

**DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS**

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## ADP BULLETIN

Title		Issue Date:	Issue No.
Safe and Drug Free Schools and Communities (SDFSC) Information and Prior Memos		6-9-04 Expiration Date: NA	04-10
Deputy Director Approval  (signed by)	Function: [ X ] Information Management [ ] Quality Assurance [ ] Service Delivery [ ] Fiscal [ ] Administration	Supersedes Bulletin/ADP Letter No.	
<i>Michael S. Cunningham, Deputy Director</i> Prevention Services Division			

## PURPOSE

The following communication is being sent to all 43 Safe and Drug Free Schools and Communities (SDFSC) grantees funded through the Department of Alcohol and Drug Programs (ADP) Prevention Services Division (PSD) and to SDFSC project coordinators. The purpose of this ADP Bulletin is to:

1. Remind grantees of the policies regarding SDFSC rollover.
2. Inform grantees of changes to administrative support activities related to the grants.
3. Provide important information about the 5<sup>th</sup> Quarter Claim and Year 2 Budget for Round 2 Grantees.
4. Transmit previous memos that were sent to administrators by email (included as Exhibit D).

## DISCUSSION

**#1. Policies Regarding Rollover of Year 1 Funds – Round 1.** In 2002, as a result of the reauthorization of the Elementary and Secondary Education Act (also known as No Child Left Behind Act of 2001), ADP was no longer to distribute SDFSC funds through an allocation process and had to competitively bid these funds to counties. Because of delays that resulted from changing to this new process, counties funded in Round 1 were informed that they would be allowed to utilize funds that were not expended during the first budget period.

It is ADP's intent to still allow rollover of unexpended Year 1 funds for Round 1 counties

into Year 4, as stated in this bulletin and prior correspondence (See Exhibit D , **Memo dated July 22, 2003**), provided that grantees have demonstrated progress toward meeting outcome objectives and are in compliance with all regulations.

Year 4 will be funded at 75 percent of the Year 3 funding level. If the Year 4 budget (75 percent plus any carryover) is more than 100 percent of Year 3 funding, the excess over 100 percent will be carried over to the fifth year budget period (up to 100 percent of Year 3 funding). The amount of carryover from your Year 1 budget has already been provided to you by your PSD county analyst, but if you have questions, please contact the analyst for your county. A contact list is provided as Exhibit A.

**Because we do not anticipate similar delays for Round 2, Round 2 grantees will be expected to expend their grant awards according to the timeframe negotiated through the grant agreement. Further, SDFSC funds are time limited and must be expended prior to September 30, 2004 as the funds expire in December 2004. It is critical that Round 2 grantees submit their claim forms on time for the 5<sup>th</sup> quarter to ensure payment prior to expiration of federal grant funds.**

**In addition, all funds are subject to availability by the United States Department of Education (USDOE). As you are aware, there was a reduction in these funds for 2004-2005, which becomes effective July 2004. Although it is ADP's position to minimize the impact of this reduction on direct services, options to managing the decrease in funding are in the process of being explored.**

**2. Administrative Support.** Because ADP's administrative support costs are extremely limited, we are no longer able to provide the level of support to grantees for administrative functions as the first year of the grant. Types of support that will no longer be available from the PSD County Analysts are:

- Modification of county and subrecipient claims that are submitted for reimbursement;
- Correction of errors on claims and reports;
- Preparation/correction of revised budgets, budget narratives or workplans for grant revisions.

The expectation is that all information submitted to ADP for grant reporting and cost reimbursement will be reviewed by the county for quality control, and any errors will be corrected prior to submission to ADP. An initial review of claims and reports by analysts will occur, and if errors are detected, will be returned for correction along with a claim dispute form identifying the error. A copy of the dispute form will be placed in your grant file. A copy of this form is included as Exhibit B.

In addition, if quarterly reports and claims are not received on time (30 days after the end of the quarter), notification of the late report and claims will be sent out to the grantee. Continual non-responsiveness in the form of late reports and claims may result in corrective action. A copy of the letter will be placed in your grant file. A copy of this letter is included as Exhibit C.

3. **Round 2 - 5th Quarter Claim and Year 2 Budget.** Because the project years for the Round 2 grants do not start and end on the calendar year cycle, the final quarterly claim and report each project year will include only 2 months, July and August. Therefore, each project year has 5 quarters as follows:

- Quarter 1: September
- Quarter 2: October – December
- Quarter 3: January – March
- Quarter 4: April – June
- Quarter 5: July – August

Your county analyst will be revising your claim form so that the 4<sup>th</sup> quarter tab will include April – June and adding a 5<sup>th</sup> quarter tab for July – August.

It is imperative that your 5<sup>th</sup> quarter claim (July - August) be submitted by September 30, 2004. Year 1 is funded with SDFSC Federal Fiscal Year (FFY) 2002 dollars that expire on September 30, 2004. Submitting your 5<sup>th</sup> quarter claim on time will allow your analyst sufficient time to process your claim and submit it to ADP's Accounting Office for payment. **Claims that are not received and processed during the liquidation period will not be paid.** Any unused funding will revert to the Federal Funding Agency.

**Round 2 - Year 2 Budget.** We are beginning to process the Year 2 Notice of Grant Award (NOGA) documents. This is your opportunity to revisit your Year 2 budget and discuss any necessary changes with your county analyst. Changes to the Year 2 budget will need to be approved by your county analyst by August 1, 2004.

4. **Prior Correspondence Sent to Administrators.** Please see explanation under "Background" below.

## REFERENCES

SDFSC Grant Terms and Conditions

## BACKGROUND

Prior to distribution of this bulletin, communication between SDFSC grantees and ADP on processes and policies regarding the SDFSC grants has been somewhat informal, and has occurred through e-mail messages sent to the County AOD Administrator by the PSD County Analyst. Because of feedback that this method of information dissemination has not been consistently utilized, it was decided to use the ADP Bulletin process, which is a communication system already in place and familiar to the Administrators. Prior communication that has been sent to the grantees is included as Exhibit D.

## QUESTIONS/MAINTENANCE

Please direct all questions to your PSD County Analyst (see Exhibit A) or to Betsy Sheldon, Staff Services Manager I, PSD, at (916) 322-0486 or [esheldon@adp.state.ca.us](mailto:esheldon@adp.state.ca.us). Additional copies of this document may be requested through the Department's Resource Center at (800) 879-2772. The bulletin is also available on the Department's Web page at [www.adp.ca.gov](http://www.adp.ca.gov).

## EXHIBITS

Exhibit A: List of PSD County Analysts

Exhibit B: Claim Dispute Form

Exhibit C: 30-Day Late Letter

Exhibit D: Prior E-mail Memos Sent to SDFSC Grantees

## DISTRIBUTION

County Alcohol and Drug Program Administrators with SDFSC Grants

County Alcohol and Drug Program Administrators without SDFSC Grants (w/o exhibits)

Strategic Local Government Services, LLC (w/o exhibits)

Director's Advisory Council (w/o exhibits)

SDFSC Project Coordinators