

Orientation Presentation

 **PRISON** *to*
EMPLOYMENT



Agenda

- P2E Team
- Grant Administration
- Points of Contact
- General Grant Information
- Contract Modifications
- Statute
- Invoices
- Reporting Requirements
- Data Collection
- P2E Inbox

P2E Team

Angela Mendibles, *Branch Manager*

Sandee Nieves, *Program Manager*

James Hill, *Program Analyst*

Kerry Perdue, *Program Analyst*

Paige Svien, *Program Analyst*

Manny Sarikakis, *Program Analyst*

Joelle Ball, *Deputy Director*

Grant Administration

The **P2E Team** will be your point of contact. This includes all areas of grant administration, project management, and the following:

- **Reporting Requirements** – Progress Reports, Monthly Invoices, Participant Reports
- **Cal-E Grants and CalJOBS Technical Support and Assistance** – Troubleshooting Progress Reports, Monthly Invoicing, etc.
- **Fiscal and Budget** – Budget Modifications and Allowable Uses of Funding
- **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 **P2E team** to capture and ensure we are reaching out to the appropriate Project Contacts.

- **Main Point of Contact:** Responds to specific questions on project status and activities
- **Progress and Data Reports:** Submits and responds to questions about Progress Reports
- **Invoice:** Submits, revises, and manages fiscal administration

General Grant Information

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

- **Reporting Calendar**
- **Single Point of Contact (SPOC) Form** (if not already submitted or if changes are needed)

Documents in Cal-E Grants

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

Contract Modifications

Contact the 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.

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

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 can 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
- Grantees are encouraged 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

Funds awarded under this grant are designed to address the personal development, training, and employment needs of California's **justice-involved and formerly-incarcerated populations.**

The term "justice-involved" is defined in Section 14040(b) of the Unemployment Insurance Code and refers to individuals (adults and juveniles) who are on parole, probation, mandatory supervision, post-release community supervision, or are otherwise part of the supervised population as defined in Penal Code §1234(d) and/or under the jurisdiction of a county or the California Department of Corrections and Rehabilitation.

This also includes individuals who are on county informal probation, county deferred entry of judgement, or any other county diversion program such as drug courts, veterans courts, community courts, or other specialty courts.

The term "formerly-incarcerated" is not defined in statute, and for the purposes of this program includes any individual who has at any time served a custody sentence in any adult or juvenile federal, state, or local detention facility; or in any alternative custody program such as home detention.

Reporting Requirements

- Progress 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
- Reports will require information on both program and fiscal
- In addition to the progress report, if there is data we are unable to attain from CalJOBS, a supplemental report will be required
- Not submitting the progress report on time, each quarter, 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

Grantees will have the choice to use CalJOBS or SGDS for data capture

- SGDS – State Grant Data Capture Solution
- If the Region chooses to use CalJOBS, a supplemental report will be **REQUIRED**
- Once a region chooses a data capture method, all regional partners will use the same method and cannot be changed during the grant term
- The CWDB Data Specialist will provide a training* to go over the process and data collection requirements for each method

* Training date and time TBD

P2E Inbox

For project support or guidance on grant requirements, activities, and/or functions at any point during the grant term, email the CWDB P2E Inbox at:

P2EInfo@cwdb.ca.gov

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

**Example: <RPU Fiscal Agent> -
Budget Modification**

Q & A

Please submit any questions to the P2E Inbox at
P2EInfo@cwdb.ca.gov



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