HIRE Presentation Script

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Welcome to the Helping Justice-Involved Reenter Employment Orientation Presentation.

Slide 2:

I would like to introduce the HIRE team. My name is Angela Mendibles, and I am the Branch Manager who oversees the HIRE grant. Your main point of contact will be your Program Analysts: Kerry Perdue, Paige Svien, Manny Sarikakis, and Tim Lee. Joelle Ball, our Deputy Director, oversees the CWDB's Program Implementation and Regional Support Branch.

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For this presentation, I will be going over HIRE's grant administration and points of contact, general grant information, contract modifications, invoicing, reporting requirements, Cal-E Grants, and the HIRE inbox.

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The HIRE team will be your main point of contact at the state level for all areas of grant administration, including project management, reporting requirements, Cal-E Grants technical support and assistance, fiscal and budget, and project modifications.
Reporting requirements include the Bi-Annual Reporting, Quarterly Check-in Calls, monthly invoicing, etc.
Cal-E Grants Technical Support and Assistance including troubleshooting the Bi-Annual Reports, monthly invoicing, modification requests, etc.
Fiscal and Budget includes assistance with budget modifications and allowable use of funding and
Project modifications include assistance with formal and informal modifications.
All reporting, invoicing, and modifications will be completed through the Cal-E Grants platform.

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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.
The main point of contact will be responsible for responding to specific questions on project status and activities.
The Bi-Annual Report and Quarterly Check-in Calls contact will be responsible for completing, submitting, and responding to questions regarding the Bi-Annual Reports coordinating and scheduling Quarterly Check-in Calls, and
The Invoice contact will be responsible for completing, submitting, revising invoices, and managing fiscal administration.

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Your program analyst will send you an email that will include a reporting calendar that will outline the reporting period, due date, and the type of report (bi-annual or closeout) of the full grant term and the Single Point of Contact (SPOC). Please submit the completed SPOC form to your Program Analyst as soon as possible to ensure the HIRE team has all appropriate contacts. The Invoice Template, the Modification Request Form, and Bi-Annual Reports will be available through the Cal-E Grants platform.

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Contract Modifications. Please contact your Program Analyst if you think there may be changes to your project. If necessary, you can complete the Modification Request Form on the Cal-E Grants platform. Your Program Analyst will determine if the modification will be formal or

informal
A formal modification is an adjustment to the total amount of grant funds, either adding or subtracting funds or changing the grant term date (an extension).
An informal modification includes any other changes, such as moving funds between line items, changes to the work plan, changes to the participant plan, etc. Revised documents will most likely be needed to complete the modification.

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Invoices. The grantee must complete and submit monthly invoices using the Cal-E Grants platform.
A monthly invoice must be submitted even if there are no expenditures for that month. Not submitting an invoice will result in a cash hold.
Invoices are due by the 20th of the month following the invoice period. If the 20th falls on a weekend or holiday, the invoice will be due the business day prior to the 20th.
The Hubs will submit an invoice in Cal-E Grants at the start of the grant term for the amount requested by Spokes that are eligible for the 20% upfront payment.

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Grantees are encouraged to submit their invoices early, if possible, to allow the analyst adequate time to review and process the invoice. Once approved and processed, payments should be received within 45 days. Please contact your program analyst if you have not received payment within 45 days.
The invoice template is linked to your Budget Summary form, and you will not be able to submit your invoice if you are invoicing to a line that does not have funds allocated to that line item. Please reach out to your program analyst with any questions about invoicing.

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The reporting requirements include:

Bi-Annual reports are due every six months and must be completed and submitted in Cal-E Grants. The report template will be provided through the Cal-E Grants platform.
Bi-annual reports and supporting documents are due by the 20th day of January and July. If the 20th falls on a weekend or holiday, the Bi-Annual 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. The Program analyst and/or the grantee can request quarterly calls to continue after the first year if needed. Your program analyst will reach out to schedule your Quarterly Check-in Calls.

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The Bi-Annual Report will require information on both the program and fiscal aspects of the project. Not submitting an adequate quarter report on time will result in a cash hold.
It is the responsibility of the grantee to provide complete and comprehensive responses demonstrating activities, progress, success, and challenges in project implementation. Failure to provide correct or responsive answers may impact the grantee's and project's performance and evaluation.
Please reach out to your Program Analyst with any questions about the Bi-Annual Report.

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For project support on grant requirements, activities, and/or functions at any point during the grant term, please email the CWDB HIRE Inbox at HIRE@cwdb.ca.gov.
This is a streamlined inbox; all emails should be addressed to the assigned CWDB Program Analyst. Please include the grantee's name in the subject line to ensure it is routed to the appropriate Program Analyst. For example, Grantee Name – Budget Modification.

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Thank you for taking the time to review the HIRE Orientation Presentation. Please email any questions or concerns to the HIRE inbox at HIRE@cwdb.ca.gov.