

BSCC Proposition 64 Cohort 3 Awardees: Next Steps

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Wed 4/19/2023 11:08 AM

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 1 attachments (51 KB)

APPENDIX E BOS Reso Lang.docx;

Good morning (and sit back, get a drink, and please read all the way through- this is a long email with lots of dates, links, & information!).

On behalf of the Board of State and Community Corrections (BSCC) and the Proposition 64 Public Health & Safety Grant Cohort 3 Scoring Panel, **congratulations** on your new grant with the BSCC! Last Thursday (4.13.23), the BSCC Board unanimously passed the agenda item which approved funding for

your grant application. We'd like to provide some next steps/updates on upcoming activities for the Prop 64 Cohort 3 grants:

CONTRACT DOCUMENTS-

- The contract documents (Standard Agreement) should be coming your way by the end of April/first week of May. These will be emailed (with instructions for submittal) to the individual listed as the Authorized Officer on the grant application with a cc to all other individuals listed on the Applicant Information Form.
- If you have not submitted a Resolution from your Governing Board, we will need this document to fully execute your contract/Standard Agreement. Please note: the language provided in Appendix E of the Request for Proposals (attached for your convenience) must include, at a minimum:
 - Language that delegates authority to the individual/position authorized to execute the grant agreement including any amendments *or* provide sufficient documentation indicating that the signer has been vested with plenary authority to execute grant agreements (e.g., a City Council or County Board of Supervisors delegating such authority to an Agency head);
 - A non-supplantation declaration; and
 - Agreement to abide by all terms and conditions of the contract/Standard Agreement.
- If you will be subcontracting with a non-governmental organization (NGO) with Prop 64 funds, you will need to submit the form entitled Criteria for NGOs Receiving Prop 64 PH&S Grant Funds (Appendix K in the RFP) once a subcontractor has been identified (this form will be coming with your specific contract email). If you have already completed and submitted this form with your application, you do not need to resubmit unless you have changes or updates to the information previously provided.
- Supplemental Documents for Cohort 1 & Cohort 2 Grantees- Due to the fact that many of our current grantees are also receiving new Cohort 3 funds, *as part of the contracting process* we will be requiring an additional document that will help us differentiate any characteristics between the 2 grant projects so we can better understand any overlap and assist in mitigating potential duplicity in the data and invoicing. We will be sending this form out shortly.

ORIENTATION-

- The BSCC will be providing a mandatory virtual Grantee Orientation* **on May 23-25, 2023 beginning at 9:00am each day**. We have divided the Orientation into 3 separate sessions. Our goal in spreading the training out over several consecutive days is to 1) deliver the material in smaller segments and not take an entire day out of your busy schedules; 2) keep participation high and screen fatigue low; and 3) engage more individuals from your projects for the specific information we will be delivering (e.g., fiscal staff do not need to be present for the data collection and evaluation meeting- unless it's really of interest to them!).
 - Please save each of the dates and times listed below for the virtual Prop 64 Cohort 3 Grantee Orientation. Agendas for each session will follow shortly.
 - Tuesday, **May 23, 2023** from 9:00 a.m. to 11:30 a.m. (Grant Administration and Programmatic Responsibilities)
 - Wednesday, **May 24, 2023** from 9:00 a.m. to 11:30 a.m. (Financial Requirements, Invoicing, and Fiscal Reviews)
 - Thursday, **May 25, 2023** 9:00 a.m. to 11:30 a.m. (Quarterly Progress Reporting and Evaluations)

Since we can accommodate a larger group of individuals, please invite those you feel would benefit from these sessions. However, the Project Director and the Day-to-Day Program Contact individual from each grant project will need to be present for all 3 days/sessions. The Zoom link is below but we will also send a calendar invite to those listed within the grant application.

Join Zoom Meetings: <https://us02web.zoom.us/j/84739489033>

Meeting ID: 847 3948 9033

- *For those projects currently receiving Prop 64 Cohort 1 and Cohort 2 grants, we will be having a mandatory condensed version of the **Orientation on June 14, 2023 at 1:00 p.m.** However, if

you have new staff/subcontractors or want a full refresher, feel free to attend any and/or all of the Orientation sessions listed above.

Join Zoom Meeting: <https://us02web.zoom.us/j/85295519652>

Meeting ID: 852 9551 9652

EVALUATION-

- All projects will be required to develop a Local Evaluation Plan (LEP) and Project Logic Model. It is recommended that projects begin thinking about their Plan now using the sample provided in Appendix I of the RFP. We will be discussing this in more detail at the Grantee Orientation, with our research supervisor, Ashley Garibaldi and scheduling an **LEP Webinar on June 21, 2023 at 1:00 p.m.** (please save that date/time). Typically, the LEPs/Logic Model are due 60 days after the Webinar; however, we will provide final dates at that meeting. In addition, it is advised that the individual evaluating the Prop 64 grant project be onboard with the grant team at the beginning of the project and part of the LEP development process (i.e., not brought on at the end of the grant term to evaluate project data).

Join Zoom Meeting: <https://us02web.zoom.us/j/85295519652>

Meeting ID: 852 9551 9652

BUDGETS-

- Although your application has been awarded by the Board, staff will be reviewing your budget section carefully to ensure all proposed costs listed within the budget narrative are allowable and eligible for reimbursement with Prop 64 funds.
 - Fixed Assets Note: any single item purchase more than \$3,500 will need pre-approval by me before the actual item(s) is procured (*even if in your original budget*). We will work with projects on any issues that may arise. Regardless of any narrative updates that may need to be addressed, we will be using the figures provided in your application budget table as your starting budget for the reimbursement invoices and the total amount requested for your contract/Standard Agreement.
 - Youth Incentives Note: as above, staff will be reviewing your budget section for items and/or incentives you may have requested for PPA 1: Youth Development/Youth Prevention and Intervention components. Any requests of this nature will also need pre-approval by me before the actual item(s) are purchased (*even if in your original budget*). This includes food/beverage and/or incentives for youth.
- Staff will be providing an **Invoicing Webinar on July 11, 2023 at 1:00 p.m.** (please save that date/time).

Join Zoom Meeting: <https://us02web.zoom.us/j/82782897325>

Meeting ID: 827 8289 7325

It is our pleasure to serve as BSCC staff for this grant program. If you have any questions or think we can be of assistance, please do not hesitate to contact me, or Jamila Fields, Prop 64 Program Analyst. Again, congratulations on your award and we look forward to working with you over the next 5 years!

Helene Zentner

Jamila Fields

Ashley Garibaldi

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