will those be mailed?**

Yes, it is automatic as we initiated all of those on your behalf. From the date that your contact is fully executed, which means it has been signed by everyone on your side and everyone on our side, we have 45 days to make the first advance payment. These payments are sent directly from the State Controller’s Office.

1. **Is BSCC requiring supporting documentation with submittal of each financial invoice?**

Grantees will soon be receiving an email regarding the desk review schedule and grantees will always have advance notice prior to a desk review being required.

1. **When and how far in advance will BSCC notify grantees of requiring the supporting documentation for an invoice each quarter?**

Grantees will be informed prior to the beginning of a reporting period if a desk review will be required for that invoice.

1. **Do we have to submit timecards with each invoice to reflect time spent on YRG? Or do we just maintain these records in case of an audit?**

Grantees must document and maintain records that support time billed to YRG. These records must be made available when requested but should not be routinely submitted with every invoice

1. **Does BSCC require a certain schedule for the disbursement of funds to our subcontractors?**

No. The grantee, or designated lead public agency, should follow their local policies and procedures.

1. **If we do not have any expenditures during a reporting period, are we still required to submit an invoice?**

Yes. Submit an invoice claim for $0.

1. **Are the invoices to be submitted quarterly?**

Yes.

1. **Is there any issue if invoices are submitted past the invoice due date?**

It is the BSCC’s expectation that invoices are submitted by the due dates included in the grant agreement. If a barrier to this timely submission arises, the grantee must contact the Field Representative.

1. **Are our non-profit partners required to keep their own documentation in house or are they required to submit to their county agency?**

The grantee, or designated lead public agency, should follow their local policies and procedures.

1. **Should we expect an on-site monitoring visit, and will we be given time to prepare for this visit?**

Yes. Every grantee should expect an initial site visit during the first year of their project. After that, each grantee can expect at least one comprehensive monitoring visit during the remaining grant term. The Field Representative will coordinate all site visits with the identified Project Director and advance notice will be provided.

1. **Can the Project Director be from the CBO?**

The Project Director and the Financial Officer need to be employees of either the grantee or the Lead Public Agency. The day to day contacts can be from the Community Based Organization.

**Data Collection & Evaluation**

1. **Do the Local Evaluation Plan (LEP) handouts describe what is required in the LEP?**

Yes; the handout titled “Youth Reinvestment Grant Program, Cohort 1 Local Evaluation Plan” inside the Data Collection & Evaluation Tab in your binder provides guidelines for the minimum content that should be included in your LEP.

1. **Is there a sample of a good LEP in the materials? .**

The grantee orientation binders do not contain a sample of a completed LEP, however we do have guidelines (referenced above) as well as a page on our website (<http://www.bscc.ca.gov/s_evaluationresources/>) with resources selected to help with your evaluations. There are a couple that are specifically targeted toward writing the evaluations (under the “Program Evaluation Articles” section). In addition, there are LEPs that were submitted by grantees in other programs posted on our website. An example of this is Prop 47, which is at <http://www.bscc.ca.gov/s_bsccprop47/> (see Cohort 1).

1. **On the data source instruments, should we have these developed by now?**

It depends on where you are in the implementation of your project. Ideally, they should be in place before enrolling participants. Preferably by now, you would have a plan in place regarding what variables you *want* to measure. Depending on the implementation status of your project, fully-developed instruments may still be in draft form. That being said, you should discuss the variables you’re going to measure in your LEP as well as show us they can be measured and describe the way in which you plan to measure them.

1. **After submitting the LEP, can we expect BSCC feedback or questions?**

The BSCC reviews each LEP for content and clarity. If necessary, the BSCC may contact the project director/grant contacts with feedback and/or questions.

1. **If we need to make changes to the LEP during the course of the project, do we need to notify BSCC?**

Yes. Contact your Field Representative before making changes to your LEP. For the most part, these documents should stay the same throughout the life of your project, but if a minor change needs to be made contact the Field Representative and walk us through the necessary adjustments.

1. **Given the amount of time it takes to develop and put out an RFP to hire an outside evaluator, do you have any thoughts about timing in terms of keeping this project on track while this process is going on?**

Please make all efforts to have an evaluator in place once the project begins. In the interim, consider keeping detailed records of any data and program decisions that might be helpful for the evaluator to know. This could include decisions regarding the quarterly report information that is provided to the BSCC, any surveys that are used to collect information from participants, any MOUs or data sharing agreements that may be generated, etc.

We understand any plans or materials made in support of data collection may need to be modified once you have an evaluator on board, but that is preferable compared to delaying all work on these materials until after the project has started and participants have already been enrolled.

1. **Are there any performance data collection due on a quarterly basis, i.e., how many people seen?**

Yes. These data will be collected in your Quarterly Progress Report but are not included in your LEPs.

1. **Is there a** **quarterly report template?**

Yes. YRG has a quarterly report template, a draft of which was provided in your grantee orientation binders. Once the statewide evaluator has finalized it, it will be provided to all grantees.

1. **On the statewide logic model, under inputs it has leveraged funds and YRG funding are you measuring the impact of funding that is outside of YRG funds?**

No, we’re evaluating the impact of YRG as a whole, regardless of source of funding. It would be difficult to tease out the impact of the various sources of program inputs. It’s included in the logic model as acknowledgement of the leveraged funding sources.

1. **Will you clarify the difference between duplicated and unduplicated clients?**

The evaluator is looking in to ways in which to clarify this on the QPR.

1. **We do not see the question on whether clients are participating voluntarily or mandatory, has this question been dropped? It was in Appendix H of the RFP.**

This question will be included in the final version of the QPR.

1. **What does the BSCC see as distinguishing between net widening and the preventive aspects of the programs?**

While recognizing the sometimes-difficult balancing act between the two, it is incumbent upon grantees to ensure that net widening does not occur. Grant funded-projects must take steps to ensure youth who could be served with a less restrictive, less punitive option will be, i.e., that no net-widening will occur, and that only youth who would otherwise be going into the system or will penetrate deeper into the system will be provided services (RFP, Page 21).

1. **Because so many of the grantees are working with coalitions, collaborations and networking for the first or second time, the group overall may not see itself achieving the identified goals, which creates challenges. Are you measuring or looking at how you will measure the coalition’s/network’s place in regards to the programming, especially if a new evidence-based model is used to get people to change the way they do business?**

The BSCC has contracted for an outcome evaluation only and the scope did not include a process evaluation which would be more likely to include the type of evaluation asked about here.