

## Frequently Asked Questions: Grantee Budget

### 1. What budget changes are allowable?

Grantees are able to make changes between their budget categories as long as these changes 1. Comply with generally accepted accounting principles; 2. Are fully documented, with justification noted and provided to California Volunteers upon request; and 3. Do not increase Section 1 Administrative Costs (Beyond the 10% Cap), Increase Section 4 Program Wrap-Around (Beyond the 40% Cap), or Decrease Participant Wages or Decrease the Number of Approved Participants.

Any budget changes meeting these parameters do not require California Volunteers' approval. However, documentation must be maintained by the grantee and must be provided to California Volunteers upon request.

For any changes outside of the parameters outlined above, please email Zachary Gianetta. Please provide a breakdown of the changes to the budget, why these changes are necessary, and how the grantee will still be able to deliver on the contractual requirements outlined in the executed contract. California Volunteers awarded contracts to grantees based on the submitted budget and program narrative. We will consider budget amendments, as long as they do not adversely impact the stated deliverables.

### 2. Can we change the wages provided to participants? Can we change the number of participants?

Please see the above question on budget amendments. Additionally, participant numbers and compensation are a product of the agreed upon contract. Discretionary budget changes cannot reduce wages or total number of participants. Additionally, any changes to the number of hours served (e.g., full-time slots to half-time slots) by participants that differs from the executed contract agreement must be approved in writing by the California Volunteers' Youth Jobs Corps Director.

### 3. What is the process for budget amendments if a grantee needs to decrease the pay, hours, or total number of participants?

In the scenario where a grantee must amend their budget in a manner that does not meet the allowable parameters of a discretionary budget change, we ask that they provide:

- Written justification explaining the necessity of the change and how the proposed changes diverge from the original contract.

# Youth Jobs Corps

- A budget template highlighting the proposed alterations to the original budget.

Once provided, California Volunteers will review justifications to determine if they align with the grant requirements and are necessary for the implementation of the grant. Please see the response to Question #1 for additional information on the budget amendment process and requirements.

# Youth Jobs Corps

## Frequently Asked Questions: Eligibility

### 1. How can grantees verify an applicant is eligible to participate in the #CaliforniansForAll Youth Jobs Corps program?

Please see the below chart, which outlines recommended enrollment eligibility verification documentation. If you have additional questions, please reach out to California Volunteers' Youth Jobs Corps Director.

#### Enrollment Eligibility Verification:

Low Resource CensusTract Eligible	State License or ID to prove address
First Generation Residents	Copy of Parents Birth Certificates – Self-Attestation
Difficulty Finding Employment	Self-Attestation
Low-Income	Public Assistance Records, UI documents, Housing Authority, Refugee assistance records, verification, Self-Attestation
Unemployed	Public Assistance Records, UI documents, Housing Authority, Refugee assistance records, verification, Self-Attestation
Out of School	School records, Self- Attestation
Justice Involved	Documentation from criminal justice system, documented phone call with court or probation representative
Transitioning from Foster Care	Written statement from agency
Engaged with a mental health agency	Agency confirmation – treatment for mental health issues
Engaged with a substance abuse system	Agency confirmation – treatment for substance abuse related problems
Individuals who have not participated in the #CaliforniansForAll College Program	Self-Attestation
Individuals who have not participated in AmeriCorps	Self-Attestation

# Youth Jobs Corps

## Frequently Asked Questions: Invoicing

### 1. How do I submit monthly or quarterly invoices to California Volunteers?

For the purposes of this grant, please submit your invoices via email to [Zachary.Gianetta@californiavolunteers.ca.gov](mailto:Zachary.Gianetta@californiavolunteers.ca.gov). If you do not have the current program invoice template, please reach out to Zach to request it.

### 2. What documentation do we need to include with our submitted invoices?

Invoices must include the invoice cover sheet and worksheet. Invoice submissions must also include additional supporting documentation that verifies expenses claimed. These documents include a General Ledger, with backup documentation that ties to what is claimed in the invoice and on the General Ledger. If you have any documentation that contains personally identifiable information (PII), please reach out to Grants Monitoring Associate Zachary Gianetta prior to submitting this documentation to request a secure link to upload documentation. Documents containing PII cannot be submitted via email.

### 3. How do we invoice for multiple months?

In order to claim multiple months, grantees will need to include a single coversheet claiming all desired months in the 'Period Claiming' section of the coversheet. Grantees will then need to attach an additional budget worksheet for each additional month claimed. For example, if a grantee is claiming three months, the funds requested for reimbursement should be the sum of all three budget sheets – each of which should be labeled with their respective months.

## Frequently Asked Questions: General Allowability

### 1. How do we know if something we want to purchase is allowable?

Please review the Code of Federal Regulations (CFR), specifically [2 CFR 200](#) Code of Federal Regulations, the Department of Treasury's [Coronavirus State and Local Fiscal Recovery Funds](#) website, and the Terms and Conditions and other requirements noted in the executed contract agreements.

### 2. Is temporary housing for employees/participants facing homelessness or unsafe living conditions an allowable program expense?

State Fiscal Recovery Funds (SFRF) require dispersed funds to be used in a manner that responds to the negative economic impacts of the pandemic. Please review 2 CFR 200 and the Department of Treasury's guidance on the use of SFRF to ensure any housing provided is in compliance with federal funding regulations. If your program determines the allowability of this expense, please ensure you have the justification on hand to support this assessment, as well as ensure that this expense fits within the appropriate budget cost category (Sections I – IV) and is within any budget category caps. Additionally, these expenses must align with what has already been identified in the grant budget.

### 3. Can we add additional staff to support this program?

Grantees may update and make changes to their budget, as long as they are in line with the parameters outlined in the above questions/responses related to budget amendments.

### 4. Can we leverage a single source procurement?

Please refer to *2 CFR § 200.320 Methods of procurement to be followed* for requirements associated with procurement. Additionally, we recommend grantees review the SFRF guidance documents provided by the Department of Treasury to understand competitive and noncompetitive procurement requirements associated with these funding resources.

### 5. Where can we receive templates for fiscal and programmatic reporting?

California Volunteers, through the California Department of Finance, reports quarterly to the Department of Treasury any cash payments made to grantees. Expenses invoiced for reimbursement are subject to review by California Volunteers or other state and federal auditing/monitoring entities. As reports submitted leverage a cash-basis and California Volunteers is tracking paid invoices to report as expenditures on these grants, we are no longer requiring grantees to submit a Federal Financial Report (FFR) form, as was previously

#CaliforniansForAll

# Youth Jobs Corps

required. Invoices are still required to be submitted in line with the timeline identified in the executed contract. If you have any questions, please reach out to Zachary Gianetta, Grants Monitoring Associate for the CaliforniansForAll Youth Jobs Corps program. Additionally, all programmatic metrics must be reported in line with required reporting deadlines. For more information on required programmatic reporting, please reach out to California Volunteers' Youth Jobs Corps Director.