

**DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS**

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March 15, 2007

**TO ALL STATE INCENTIVE GRANT SUBRECIPIENT COUNTY GRANTEEES:**

As you know, the Subrecipient Checklist (SRCL) is a semi-annual report required by the Center for Substance Abuse Prevention (CSAP).

**SRCL forms for the current semi-annual reporting period are due to ADP county analysts no later than Friday, May 4, 2007.** Attached are the following documents:

- CSAP SRCL Instructions: CSAP's definitions and general instructions for completing the SRCL forms.
- SRCL Part I Form: Use this form to report basic information about the county grantee and its State Incentive Grant (SIG) program.
- SRCL Part II Forms: Use this form to report on implementation of each SIG intervention.

In November, 2006, county grantees submitted their last SRCL Part I and Part II data to the Department of Alcohol and Drug Programs (ADP). To complete the SRCL forms for the current period, **county grantees should edit and modify the attached SRCL forms so that they reflect current activities.** Also, grantees should use financial and program data from their claims and quarterly reports for the two latest SIG grantee quarters, spanning October 1, 2006 through March 31, 2007. Fiscal data is for the current semi-annual reporting period only; it is not cumulative. **County grantees must email their updated forms to their ADP county analysts no later than May 4, 2007.**

To assist with completion of the SRCL forms, specific SRCL instructions and frequently asked questions have been posted by Community Prevention Institute (CPI) on their SIG website at [www.CA-CPI.org](http://www.CA-CPI.org). Also, if you have questions, you may contact me at (916) 327-4867 or [kcronin@adp.ca.gov](mailto:kcronin@adp.ca.gov).

ADP does not plan to mail a hard copy of this request or the attached forms to county grantees. We suggest that you share this notice electronically with your project evaluators.

Thank you for your cooperation in meeting this federal reporting obligation.

Sincerely,

*Kathleen Cronin*

Kathleen Cronin  
SIG Analyst

Attachments

cc: San Diego State University SIG Evaluation Team  
Community Prevention Institute (CPI)



**DO YOUR PART TO HELP CALIFORNIA SAVE ENERGY**  
For energy saving tips, visit the Flex Your Power website at  
<http://www.flexyourpower.ca.gov>