

DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS

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**ADP BULLETIN**

Title Safe and Drug Free Schools and Communities (SDFSC) Information		Issue Date: 7-27-04 Expiration Date: NA	Issue No. 04-13
Deputy Director Approval (signed by David Monti for) <i>Michael S. Cunningham</i> Prevention Services Division	Function: [X]Information Management [X]Quality Assurance []Service Delivery []Fiscal []Administration	Supersedes Bulletin/ADP Letter No.	

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. Provide a template for counties to use in preparing their required Annual Report.
2. Remind grantees of their responsibility with respect to monitoring and flow down requirements.

DISCUSSION

- 1. Annual Report Template.** A comprehensive annual report is required for each project year of the SDFSC grant. The Year 1 Annual Report requirement was waived for the Round 1 grantees due to the need for counties to complete revised NOGAs, work plans and budgets. However, Round 2 grantees will be expected to submit the Year 1 Annual Report. Round 1 grantees will be required to submit their Annual Report for the Year 2 project period.

The due date for the Annual Report is 60 days after the end of each project year. The project periods for Round 1 and Round 2 grantees are different; therefore, the due dates for the Annual Report are January 31st for Round 1 and October 31st for Round 2.

- 2. Monitoring and Flow Down Requirements.** SDFSC grantees are responsible for monitoring grant and subrecipient activities to assure compliance with applicable federal and state requirements. Subrecipients are held to the same programmatic



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and fiscal requirements as the grantee (the County) in carrying out the SDFSC program. Contracts must be awarded through a competitive process and include the term, scope, and anticipated product or outcome, and all applicable federal and state requirements.

Monitoring and flow down requirements are referenced in the "General Terms and Conditions", "Assurances" and "Certifications" that are part of your NOGA. In an effort to provide further clarification, ADP's Grants Management Office has compiled written guidance, entitled "Monitoring and Flow Down Requirements, SDFSC" (Exhibit B) that includes these requirements. Please review your SDFSC subcontracts to ensure that they include the appropriate requirements.

REFERENCES

SDFSC Request for Application
General Terms and Conditions
Assurances and Certifications

BACKGROUND

1. The SDFSC County Grant Program, General Terms and Conditions, Section VII, C., includes the requirement of an Annual Report. However, it does not define what information should be included. Grantees have requested further guidance in preparing the report. In response to this request, ADP has created a template to help grantees in preparing their Annual Report (Exhibit A).
2. In reviewing subcontracts submitted for approval, PSD County Analysts have determined that it would be helpful for grantees to have additional guidance on the monitoring and flow down requirements. In response to this need, the Office of Grants Management put together the "Monitoring and Flow Down Requirements, SDFSC" document (Exhibit B).

QUESTIONS/MAINTENANCE

Please direct all questions to your PSD County Analyst ([see Exhibit C](#)) or to Betsy Sheldon, Staff Services Manager I, PSD, at (916) 322-0486 or 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.

EXHIBITS

- A. [Annual Report Format](#)
- B. [Monitoring and Flow Down Requirements, SDFSC](#)
- C. [Analyst Assignment by County](#)

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