



HIRE 2.0

Orientation





Welcome



**We look forward to working with you throughout
the HIRE 2.0 grant term.**

HIRE Program Team

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

HIRE Research and Evaluation Team

- Program evaluation.
- Participant data reporting requirements and procedures support, including technical assistance for data collection in Cal E-Grants.
- Assistance with participant eligibility and placement inquiries.
- Data-related questions can be sent to ResearchUnit@cwdb.ca.gov

Overview

- Grant Administration & Point of Contact
- Role of Fiscal Agent (Grantee)
- General Grant Information
- Modifications
- Invoices
- Reporting Requirements
- [Cal-E Grants](#)
- HIRE Inbox

Grant Administration

The HIRE Program 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** – Semi-annual Progress Reports, Quarterly Check-in Calls, Monthly Invoicing, etc.
- **Cal-E Grants Technical Support and Assistance** – Troubleshooting Semi-annual Progress Reports, Quarterly Check-in Calls, Monthly Invoicing, etc.
- **Fiscal and Budget** – Budget Modification Requests and Allowable Uses of Funding
- **Project Modifications** – Formal and Informal Modifications

Role of Fiscal Agent

- **Responsive to all communications** with the CWDB.
- **Responsible for communicating to the CWDB any delays or obstacles** impeding the progression/success of the project.
- **Proactive in updating** the Specific Points of Contact (SPOC) form or any other required forms.
- **Adherent and compliant with all requirements** outlined in the Grant Agreement, Grant Administration Guide, and Participant Data Guidance.

Role of Fiscal Agent, cont.

- **Responsible for completing all progress reports** by the due dates.
 - Reports must have comprehensive and detailed responses.
- **Provides real-time case management services** and meets data reporting requirements.
- **Responsible for submitting the monthly invoice** by the due date.
 - Must keep internal record retention of expenses for monitoring/auditing purposes.
- **Responsible for project deliverables** to be completed by the end of the grant term.

Single Point of Contact Form

The Single Point of Contact (SPOC) form is for the HIRE team to ensure that we are reaching out to the appropriate Project Contacts.

- **Main Point of Contact:** Responds to specific questions on project status and activities.
- **Semi-Annual Reports (Progress Reports) & Quarterly Check-in Calls:** Submits and responds to questions about Progress Reports.
- **Invoices:** Submits, revises, and manages fiscal administration.

General Grant Information

Your program analyst will send you the following documents:

- **Orientation Self-Attestation Form**
- **Single Point of Contact (SPOC) Form**

Documents stored on the Cal-E Grants website:

- **Invoice Template**
- **Modification Request Form**
- **Progress Reports**

General Grant Information – Cal E-Grants

All Fiscal Agents/Grantees will utilize the [Cal E-Grants website](#) for project management. This includes:

- **Monthly invoicing,**
- **Modification requests,**
- **Progress Reports,**
- **Participant data collection,**
- **Accessing project exhibits, and**
- **Closeout Report**

Fiscal Agents/Grantees must ensure staff members have access to Cal-E-Grants to submit requests, reports, and enter participant data.

Invoices

The Fiscal Agent/Grantees 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. Please submit an invoice for \$0.00 if there is no expenditure for a particular month.
- Not submitting an invoice may result in a cash hold.
- Invoices are due by 20th of the month following the invoice period. If the 20th falls on a weekend, invoices are due the next business day.

Invoices, cont.

- Grantees should submit invoices early, if possible, to allow for adequate time to review and process the invoice.
- Once approved and then processed by EDD, reimbursements should be received within **45 days (plus mailing time)**.
- If payment is not received after 45 days, contact your program analyst.
- The Invoice template is linked to your Budget Summary form in Cal E-Grants. Refer to your approved budget when completing the invoice.
- All grant fund expenditure documentation must be retained.
- All leverage/match fund documentation must be retained separately from grant funds.

Modification Requests

- Contact your program analyst if you think there may be changes to your project.
- The Modification Request Form in Cal-E Grants can be submitted in Cal E-Grants 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), etc.
 - **Informal Modification:** no change to the contract such as moving funds between line items in your approved budget, etc. Revised documents will most likely be needed.

Reporting Requirements

- Progress Reports are due every six months and must be completed and submitted in Cal-E Grants.
- Report template will be provided via the Cal-E Grants platform.
- All reports (and supporting documentation) must be submitted on time and will be due each year on **January 20th and July 20th**. If the 20th falls on a weekend, the report will be due the next business day.
- 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.)

- Progress Reports require information on both program and fiscal activities.
- Not submitting the Progress Report on time may result in a cash hold.
- It is the responsibility of the grantee to provide complete and comprehensive responses demonstrating project implementation activities, successes, and challenges. Failure to provide correct or responsive answers may impact performance and evaluation of the grantee and the project.

HIRE Inbox

- For project support or guidance on grant requirements or activities at any point during the grant term, email your program analyst or the CWDB HIRE inbox at HIRE@cwdb.ca.gov.
- Include HIRE 2.0 and the Grantee Name in the Subject Line to ensure it is routed to the correct CWDB staff member:
 - Example: <HIRE 2.0 Grantee Name> – Budget Modification

Confirmation – Orientation and Onboarding



**Please submit the signed Self-Attestation Forms
to your program analyst.**

Questions



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

HIRE 2.0



Thank You

Helping Justice-Involved Reenter Employment