



Orientation



- Angela Mendibles, Branch Manager
- Kerry Perdue, Program Analyst
- Paige Svien, Program Analyst
- Manny Sarikakis, Program Analyst
- Tim Lee, Program Analyst
- Joelle Ball, Deputy Director

HIRE Team

- Administration & Point of Contact
- General Grant Information
- Contract Modifications
- Invoices
- Reporting Requirements
- Cal-E Grants
- HIRE InboxGrant

Agenda

Grant Administration

The HIRE Team will be your point of contact at the state level. This includes all areas of grant administration, project management, and the following:

- **Reporting Requirements** – Bi-Annual Reporting, Quarterly Check-in Calls, Monthly Invoicing, etc.
- **Cal-E Grants Technical Support and Assistance** – Troubleshooting Bi-annual Reports, Quarterly Check-in Calls, 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 HIRE 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.
- **Bi-Annual Reports & Quarterly Check-in Calls:** Submits and responds to questions about Bi-Annual Reports.
- **Invoice:** Submits, revises, and manages fiscal administration.

General Grant Information

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

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

Documents found in Cal-E Grants:

- Invoice Template
- Modification Request Form
- Bi-Annual Reports

Contract Modifications

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

For changes, complete the Modification Request Form in Cal-E Grants for the project and submit the form 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 and grant term date extensions.
- **Informal Modification:** No change to the contract, such as moving funds between line items in approved budget, changes to the work plan, etc.

Note: 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.
- Spokes eligible for the 20% up front payment: The Hub will submit an invoice in Cal-E Grants for the requested amount.

Invoices (cont.)

- Grantees are requested to submit 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 an invoice.**

Reporting Requirements

- Bi-annual Reports are due every six months and must be completed and submitted in Cal-E Grants.
- Report template will be provided via Cal-E Grants platform.
- All reports (and supporting documentation) must be submitted on time and will be due on the 20th day of January and July. If the 20th falls on a weekend, the report will be due the business day prior to the 20th.
- Quarterly Check-in Calls will be implemented during the first year of the grant term.
- Your Program Analyst will reach out to schedule your Quarterly Check-in Calls.

Reporting Requirements (cont.)

- Reports will require information on the program and fiscal aspects of the project.
- Not submitting the Bi-Annual Report on time will result in a cash hold.
- It is the grantee's responsibility to provide complete and comprehensive responses demonstrating activities, progress, successes, and challenges in project implementation.

HIRE Inbox

- For project support or guidance on grant requirements, activities, and/or functions during the grant term, email the CWDB HIRE Inbox at HIRE@cwdb.ca.gov.
 - Streamlined inbox; email should be addressed to the 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:
 - Example: ***HIRE Grantee Name – Budget Modification***



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

HiRE
Helping Justice-Involved Reenter Employment