

Corrections Planning and Grant Programs
Coronavirus (COVID-19)
Questions and Answers

January 2021

The following Q&As provides Board guidance to BSCC grant-funded projects and their activities during the COVID-19 pandemic. You, our grantees, have been especially impacted by COVID-19 and yet continue to offer creative alternatives to serve your communities, and for that, we thank you. We appreciate your willingness to continue to adapt during these challenging times.

Although changes to grant project components may be necessary to respond to continuing COVID-19 challenges, we ask that grant recipients (state and federally funded) contact their assigned Field Representative to discuss and document modifications **before** making any changes to ensure a project can continue to be reimbursed for its activities. Note: If you received advance payment from the Adult Reentry Grant or the Youth Reinvestment Grant programs and have made modifications to your program, please notify your assigned Field Representative.

For programs funded with federal dollars, additional guidance was published by the U.S. Department of Justice, Office of Justice Programs and may be accessed from the following link: [Updated Guidance on Short Term Administrative Relief for Grantees Impacted by COVID-19 \(#3 June 22, 2020\)](#).

1. What happens if our grant project is unable to fulfil the terms of our BSCC Grant Agreement? What happens if a sub-contracted service provider is unable to fulfill the terms of their agreement with our project?

The BSCC recognizes that COVID-19 may have a significant impact on your ability to implement the grant-funded project as intended. To assist our grantees, on a case-by-case basis, we will consider project and budget modifications that help sites fulfill the purpose of the grant program. The BSCC is unable to provide legal advice about sub-contracted services or contractual relationships between grantees and their providers. Grantees may wish to contact their Governing Board or legal counsel for guidance. Likewise, the BSCC cannot provide any legal advice to subcontracted service providers; you must work with your contracting entity.

2. Our application stated we would provide in-home/face-to-face programming. This is no longer a viable option. Can we provide remote services including on-line tutoring and on-line group/one-on-one mentoring teleservices instead of face-to-face programming?

The BSCC will consider modifications, such as remote service delivery, that assists a site fulfill the purpose of the grant program. Please contact your assigned Field Representative to discuss the specifics of your modification request.

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- 3. We are not able to fully connect with our clients using all the interventions identified in our proposal due to continued public safety concerns. Can we still pay employees to do some of the interventions and services that can be delivered remotely and support the spirit of our proposal?**

Yes. Projects will be reimbursed for actual grant-funded activities that are documented, even if those services are delivered remotely. However, before modifying your service delivery model, please contact your assigned Field Representative.

- 4. Our project supports clients in seeking employment and provides technical assistance, mentoring, training and coaching to aid them in becoming employable. Clients receive a subsidy while in the program prior to employment. We are not as operational/accessible as we were before the public health emergency. Can we still pay program participants while our offices are closed, and staff is less accessible?**

See the response to question 3.

- 5. Can we pay employees/contractors, even temporarily, who may be “on hold” while there is a shelter-in-place order due to public health concerns?**

Additional information is required to better understand what, if any, grant-funded activities are occurring while staff are on-hold and what on-hold means. Please contact your assigned Field Representative to discuss the request in greater detail.

- 6. If staff are quarantined and not performing tasks within the scope of grant services, will we be able to seek reimbursement for their salaries?**

Projects will be reimbursed for actual grant-funded activities that are documented. Please contact your assigned Field Representative to discuss the request in greater detail.

- 7. What is the State’s guidance on staff that have been quarantined?**

Information on the State’s guidance on COVID-19 may be accessed from the following website <https://covid19.ca.gov/>.

- 8. Since we need to provide services remotely, can we make additional purchases of technology to facilitate remote service delivery not currently part of our budget?**

We will consider modifications that help sites fulfill the purpose of the grant program. Please contact your assigned Field Representative to discuss the specifics of your modification request.

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- 9. May we make additional purchases of essential items for families, like diapers, wipes, formula, milk, and food/essentials they cannot find or pay for above and beyond our original project descriptions.**

See the response to question 8.

- 10. Our project hinges on referrals from the schools (continued distance learning), law enforcement (restricting community contacts), and probation (scaled to minimum staffing). Can we make modifications to our project to compensate for the lack of referrals?**

See the response to question 8.

- 11. Can we seek reimbursement for lost monies due to cancelling events and/or trainings? Do we have to pay that money back if a vendor or location are not providing refunds?**

We will handle requests for monies lost due to event cancellations and/or trainings on a case-by-case basis. Retain documentation for any pre-paid activities that were cancelled and did not occur. Please contact your assigned Field Representative to discuss this request further.

- 12. Can we get an extension to the term of our grant due to the continuing circumstances of COVID-19?**

The BSCC anticipates projects will require additional time to implement services as originally intended due to the continuing pandemic. However, different rules governing state and federal grant programs; therefore, we will consider no-cost extensions requests on a case-by-case basis.

- 13. We anticipate that we will be unable to meet our match commitment. What assistance can the BSCC provide?**

Please contact your assigned Field Representative to discuss the request in greater detail.

- 14. Will the BSCC accept electronic signatures on official documents (Grant Agreements, Board Resolutions, etc.)?**

The BSCC will accept digital signatures, wet signatures that are scanned and submitted, and e-signatures. For the purpose of this FAQ, the different signatures are defined as followed:

- Wet Signature: Authorizes a document using wet ink (aka a pen).
- E-Signature: Includes secure and nonsecure signatures. Nonsecure e- signatures

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are not authenticated and can be attributed to anyone.

- Digital Signature: A specific type of e-signature that associates a signer with a document in a secure recorded transaction. Typically, the signature field indicates who has digitally signed and the date the document was signed.
- Adobe and DocuSign are two different electronic applications that offer digital signatures. *There may be a cost to use these applications.*

Please note: if an official document has been signed using any of the above methods, the BSCC may request an original wet signature once pandemic restrictions have been lifted. Your assigned Field Representative will be in contact with projects should this become required.