

To: Safe and Drug Free Schools and Communities Grantees
From: Prevention Services Division County Analysts
Date: November 20, 2003
RE: Various Reminders and Key Dates

The following communication is being sent out to all 43 Safe and Drug Free Schools and Communities grantees funded through the Department of Alcohol and Drug Programs' Prevention Services Division (PSD). The information contained below is divided into a section specific to Round 2 grantees, Round 1 grantees, and then information that pertains to both rounds.

1. Round 2 Grantees:

- a) Initial Training: There will not be a formal "in-person" training for counties that have received grants for Round 2. Instead, a general orientation about the grant requirements will occur via telephone conference call. The information presented will be an overview of grant reporting and invoicing requirements and information about technical assistance resources that are available to you as a SDFSC grantee. Participants on the call will include your assigned county analyst and a representative from our technical assistance (TA) provider, Center for Applied Research Solutions (CARS), formerly known as EMT. At that time, you will have the opportunity to ask questions and schedule a call to discuss and assess technical assistance needs. We anticipate scheduling these calls sometime during the week of December 8, 2003. **Round 2 grantees will receive additional information on the details of the training via email.**

2. Round 1 Grantees:

- a) Strategic Plan. A strategic plan is a required deliverable for Round 1 grantees¹ and is due on January 31, 2004 along with the 4th quarter report.

To restate the guidance provided in the July 22, 2003 memo, there is no set format that is being required for this plan and flexibility in fulfilling this grant requirement will be allowed. The elements that should be addressed in the plan include, but are not limited to, the following:

- one-, three-, and five-year project goals, strategies and objectives;
- measurable outcomes pertaining to the youth and communities served;
- the process by which the AOD office, LEAs, parents, youth, and other community partners work together in a continuous planning and implementation relationship;
- a plan for continuing successful programs and the criteria for determining how successful programs will be maintained.

¹ Request for Application for Round 1 and July 22, 2003 memo to counties.

- b) Year 1 Annual Report. The Year 1 Annual Report requirement for Round 1 grantees is being waived at this time due to the need to receive revised NOGAs and workplans from these grantees. We will revisit this requirement over the next several months to determine if an annual report is still needed for ADP's reporting requirements to the United States Department of Education.

3. **Both Round 1 and 2 Grantees:**

- a) Technical Assistance. Many grantees have already utilized the strategic planning technical assistance and training services available from CARS. This assistance is still available for grantees. Please contact CARS at (916) 983-9506 for more information and to discuss your training needs. As a reminder, please ensure that your county analyst reviews and approves your plan.

Technical assistance in other areas is available to all SDFSC grantees through a dedicated TA contract with CARS. As the first step in this process, calls are made to every grant project director. The purpose of these calls is to assess any TA and training needs during the initial grant period, with a special focus on meeting the complying with the Principles of Effectiveness and other grant requirements.

- a) Communication systems and processes. It is essential that you maintain a schedule of regular and open communication with your county analyst. If you haven't already, please discuss with your analyst the method that will work for both of you – email and/or regular phone calls. This is critical due to the reporting requirements that are part of this grant and the need for the analyst to adequately monitor the progress of the grant. Please remember to contact your county analyst when:

- You anticipate that you may need to discuss a possible extension of key grant deadlines such as submission of quarterly reports and invoices.
- Your workplan or budget needs to be revised.
- Technical assistance has resulted in recommended changes to your program goals, objectives or deliverables.

- b) Contacts attached. A list of contacts for your grant is attached. Please review and provide modifications or updates to your analyst by **December 1, 2003**, keeping in mind that the person identified as the primary contact person will be the one who will be contacted for issues related to the grant, including programmatic issues and technical assistance needs.

- c) Timely submission of reports and invoices. Please remember to submit reports on time even if you have a revision in progress or have other delays. This is particularly important for the final quarter reports (due January 31, 2004) as we need to prepare budget information on rollover of funds (for Round 1 grantees only).

As always, if you have questions or need more information, please contact your PSD county analyst.

Attachments:

1. County contact list
2. Key Upcoming Deadlines for SDFSC Grantees

Resources:

Center for Applied Research Solutions (CARS) (916) 983-9506

Prevention Services Division (916) 324-4398

www.adp.ca.gov

www.emt.org

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