

INTRODUCTION

Subrecipient Checklist Part I and Part II

WHAT IS THE SUBRECIPIENT CHECKLIST? WHY IS IT REQUIRED?

The purpose of the Subrecipient Checklist (SRCL) is to document State Incentive Grant (SIG) prevention activities at the subrecipient county grantee¹ level.

Across the nation SIG subrecipient counties report data on SRCL forms so that the Center for Substance Abuse Prevention (CSAP), the SIG program administrator, can:

- Track county grantee progress at the local level
- Gather data for national cross-site comparisons
- Prepare SIG summary reports for use by interested parties

The California Department of Alcohol and Drug Programs (ADP) manages the SIG for California and is required to report on SIG progress by overseeing completion of the semi-annual SRCLs for each of its subrecipients. The SRCL consists of two components:

SRCL Part I – This brief form collects basic information about the county grantee organization. The general data in the SRCL Part I form will not be changed unless a county grantee needs to (1) change the name or contact data for the person completing the SRCL forms, or, (2) update the list of county funding sources.

SRCL Part II – This form collects detailed information on SIG-funded interventions (defined below). One Part II form must be completed for each intervention funded by SIG during the current reporting period. Data in SRCL Part II may change greatly between reporting periods and may require substantial updating each reporting period.

ESTIMATED COMPLETION TIME

CSAP estimates that the public reporting burden for collection of SRCL information averages 200 hours per SIG per year. In California, each county might expect to spend 15 hours per year.

WHAT IS AN INTERVENTION?

CSAP defines an intervention as an activity or set of activities to which a group is exposed to change behaviors. ADP-approved county grantee Prevention Plans identify the programs/strategies that will be implemented as interventions. County analysts will enter the title of each intervention on the specific SRCL forms forwarded to county grantees for completion.

¹ The terms subrecipient (CSAP term), county, and grantee (ADP terms) are all interchangeable and refer to the entity that received the SIG grant and must provide data for the SRCL.

WHO COMPLETES THE SRCL FORMS?

Every six months ADP will e-mail SRCL forms to county grantees one month before they are due. County grantees must electronically update SRCL Part I (as needed), complete Part II, and e-mail the forms back to their county analysts. ADP will then review the SRCL forms and submit them to CSAP.

WHEN ARE THE SRCL FORMS DUE?

The dates for all SRCL reporting periods are shown in the first column in the chart below. (These periods coincide with the two preceding quarterly report and claims periods.) County grantees must return the SRCLs to their ADP county analysts no later than the date shown in the second column.

Reporting Periods and Deadlines

ADP/COUNTY REPORTING PERIOD	SUBRECIPIENT COMPLETION DEADLINE
April 1, 2006 – September 30, 2006	November 3, 2006
October 1, 2006 – March 31, 2007	May 4, 2007
April 1, 2007 – September 30, 2007	November 5, 2007

GENERAL SUGGESTIONS FOR COMPLETING THE SRCL

- CSAP wants to receive representative data, but does not require that county grantees spend excessive time trying to arrive at precise numbers if precise numbers are not readily available. County grantees should provide data they can substantiate in a reasonable way.
- The statistics developed and reported in the SRCL may be valuable to county grantees as they prepare reports for parties interested in their environmental prevention efforts. County grantees might consider ways the SRCL data can be used to substantiate and further their prevention efforts.

RESOURCES FOR COMPLETING THE SRCL FORMS

- To complete the SRCL, use data already developed in the original grant proposal, Prevention Plan, Logic Model, and already-completed quarterly reports and claims for the reporting period.
- Review the instructions attached to the SRCL forms.
- Access the Community Prevention Institute website at CA-CPI.org (SIG Learning Community) for ADP's *Subrecipient Checklist Supplemental Instructions* and other resources to assist in completion of the SRCL forms.
- SIG Analyst Kathleen Cronin is a Program Services Division resource staff person who can be reached at (916) 327-4867 or kcronin@adp.ca.gov.