Regional Equity and Recovery Partnerships (RERP)

Orientation Presentation
January 2023

RERP Team

- Angela Mendibles, *Branch Manager*

- *Kerry Chang, Regional Coordination Specialist*

- *Robert Aguilar, Program Manager*

- Justin Erby, *Program Analyst*

- Samantha Brumbaugh, *Program Analyst*

- *Hannah Bell, Program Analyst*

- Joelle Ball, *Deputy Director*

Agenda

- Grant Administration & Points of Contact
- General Grant Information
- Contract Modifications
- Invoices
- Reporting Requirements
- Cal-E Grants
- RERP Inbox

Grant Administration

- The RERP Team will be your point of contact at the state level; this includes all areas of grant administration, project management, and the following:
    i. **Reporting Requirements** – Quarterly Narrative Report, Monthly Invoice, Participant Reports
    ii. **Cal-E Grants Technical Support and Assistance** – Troubleshooting Quarterly Narrative Reports, monthly invoicing, etc.
    iii. **Fiscal and Budget** – Budget Modifications and Allowable Uses of Funding
    iv. **Project Modifications** – Formal and Informal Modifications

Points of Contact

There are multiple and specific contact lists that are utilized for various elements of grant related events and communication.
The Single Point of Contact (SPOC) form is for the RERP team to capture and ensure we are reaching out to the appropriate Project Contacts.

i. **Main Point of Contact**: Responds to specific questions on project status and activities.

ii. **Quarterly Narrative Reports (QNRs) and Data Reports:** Submits and responds to questions about QNRs.

iii. **Invoice:** Submits, revises, and manages fiscal administration.

General Grant Information

Program Analyst will send you an email with the following documents:

- **Reporting Calendar**
- **Single Point of Contact (SPOC) Form**

Documents in Cal-E Grants

- **Invoice Template**
- **Modification Request Form**

Contract Modifications

- Contact Program Analyst if you think there may be changes to your project.

- If needed, you can complete the Modification Request Form in Cal-E Grants for the project and submit back for review.

- CWDB will determine if a formal or informal modification is needed.

    i. **Formal Modification:** an adjustment to the contract such as: Changing the overall budget amount by adding or subtracting funds, grant term date (extensions).

    ii. **Informal Modification:** no change to the contract such as: moving funds between line items in your approved budget, changes to the Workplan, etc. Revised documents will most likely be needed.

Invoices

The Fiscal Agent (Grantee) must submit monthly invoices for reimbursement.

- Invoices will be completed and submitted in Cal-E Grants
- Monthly invoices must be submitted even if there is no expenditure.
- Not submitting an invoice will result in cash hold.
- Invoices are due by 20th of the month following the invoice period. If the 20th falls on a weekend, invoices will be due the business day prior to the 20th.

Invoices (cont.)

- Grantees are requested to submit their invoices early if possible to allow the analyst adequate time to review and process.

- Once approved and processed, payments should be received within 45 days.

- If payment is not received after 45 days, contact your Program Analyst.

- **The Invoice template is linked to your Budget Summary form, always refer to your approved budget when completing the invoice.**

Statutory Requirements

RERP partnerships will serve 2,500 individuals statewide over three years and at a minimum, regions will track and report on

- Total number of individuals to be served and demographics of target population

- Enrollment in higher education

- Credentials/ certificates awarded

- Employment

- Training Related Employment

- Wages of individuals that enter employment

- Progress made on the Regional Indicators.

Reporting Requirements

- Quarterly Narrative Reports are due on a quarterly basis and must be completed and submitted in Cal-E Grants.

- Report template will be provided via Cal-E Grants at the end of each quarter.

- All reports (and supporting documentation) must be submitted on time and will be due on the 20th of the month following the end of the quarter. If the 20th falls on a weekend, the report will be due the business day prior to the 20th

Reporting Requirements (cont.)

- Reports will require information on both program and fiscal.

- In addition to the quarterly report, if there is data we are unable to attain from Cal-E Grants, a supplemental report will be required.

- Not submitting the quarterly report on time will result in cash hold.

- It is the responsibility of the Fiscal Agent/Sub-recipient to provide complete and comprehensive responses demonstrating activities, progress, success, and challenges in project implementation. Failure to provide correct or responsive answers may impact performance and evaluation of the Fiscal Agent/Sub-recipient and the project.

Data Collection

- Participant Data will be collected in Cal-E Grants

- The CWDB Data Specialist will provide a training to go over the process and data collection requirements.

RERP Inbox

- For project support or guidance on grant requirements, activities, and/or functions at any point during the grant term, email the CWDB RERP Inbox at **RERPInfo@cwdb.ca.gov**.

  i. Streamlined inbox, email should be addressed to appropriate CWDB staff person.

- You must include the Grantee's Name in the Subject Line to ensure it is routed to the correct CWDB staff:

  i. Example: <RPU Fiscal Agent> – Budget Modification

Q&A

Please submit any questions to the RERP Inbox at RERPInfo@cwdb.ca.gov.