A photograph of the California State Capitol building, showing its iconic dome and classical architecture, set against a clear blue sky. An American flag is visible on the left side of the building.

**Coronavirus Emergency
Supplemental Funding Program
Grantee Orientation
Program Responsibilities**

TOPICS

- ❖ Leadership and Communication
- ❖ Model Integrity
- ❖ CESF Local Advisory Committee
- ❖ Progress Reports
- ❖ Modifications
- ❖ Sole Source/Non-Competitive Bids
- ❖ Supplanting

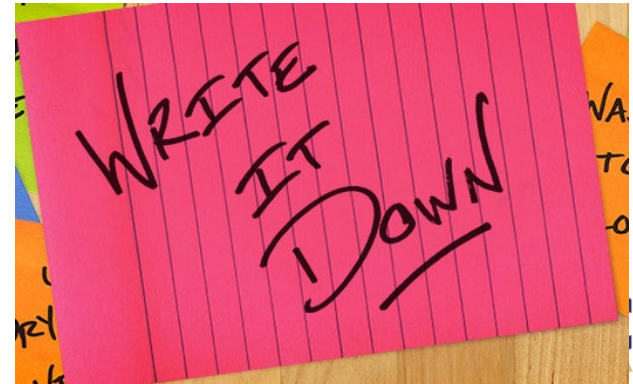
LEADERSHIP

- ❖ Create and sustain a model that keeps internal and external partners on the same page (e.g., program and fiscal staff, evaluators & providers)



COMMUNICATION

- ❖ Ensure the project team – internal and external partners – are familiar with:
 - ✓ Project Goals
 - ✓ Project Timelines
 - ✓ Who to Contact
 - ✓ Roles and Responsibilities
 - ✓ Key Activities



MODEL INTEGRITY

- ❖ What steps are in place to prevent variance from the grant-funded model?
- ❖ What does a quality control plan look like for your project?



LOCAL ADVISORY COMMITTEE MEMBERSHIP

- ❖ At a minimum, includes representatives from non-governmental community-based organizations, Tribes, and cities within the county that are impacted by the proposal



LOCAL ADVISORY COMMITTEE RESPONSIBILITIES

- ❖ At a minimum, advise on:
 - ❖ How to identify and prioritize the most pressing needs to be addressed
 - ❖ How to identify the strategies, programs and/or services to be undertaken to address those needs;
 - ❖ The development and submission of the grant project; and
 - ❖ **Ongoing implementation of the grant project**

PROGRESS REPORTS

- ❖ Provides a written account of project milestones, progress and challenges.
- ❖ Main tool for communicating with the BSCC and BJA about project implementation
- ❖ Accessible from the BSCC website
 - http://www.bscc.ca.gov/s_cppgrantprogressreports/
 - Email completed reports to: CESF@bscc.ca.gov

REPORTING (1 OF 2)

BUREAU OF JUSTICE ASSISTANCE CORONAVIRUS EMERGENCY SUPPLEMENTAL FUNDING PROGRAM PERFORMANCE MEASURES

GENERAL AWARD ADMINISTRATION

1. Is this the last reporting period for which the award will have data to report?
For example, were all funds expended and is the award in the process of closing out in the Grants Management System?
 - A. Yes/No (If Yes, answer the semiannual narrative questions.)
2. Was there grant activity during the reporting period? *There is grant activity when the grantee has obligated, expended, or drawn down grant funds to implement objectives proposed in the Bureau of Justice Assistance (BJA)-approved grant application. If you select Yes, the program becomes operational and should remain so until the grant closes out.*

Reason(s) for no grant activity during the reporting period	Select all that apply
In procurement	<input type="checkbox"/>
Project or budget not approved by agency, county, city, or state governing agency	<input type="checkbox"/>
Seeking subcontractors (Request for Proposal stage only)	<input type="checkbox"/>
Waiting to hire project manager, additional staff, or coordinating staff	<input type="checkbox"/>
Paying for the program using prior federal funds	<input type="checkbox"/>
Administrative hold (e.g., court case pending)	<input type="checkbox"/>
Still seeking budget approval from BJA	<input type="checkbox"/>
Waiting for partners or collaborators to complete agreements	<input type="checkbox"/>
Other	<input type="checkbox"/>
If Other, please explain.	

CESF POSITIONS

3. Since the beginning of the grant award (cumulative), how many positions (full-time and part-time) were created or retained as a result of the grant funds?
 - A. Full-Time Positions: _____
 - B. Part-Time Positions: _____
 - C. Please describe the positions that were created or retained:

SEMIANNUAL NARRATIVE QUESTIONS

In this module, you will identify the goals you hope to achieve with your funding. Once submitted, these goals cannot be changed without approval from your grant manager.

- Set S-M-A-R-T goals to clarify the scope of your priorities.
- Specific
- Measurable
- Achievable
- Relevant
- Time-bound

If you have multiple goals, please provide updates on each one separately.

Please answer the following questions every semiannual reporting period (January and July of each year), based on your grant-funded activities.

4. What were your accomplishments during the reporting period?

5. What goals were accomplished, as they relate to your grant application?

6. What problems/barriers did you encounter, if any, within the reporting period that prevented you from reaching your goals or milestones?

7. Is there any assistance that BJA can provide to address any problems/barriers identified in question 3? (Please answer Yes or No. If Yes, please explain.)
 - A. Yes/No
 - B. If Yes, please explain. _____
8. Are you on track to fiscally and programmatically complete your program as outlined in your grant application? (Please answer Yes or No. If No, please explain.)
 - A. Yes/No
 - B. If No, please explain. _____
9. What major activities are planned for the next 6 months?

10. Based on your knowledge of the criminal justice field, are there any innovative programs/accomplishments that you would like to share with BJA?

REPORTING (2 OF 2)

- ❖ **Special Conditions Reporting**
 - A. Total amount of large covered funds received***
 - B. Amount of large covered funds received that were expended or obligated for each project or activity**

*Large covered funds means an award, or a subaward (subgrant) made under such award – specifically including this award, if applicable – that exceeds \$150,000.

REPORTING CONT'D (2 OF 2)

- C. Detailed list of all projects/activities:**
 - I. Name of the project or activity**
 - II. Description of the project/activity**
 - III. Estimated number of jobs created or retained by the project/activity where applicable**

- D. Detailed information... to include data elements required to comply with the Federal Funding Accountability and Transparency Act of 2006**

MODIFICATIONS

- ❖ Discuss proposed change(s) with Field Representative prior to submission.
- ❖ Modification Request: Requires detailed narrative description and justification
- ❖ Determine the impact of the proposed change to the project? Let's talk!

SOLE SOURCE/ NON-COMPETITIVE BIDS

- ❖ **Sole Source/Non-Competitive Bids are allowed but require documentation and prior BSCC approval**
- ❖ **BSCC Grant Administration Guide**
 - ❖ **Pages 36-37**

SUPLANTING

- ❖ **The deliberate reduction in the amount of federal, state, or local funds being appropriated to an existing program or activity because grant funds have been awarded for the same purposes.**
- ❖ **Keep clear and detailed financial records that show CESF is only used for allowable costs and activities**

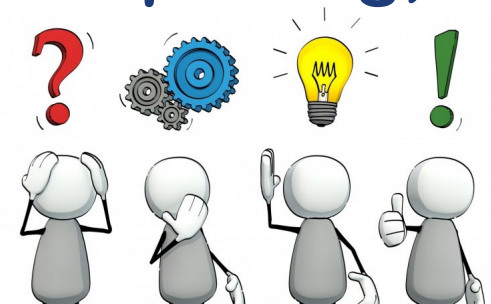


CONFERENCE CALLS

- ❖ Quarterly
- ❖ Interactive
- ❖ Program and Fiscal Updates
- ❖ Challenges and Accomplishments
- ❖ Technical Assistance Opportunities

TAKEAWAYS

- ❖ **Maintain good communication**
- ❖ **Focus on your goals and maintain clear direction**
- ❖ **Document the program and quality control plan**
- ❖ **Keep records organized to make invoicing, desk reviews, data reporting, and site visits easier**





QUESTIONS?

GRANTEE PRESENTATIONS

(3-5 minutes)

- ❖ One spokesperson
- ❖ Introduce Team Members
 - ❖ Name and Role
- ❖ Project Name
- ❖ Briefly describe the project's intent and the role of community-based organizations



TEAM INTRODUCTIONS & PROJECT SUMMARIES

- ❖ Siskiyou County
- ❖ Solano County
- ❖ County of Tulare
- ❖ County of Tuolumne
- ❖ County of Ventura
- ❖ County of Yolo
- ❖ County of Yuba

