

Officer Wellness and Mental Health Grant Program Frequently Asked Questions (FAQs)

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Officer Wellness and Mental Health Grant Program Frequently Asked Questions (FAQs)

Grant Overview

1. Where can I find information about the Officer Wellness and Mental Health grant program?

Information is available on the BSCC website, on the Officer Wellness and Mental Health Grant program webpage: <https://www.bscc.ca.gov/officer-wellness-and-mental-health-grant-program/>.

2. Who is administering the grant funds?

The BSCC, as established in the Budget Act of 2022 (Assembly Bill 178, Chapter 45, Statutes of 2022, Item 5227-121-0001), will administer the funds allocated for the Officer Wellness and Mental Health grant program.

3. Who is eligible to receive these funds?

The Officer Wellness and Mental Health grant funding is limited to agencies employing officers described in Penal Code section 830.1 based on a schedule developed by the Department of Finance.

https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=PEN&division=&title=3.&part=2.&chapter=4.5.&article=

4. How were eligible agencies notified of this grant award?

On December 21, 2022, a [memorandum](#) was sent to all police chiefs and sheriffs from the BSCC Chair, Linda Penner notifying each agency of the grant award. The memo also included the grant criteria and a copy of the funding distribution list.

5. How many agencies are receiving funds?

There are 394 agencies receiving funds from this grant program.

6. When will these funds be available?

The BSCC distributed grant funds at the beginning of 2023, no later than February 15, 2023.

7. Are there any requirements to participate in this grant program?

Yes. Participating agencies must submit a final impact and expenditure report to the BSCC on how the funding was used and a description of the impact of the resources. The BSCC shall provide these reports to the Commission on Peace Officer Standards and Training (POST) and to any designated evaluation entities to assist in their efforts to develop statewide resources and practices related to officer wellness.

See #97 and other questions in the [Reporting Requirements](#) section for more information about reporting requirements.

Additional details about the reporting requirements, including links to the annual report template, the final impact report template, and a sample expenditure report, are also available on the BSCC website, on the Officer Wellness and Mental Health Grant program webpage: <https://www.bscc.ca.gov/officer-wellness-and-mental-health-grant-program/>. Scroll down to the Reporting Requirements section.

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8. What is the main intent of the grant?

The intent of this grant is to directly benefit peace officers defined by Penal Code (PC) 830.1 by providing programs and services that will positively impact their wellness and/or mental health. See #26 and #28 for more details.

9. Is a formal grant agreement (Standard Agreement, form STD 213) required to be executed before funds can be spent?

No.

10. Are these the same funds as those being administered by POST?

No. Although the BSCC is working with the Commission on Peace Officer Standards and Training (POST), funding for this grant program is concurrent with, but separate and distinct from wellness funding received and administered by POST.

Grantees are eligible to apply for additional support, guidance, and resources through POST, referred to as the POST Organizational Wellness and Resilience (POWR) program. See #129 for more details.

Acceptance of Grant Award

11. Is there a timeline or requirement for the City Council or Board of Supervisors to accept the funds formally?

No. The BSCC does not require these grant funds to be formally accepted via the City Council or the County Board of Supervisors, nor does the BSCC require the grantee to provide a copy of the resolution or meeting minutes as the Officer Wellness and Mental Health grant was automatically awarded to all eligible law enforcement agencies. Each agency should adhere to their local policies and procedures for acceptance of grant funds.

Grant Period/Term

12. What is the grant period or the term of the grant?

The grant period is from July 01, 2022, to December 01, 2025. All grant funds must be expended by the recipient within the grant period.

The technical start date of the grant term aligns with the effective date of Budget Act of 2022 (Assembly Bill 178, Chapter 45, Statutes of 2022) that made appropriations for the 2022-2023 fiscal year.

13. What is the last date the funds can be spent?

The last date the agency may spend grant funds is on December 01, 2025, the end of the grant period. It's also the same date the final report is due. Funds may not be encumbered on this date for payment on a future date. Final checks or transactions must be issued on or before December 01, 2025.

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14. Should we need additional time to complete the program past 12/01/2025, can a no-cost extension be requested?

No. The BSCC encourages grantees to make every effort to fully spend the allotted grant funds and submit all required reporting requirement deliverables by December 1, 2025. Extension requests to the grant period will not be authorized as any funds not spent by December 1, 2025, must be returned to the BSCC by December 31, 2025, for reversion to the state's general fund.

15. Does the funding only cover items/programs implemented from 2023 to 2025?

Yes. All funds must be expended by December 1, 2025. Additionally, reporting of the impact of the results of these funds must be reported in the Final Impact and Expenditure Report, which is also due on December 1, 2025.

16. Please confirm there will only be one distribution of funds (January-February 2023) and we should not create a wellness plan based on anticipated additional funds at a later time.

Yes, that is correct. This is one-time funding. All grant funds were disbursed by February 15, 2023.

Funding Distribution Schedule

17. How do we know how much funding was awarded to each agency?

The [Funding Distribution Schedule](https://www.bscc.ca.gov/wp-content/uploads/BSCC-Distribution-Officer-Wellness-2022-post.pdf) is available on the BSCC Officer Wellness and Mental Health Grant program webpage and includes the amount each agency was awarded. (<https://www.bscc.ca.gov/wp-content/uploads/BSCC-Distribution-Officer-Wellness-2022-post.pdf>). All eligible law enforcement agencies received a portion of the funds based on the number of eligible officers that are employed as described in Penal Code (PC) section 830.1.

Funding Distribution

18. How much will my agency receive?

All eligible law enforcement agencies will receive a portion of the funds based on the number of eligible peace officers as described in Penal Code (PC) section 830.1. The [Funding Distribution Schedule](https://www.bscc.ca.gov/wp-content/uploads/BSCC-Distribution-Officer-Wellness-2022-post.pdf) is accessible on the Officer Wellness and Mental Health Grant program webpage and includes the amount each agency was awarded. (<https://www.bscc.ca.gov/wp-content/uploads/BSCC-Distribution-Officer-Wellness-2022-post.pdf>)

19. How will the grant funds be distributed?

Funds for the total amount of the grant award will be issued directly to each eligible law enforcement agency via a warrant (check) from the State Controller's Office (SCO).

20. How will we know the check is for this grant?

The paystub of the warrant (check) will reference Officer Wellness or Officer Wellness and Mental Health Grant. In addition, the amount of the warrant will match the award amount specified for the respective agency on the funding distribution schedule.

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<https://www.bscc.ca.gov/wp-content/uploads/BSCC-Distribution-Officer-Wellness-2022-post.pdf>

21. Are award funds being distributed as a lump sum or on a reimbursement basis?

The awarded funds are being distributed as a lump sum, upfront at the beginning of the grant.

22. Will additional grant funds be disbursed in future years?

No. This is a one-time grant program. Disbursements are not anticipated in future fiscal years.

Interest-Bearing Accounts

23. Can the grant funds be deposited into an interest-bearing account?

Yes. Agencies are permitted to deposit the awarded Officer Wellness and Mental Health grant funds into an interest-bearing account so long as the account is secure, meaning there is no risk of losing any of the value.

The interest earned must either be used on officer wellness for the respective agency as specified in the grant criteria and/or it must be returned to the state at the conclusion of the grant period. It is important that the grants funds are used timely to meet the intended needs of the department and not be held for the purpose of earning interest. All grant funds, including interest earned, must be reported within the expenditure portions of the reports that are due at the end of each calendar year of the grant period – by December 1st of 2023, 2024, and 2025. See #25 for more details.

24. Since we received the funds in advance of our expenditures, are we required to earn interest on the grant funds allocated?

No, agencies are not required to deposit the grant funds in an interest-bearing account, however, that is permissible.

25. Where should the earned interest be reported?

If your agency deposits the grant funds in an interest-bearing account, the earned interest will be reported as follows:

Annual Reports – due by December 1st of 2023 and 2024

- The total funds spent for each reporting period will be specified in Section 2: Grant Implementation, specifically under the following section: “Please report the total amount of Officer Wellness and Mental Health grant funds spent in the reporting year.” In addition to the total amount of grant funds spent, please indicate the amount of interest earned for the reporting period and how it was utilized (which may only be applicable if all grant funds are expended).*

Expenditure Report – due by December 1st of 2025

- The interest earned will be reported in the budget line item titled “Project Income” and the use of funds will be reported within the respective budget line item(s).*

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Use of Funds

26. What can these funds be used for?

These funds are designed to improve officer wellness and expand mental health sources. Per the statute, the funding may be used for any of the following purposes:

- *Establishing or expanding officer wellness units*
- *Establishing or expanding peer support units*
- *Services provided by a licensed mental health professional, counselor or other professional that works with law enforcement*
- *Expanding multiagency mutual aid programs focused on officer wellness and mental health*
- *Other programs and services that are evidence-based or have a successful track record of enhancing officer wellness*

27. The criteria for the use of funds are very broad. Are there any other details that can be provided that give more specific information about these five areas?

The five allowable uses are broad in nature. This was by design so that each grantee could determine how to utilize the funds to best meet the needs of the peace officers within their respective agency.

28. Is there a definitive list of what funding can be used for?

These funds are designed to improve officer wellness and expand mental health sources. Per the statute, the funding may be used for any of the following purposes:

- *Establishing or expanding officer wellness units*
- *Establishing or expanding peer support units*
- *Services provided by a licensed mental health professional, counselor or other professional that works with law enforcement*
- *Expanding multiagency mutual aid programs focused on officer wellness and mental health*
- *Other programs and services that are evidence-based or have a successful track record of enhancing officer wellness*

This grant is restricted to programs and services to support peace officers as defined by Penal Code (PC) section 830.1. (<https://codes.findlaw.com/ca/penal-code/pen-sect-830-1/>). Supplanting is strictly prohibited for all BSCC grant funds.

The criteria for the use of funds are broad. Each grantee should determine how to utilize the funds to best meet the needs of the peace officers within their respective agency. The BSCC will provide guidance and technical assistance for grantees, but the BSCC will not approve specific expenditures. If an agency has questions or concerns about the types of expenses that may be applicable or allowable, we recommend consulting with BSCC staff and your respective city attorney or county counsel to ensure funds are expended in accordance with the specified grant criteria and with applicable law(s).

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29. On the general FAQ posted to the webpage, within each broad category of allowable expenditures, can you provide a handful of allowable items and unallowable items?

The five allowable uses of grant funds are broad in nature. Each grantee should determine how to utilize the funds to best meet the needs of the peace officers within their respective agency.

The BSCC will provide guidance and technical assistance for grantees, but the BSCC will not approve specific expenditures. As such, there is not a list of allowable and unallowable items. Below are uses of grant funds that we understand numerous agencies are contemplating that align with the intended uses as they have identified research that demonstrates the programs or services are evidence-based or have a successful track record of enhancing officer wellness. Also included are examples of items that are not recommended and items that are not permissible for this particular grant, as well as a general list of prohibited expense items for all BSCC grants. Note: The BSCC does not endorse or recommend any product, service, or vendor.

May be Acceptable

As long as supplanting does not occur, the following may be acceptable uses of the grant funds...

- *Implementing wellness technology (such as wellness apps) for qualifying peace officers*
- *Purchasing gym equipment for an on-site gym*
- *Initiating a facility comfort/therapy/support dog program*
- *Training for peer support team members (which can be sworn and non-sworn staff)*
- *Items deemed permissible in the BSCC Grant Administration Guide (July 2023): <https://www.bscc.ca.gov/wp-content/uploads/BSCC-Grant-Admin-Guide-July-2023.pdf>*

Not Permissible

For this grant, the following are not permissible uses of the grant funds...

- *Administrative expenses (except when connected to establishing or expanding officer wellness units and peer support programs or when connected to expanding multiagency mutual aid programs focused on officer wellness and mental health)*
- *Automobiles*
- *Motorized vehicles*
- *Items, programs, or services for non-sworn staff – anyone not specified in PC 830.1*
- *Items listed as prohibited expense items in the BSCC Grant Administration Guide (July 2023): <https://www.bscc.ca.gov/wp-content/uploads/BSCC-Grant-Admin-Guide-July-2023.pdf>*

Prohibited Expense Items

Per the BSCC Grant Administration Guide (July 2023), the following are prohibited expense items for all BSCC grants: <https://www.bscc.ca.gov/wp-content/uploads/BSCC-Grant-Admin-Guide-July-2023.pdf>.

Additional information about each category is specified with the BSCC Grant Administration Guide on page 4 and on pages 31-33.

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- *Bonuses/commissions*
- *Depreciation*
- *Dues, licenses, and fees*
- *Fundraising*
- *Interest, charges, fees, and penalties*
- *Lobbying*
- *Real property and improvements*
Expenses for real property, including land, land improvements, structures and their attachments, and structural improvements and alterations are not allowable expenditures unless specifically authorized in the terms of the program.
- *Supplanting*
- *Weapons and ammunition*

30. Are officer wellness units and peer support units one in the same with different titles?

Officer wellness units are most often different from peer support units; however, one may be a subcomponent of the other. If that is the case, peer support units or programs would likely be a subcomponent of a comprehensive officer wellness unit.

31. Does the BSCC review the proposed expenditures before they are made to either approve or deny them?

No. The BSCC will provide guidance and technical assistance for grantees, but the BSCC will not approve specific expenditures. If an agency has questions or concerns about the types of expenses that may be applicable or allowable, we recommend consulting with your city attorney or county counsel to ensure funds are expended in accordance with the specified grant criteria and with applicable law(s).

32. What is the definition of “officer wellness”?

“Officer wellness” means the consideration of the physical, emotional, or mental condition or wellbeing of an officer. Officer wellness programs are services or programs that are intended to support or improve the physical, emotional, or mental condition or wellbeing of an officer.

Evidence-Based Programs or Services

33. Are there resources about programs and services that are evidence-based or that have a successful track record of enhancing officer wellness?

Yes. Some resources are available on the BSCC website, on the Officer Wellness and Mental Health Grant program webpage: <https://www.bscc.ca.gov/officer-wellness-and-mental-health-grant-program/>.

34. Who determines whether wellness programs or services are evidence-based or have a successful track record of enhancing officer wellness?

It is incumbent upon each grantee to identify any studies and/or research that have been conducted that demonstrate the programs or services to be implemented are evidence-based or have a successful track record of enhancing officer wellness.

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Resources are listed on the BSCC Officer Wellness and Mental Health webpage – <https://www.bscc.ca.gov/officer-wellness-and-mental-health-grant-program/>. From there, scroll down to the header titled “Resources.”

35. Who makes the determination of whether or not a program meets the "have a successful track record of enhancing officer wellness" criteria?

The grantee. It is incumbent upon each grantee to identify any studies and/or research that have been performed that demonstrate the programs or services to be implemented are evidence-based or have a successful track record of enhancing officer wellness.

New Programs or Services

36. Would extending an existing program that would otherwise have ended be considered an expansion of an existing program or would this be considered supplanting? Please give examples.

Continuing an existing program with a different funding source is not generally considered an expansion of that program and it raises concerns about supplanting which is strictly prohibited.

The Officer Wellness and Mental Health grant funds are to be used to establish new programs or services or to expand/enhance existing programs or services. Grant funds shall not be used to supplant funds for an existing program or services – one that is being offered and will continue to be offered in the future.

Per the BSCC Grant Administration Guide (July 2023), “BSCC grant funds shall be used to support new program activities or to augment existing funds that expand current program activities. BSCC grant funds shall not be used to replace existing funds. It is the responsibility of the grantee to ensure that supplanting does not occur. The grantee must keep clear and detailed financial records to show that grant funds are used only for allowable costs and activities.”

If an existing program or service is being provided and it is beneficial, the agency will likely want to sustain or continue to offer that program or service whether that be from a designated line item in the budget or from another funding source such as cost savings, a revenue stream, or some other funding mechanism. If the existing program is truly not able to be sustained and will be terminated due to a lack of available funding, then offering it again at a later time or extending the contract upon expiration may be permissible with the Officer Wellness and Mental Health grant funds, however, clear and detailed documentation to support this should be retained for review in the event of an audit. If there is an available funding mechanism to continue/sustain the existing program or service, that should be retained as opposed to using grant funds to pay for the expense as the supplanting is strictly prohibited.

An example of an expansion of an existing program is as follows: the agency contracts for services provided by a licensed mental health professional, counselor, or other professional that works with law enforcement, and the agency wants to expand the existing contract as a

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result of receiving these grant funds to offer the service more frequently, more days per week, or for longer sessions, this may be considered an expansion of an existing program or service.

An example of supplanting is as follows: an existing program or service is currently being funded via a cost savings or other funding mechanism and that cost savings will still exist or the other funding mechanism is still available, but the grant funds will be used instead to support the program or service, then there is a concern about supplanting.

Mental Health

37. Does this grant just have to do with mental health?

No, this grant is applicable for officer wellness and/or peer support programs or services that deal with physical, emotional, and/or mental health.

Substance Abuse

38. Can funds be used to fund substance abuse services?

Substance abuse services for peace officers defined in PC 830.1 may be an allowable expense as long as supplanting does not occur and it is to establish or expand an officer wellness unit; is a service provided by a licensed mental health professional, counselor, or other professional that works with law enforcement; or is to provide a program or service that is evidence-based or has a successful track record of enhancing officer wellness.

Training

39. Is this grant just for training?

No, but it may include training.

40. Can grant funds be spent on training?

Yes. Training may be allowable if the training is for establishing or expanding officer wellness or peer support units or for expanding multiagency mutual aid programs focused on officer wellness and mental health, as long as supplanting does not occur. Training may also be allowable if it is a direct program or services being provided to peace officers by a licensed mental health professional, counselor or other professional that works with law enforcement or if it is a direct program or service that is evidence-based or has a successful track record of enhancing officer wellness.

41. Can the program be used to cover overtime/ travel/etc. expenses for training (for example sending a peace officer to peer support classes)?

If the officer will be providing peer support to peace officers as defined by Penal Code (PC) section 830.1, then Officer Wellness grant funds may be used to cover expenses related to the peer support training as long as supplanting does not occur. Grant funds should not be used to pay to backfill for peace officers receiving services nor to pay peace officers to receive services.

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42. Can the grant funds be used for training that will improve the job-related skills of sworn peace officers?

No. Grant funds should not be used for mandated, required, specialized, or refresher training for sworn peace officers. Expenses for obligatory training are to be funded via other means, such as the agency's training budget, and would be supplanting if grant funds were used instead.

The intent of the grant is to improve officer wellness and expand mental health sources to mitigate the negative impacts that result from the performance of the job, not to fund agency obligations or to satisfy job standards. See #40 for training that is permissible with grant funds.

Staffing

43. Can this funding be used for staffing costs?

Grant funds may be used for staffing costs for the purpose of establishing or expanding an officer wellness and/or a peer support unit, for expanding multiagency mutual aid programs focused on officer wellness and mental health, or for providing programs and services that are evidence-based or have a successful track record of enhancing officer wellness as long as supplanting does not occur. Grant funds should not be used to backfill for peace officers participating in programs or receiving services.

Overtime and Backfilling

44. Can the grant funds be used for overtime associated with attendance or participation in programs or services?

No. Grant funds should not be used to compensate peace officers for participating in programs or receiving services.

45. Can the grant funds be used for overtime to pay peace officers who are backfilling for others who are attending programs or services?

No. Grant funds should not be used to backfill for peace officers participating in programs or receiving services.

Equipment

46. Does this grant allow us to purchase equipment for our Officer Wellness program?

Yes, the purchase of equipment may be an allowable expense as long as it is for establishing or expanding officer wellness or peer support units or if it is for the provision of programs and services that are evidence-based or have a successful track record of enhancing officer wellness.

47. Can funds be used to fund gym equipment?

Yes, as long as the gym equipment is to establish or expand an officer wellness unit or to provide a program or service that is accessible to and/or designated primarily for peace officers and is evidence-based or has a successful track record of enhancing officer wellness.

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48. Can these funds be used to replace or add fitness equipment in the gym at our headquarters?

Yes, as long as the fitness equipment is to establish or expand an officer wellness unit or to provide a program or service that is accessible to peace officers and is evidence-based or has a successful track record of enhancing officer wellness.

49. Can we purchase gym equipment if the gym is off-site and owned/operated by the Police Officer Association (POA)/union?

Grantees should follow their local procurement and disposition procedures for equipment/assets that will be purchased with grant funds. All equipment purchased by the grantee is the property of the grantee. The grantee should not gift items purchased with grant funds to any entity or organization, including the local Police Officers' Association (POA). All equipment purchased with grant funds, wholly or partially, must be maintained via an inventory control system for accountability, inclusive of an asset tag for identification purposes.

If a grantee purchases equipment and allows it to be placed at an off-site location that is not managed and/or owned by the grantee, the agency should establish an Operational Agreement (OA) or a Memorandum of Understanding (MOU) with the respective organization/association to solidify their agreement regarding storage, use, accessibility, maintenance, inventory control, liability, return of assets/equipment, etc.

*The BSCC Grant Administration Guide (July 2023) is accessible on the BSCC website:
<https://www.bscc.ca.gov/wp-content/uploads/BSCC-Grant-Admin-Guide-July-2023.pdf>*

Relevant sections regarding equipment, operational agreements, and records are included below for reference.

6. EQUIPMENT / FIXED ASSETS (page 33)

Equipment and fixed assets are nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit (including tax and installation). If equipment is purchased as a complete package (i.e., computer, monitor, modem, software, etc.), the total package cost, not the unit cost, would determine if it qualifies under the equipment category. All equipment purchased by the Grantee is the property of the Grantee. BSCC does not claim title to the equipment but requires the Grantee to maintain accountability for the equipment.

B. ALLOWABLE EQUIPMENT (page 33-34)

Equipment that is directly related to and used for project activities will be considered for purchase approval only if no other equipment owned by the applicant is available and suitable for the project. Projects are expected to purchase only energy efficient equipment whenever possible and appropriate.

Grant funds cannot be used for equipment if specifically prohibited in the authorizing legislation or restricted in the terms of the program.

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Grant funds cannot be used to reimburse the project for equipment obtained prior to the beginning of the grant cycle.

Equipment should be ordered as soon as possible so that it can be placed in service during the grant cycle.

5. Equipment Identification and Records (page 35)

Projects must maintain a readily identifiable inventory of all equipment purchased wholly, or in part, with BSCC grant funds. Equipment must be noted in a log, either written or digital containing the following information for as long as the equipment is owned by the Grantee.

Equipment records must contain the following information:

- *A description of the property;*
- *Serial number, or other identification number;*
- *Source of the property;*
- *Identification of the title holder;*
- *Acquisition date;*
- *Cost of the equipment;*
- *Percentage of Federal participation in the cost of the equipment;*
- *Location of the equipment;*
- *Use and condition of the equipment;*
- *Unit acquisition cost; and*
- *Disposition, data, including date of disposal and sale price.*

A Grantee must take a physical inventory of equipment and reconcile the results with the equipment records at least once every two years.

The Project is responsible for maintaining all equipment purchased with grant funds and the equipment must be available for review by BSCC staff during Site and Monitoring visits.

8. OPERATIONAL AGREEMENTS – PUBLIC ENTITIES (page 43)

Definition: *An Operational Agreement (OA) is a formal agreement between an implementing agency and one or more partner agencies. It is also referred to as a Memorandum of Understanding (MOU) or Letter of Intent. An OA or MOU is not a contract for goods and/or services because partner agencies are active participants in the implementation of the project.*

A. ESTABLISHING OPERATIONAL AGREEMENTS (page 43)

An OA or MOU may be required by the terms of the program. Grantees should refer to the terms of the applicable RFA or RFP for instruction. Unlike the procurement process, Implementing Agencies are not required to use a competitive bid process to select partner agencies for an OA. Implementing

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Agencies are expected to select partner agencies that are the best equipped to support the implementation of the project.

B. ELEMENTS OF AN OPERATIONAL AGREEMENT (page 43-44)

The following elements must be included in the OA:

- *Name of the Implementing Agency and the partner agency in the OA;*
- *Titles and contact information for the primary contacts for each partner;*
- *Time frame;*
- *Roles and responsibilities of the Implementing agency and each partner agency.*
- *Specific information concerning all fiscal transfers. The OA must include the total amount of grant funds that will be transferred to each partner agency, the process for transferring such funds, the use of such funds, and any match provided by the partner agency. Any funds included in the OA must be clearly designated in the Grant Award budget;*
- *Specific information concerning all non-fiscal resources shared between the Implementing Agency and a partner agency. This includes shared equipment, staff time, office space, or other resources contributing to the implementation of the project;*
- *Reporting requirements to collect information necessary from each partner agency to meet BSCC reporting requirements; and*
- *Dated signatures of the chief executives or designees of the Implementing Agency and each partner agency.*

C. REQUIREMENTS OF PARTNER AGENCIES (page 44)

Grantees must ensure that partner agencies that receive grant funds comply with all applicable terms of the program and this Guide on the use of grant funds.

18. Records (page 69)

Grantees are required to maintain accurate, complete, orderly, and separate records for each BSCC funded grant. All grant records and documents must be adequately protected from fire, theft, cyber-crime, or other possible damage or loss. When grant documentation is stored away from the Grantee's principal office, an index of the records' location(s) must be maintained, and accessibility ensured during the grant period and the mandatory retention period (see subsection 1A below).

E. EQUIPMENT (page 71)

Equipment must be:

- *Located on the project's premises or identified in a locator file that specifically identifies the location of the equipment or the name of the assigned individual;*
- *Recorded on an inventory list, identifying items purchased with BSCC funds;*
- *Used in accordance with the Grant Award; and*

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- *Grantees must retain contract records for the purchase of Grant funded equipment.*

F. ORGANIZATION POLICIES AND PROCEDURES (page 71-72)

The organization should have written policies and procedures covering conflict of interest/code of conduct and fraud, along with personnel policies that cover hiring, termination, benefits, salary rates, leave, and travel. There should also be written procedures regarding the accounting and reporting functions, including, but not limited to the following:

- *Cash receipts and revenue;*
- *Deposits;*
- *Cash disbursements;*
- *Payroll;*
- *General Ledger; and*
- *Equipment.*

In addition, any other policies, and procedures (e.g., purchasing contracts) that relate to operating the project must be in writing.

50. Can grant funds be used to purchase safety or tactical equipment/gear for sworn peace officers?

No. Equipment and/or gear that is needed/utilized by sworn peace officers to perform the duties of their job safely and effectively such as bullet proof vests, handcuffs, restraints, pepper spray, batons, tactical boots, flashlights, binoculars, personal air conditioners, hydration packs, first aid kits, disposable gloves, etc. should not be purchased using grant funds. Weapons and ammunition are prohibited expense items.

Equipment and/or gear necessary to perform job duties and/or for the agency to provide safe and healthy working conditions for the peace officers are basic operational needs of the department and shall be funded via the grantee's annual operating budget, not via grant funds. Using grant funds for such purposes would be considered supplanting. Instead, grant funds should be used to improve officer wellness and expand mental health sources to mitigate the negative impacts that result from the performance of the job. See #29 for more details regarding prohibited expense items. See the [Supplanting](#) section for more details regarding supplanting.

Memberships and Classes

51. Can grant funds be used for gym memberships, yoga classes, or wellness activities?

Yes, as long as the gym memberships, yoga classes, or wellness activities are evidence-based or have a successful track record of enhancing officer wellness.

52. Can the money be used to pay for private gym memberships?

Yes, as long as the gym memberships are evidence-based or have a successful track record of enhancing officer wellness and are reasonable. If allowable, gym memberships should be

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exclusively for peace officers, and not be inclusive of others such as family members or friends.

Massage Therapist

53. We have been looking to have a massage therapist come in for officers, is that something that this funding could be used for?

A massage therapist for peace officers may be an allowable expense as long as supplanting does not occur and it is to establish or expand an officer wellness unit; is a service provided by a licensed mental health professional, counselor, or other professional that works with law enforcement; or is to provide a program or service that is evidence-based or has a successful track record of enhancing officer wellness.

Body Scans

54. Are body scans (to detect risks for carotid/coronary artery disease, cancer, etc.) allowed to be funded through these funds?

Body scans for peace officers may be an allowable expense as long as supplanting does not occur and it is to establish or expand an officer wellness unit; is a service provided by a licensed mental health professional, counselor, or other professional that works with law enforcement; or is to provide a program or service that is evidence-based or has a successful track record of enhancing officer wellness.

55. Can whole-body computed tomography (CT) scans be paid for through this funding mechanism? The body scan we are researching looks at both the Carotid and Coronary arteries, for hardening of the arteries, and it scans for around 20 cancers. The goal would be to try to catch dangerous diseases in earlier, more curable stages.

There are many different types of body scans. Body scans for peace officers may be an allowable expense as long as supplanting does not occur and it is to establish or expand an officer wellness unit; is a service provided by a licensed mental health professional, counselor, or other professional that works with law enforcement; or is to provide a program or service that is evidence-based or has a successful track record of enhancing officer wellness.

Incentives

56. Can these grant funds be used to purchase incentives/giveaways for peace officers? We are considering the purchase of challenge coins, gift cards, stress packs, customized water bottles, t-shirts, hats, pens, etc. to motivate them to learn about and to participate in wellness-related programs and services.

Each grantee must first review their local procurement policies to determine whether program incentives may be purchased. If allowed, the BSCC generally allows program incentives for our grant programs as long as the items purchased are reasonable and clearly linked to program participation and/or program completion of grant-funded activities.

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The intent of this grant is to improve officer wellness and expand mental health sources. If authorized by your agency, grant funds may be used to purchase program incentives for peace officers as a way to engage them in wellness and mental health programs or services as long as the use of incentives is evidence-based or has a successful track record of enhancing officer wellness. If program incentives are provided, no cash payments are allowed, and supplanting is not permissible.

For general guidance on program incentives, following are applicable excerpts from the BSCC Grant Administration Guide (July 2023):

5. OPERATING EXPENSES (page 24)

I. PROGRAM INCENTIVES AND PARTICIPANT SUPPORT ITEMS (page 29)

1. General Guidelines (page 29-30)

Unless otherwise prohibited by law or by the specific terms and conditions of the grant program, grant funds may be used to purchase items used as ...program incentives for program participation and/or program completion. ...program incentives can be used to encourage program participation, to reward participants who meet certain documented milestones, and to celebrate program completion. ...program incentives must be reasonable and clearly linked to grant-funded activities.

4. Documentation (page 31)

Grantees should follow any internal policies and procedures that exist for the purchase, documentation, and tracking of participant support items and program incentives. Grantees must also ensure compliance with any applicable procurement rules.

At a minimum the grantee should maintain a log that records:

- a) the type of incentive ...item that was distributed;*
- b) the date it was distributed;*
- c) the name and signature of the individual who received it;*
- d) the name and signature of the staff person who distributed it; and*
- e) the name and signature of a supervisor.*

Please pay special attention to the documentation requirement for the distribution and accountability of program incentives.

Food and Beverages

57. If we host a wellness training day and provide food for peace officer staff, can we use grant funds to cover the cost of the food?

Expenditures for food and beverage must conform to local procurement and expenditure policies. Any expenditures for food and/or beverages for peace officers, if allowed, must be reasonable and linked to program participation. Grantees must maintain all receipts and supporting documentation related to the purchase. Supporting documentation could include

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program schedules, lists of attendees, class rosters, etc. Expenditures for staff other than peace officers are not permissible.

58. Can food be provided for peace officers as an incentive to attend officer wellness programs or services, counseling services, meetings with the chaplains, etc.?

Expenditures for food and beverage as incentives must conform to local procurement and expenditure policies. Any expenditures for food as incentives for peace officers, if allowed, must be reasonable and linked to program participation. Grantees must maintain all receipts and supporting documentation related to the purchase. Supporting documentation could include program schedules, lists of attendees, class rosters, etc. See #56 for more details regarding general guidelines and documentation for program incentives and participant support items.

59. Do we need an exemption memo from BSCC for food for wellness training?

No. The BSCC will not be approving individual expenditures.

Non-Sworn Staff

60. Can grant funds be used to support non-sworn department or agency staff?

No. This grant is restricted to programs and services to support peace officers as defined by Penal Code (PC) section 830.1. (<https://codes.findlaw.com/ca/penal-code/pen-sect-830-1/>).

61. I understand the funding is based upon the number of 830.1 PC peace officers, but are funds allowed to be spent on Correctional Officers who are employed by a Sheriff's Office?

No, not unless the correctional officers are peace officers per Penal Code section 830.1. If the correctional officers employed by the sheriff's office are included in PC 830.1, then the grant funds may be used to support their wellness and mental health needs. If the correctional officers employed by the sheriff's office are not defined within PC 830.1, then other funding must be used to assist with and support their needs.

62. Can these funds be used for civilian staff, such as dispatchers?

No. This grant is restricted to programs and services to support peace officers as defined by Penal Code (PC) section 830.1. (<https://codes.findlaw.com/ca/penal-code/pen-sect-830-1/>).

63. We understand the grant is for first responders. Are support personnel like police dispatchers and others considered first responders?

This grant does not define first responders. This grant is restricted to programs and services to support peace officers. Police dispatchers are not included in PC 830.1.

64. If non-sworn staff are members of our officer wellness or peer support team(s), are they eligible to receive training as a part of this grant?

Yes. As long as it is allowable per the policy of the agency, non-sworn staff are eligible to be members of officer wellness and/or peer support units. Therefore, non-sworn members of the officer wellness and/or peer support units/teams are eligible to attend training paid for with grant funds to enhance their skills and knowledge as they are available to provide

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services and support to peace officers within their agency or via multiagency mutual aid programs – as long as supplanting does not occur. When considering the use of grant funds, focus on the intent of the grant and the end user – all members of the officer wellness and/or peer support unit will be available to support the peace officers with their wellness and mental health needs. Therefore, in order to establish or expand the officer wellness and/or peer support unit, using the grant funds for the training needs of the members would be acceptable as long as supplanting does not occur.

If the agency has a policy that prevents non-sworn staff from serving sworn staff via the officer wellness and/or peer support unit/team, then it would not be permissible to use grant funds in this manner. This, however, is not common.

65. If non-sworn staff members are providing an officer wellness/peer support service to sworn staff, can money be spent in that scenario? Example: Peer support team comprised of sworn and non-sworn staff – send all members of the Peer Support team to training.

Yes. Non-sworn members of the officer wellness and/or peer support units/teams are able to attend training to enhance their skills and knowledge (as long as supplanting does not occur) as they will be available to provide services and support to peace officers within their agency or via multiagency mutual aid programs. The focus should be on the end user – if the non-sworn staff on the peer support team will be available to assist the peace officers, their training may be an allowable grant expenditure as long as supplanting does not occur.

66. If we are sending our Chaplain or other non-sworn officer for peer support training, will the Officer Wellness grant cover this expense?

Yes. Non-sworn members of the officer wellness and/or peer support units/teams are able to attend training to enhance their skills and knowledge (as long as supplanting does not occur) as they will be available to provide services and support to peace officers within their agency or via multiagency mutual aid programs. The focus should be on the end user – if the chaplains and non-sworn staff on the peer support team will be available to assist the peace officers, their training may be an allowable grant expenditure as long as supplanting does not occur.

Cadets, Explorers, Recruits, Trainees

67. Can the Officer Wellness and Mental Health Grant be used for cadets, trainees, or recruits who are attending a peace officer or law enforcement academy?

No. Individuals attending a peace officer/law enforcement academy are working to complete the minimum training requirements for an entry-level peace officer position. When enrolled at an academy, regardless of being self-sponsored or agency-sponsored, the recruits/trainees are not sworn peace officers. Therefore, grant funds may not be used for cadets, trainees, or recruits who are enrolled in an academy as they are not peace officers.

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68. Can the Officer Wellness and Mental Health Grant be used for police cadets or sheriff explorers who are employed on a part-time basis for the department?

No. The position of a police cadet or a sheriff explorer – usually for individuals between the age of 18-21 – differs from the position of a sworn peace officer. Police cadets and sheriff explorers are non-sworn, non-safety, training positions and as such are not included within the definition of a peace officer. Therefore, grant funds may not be used for police cadets or sheriff explorers.

Reserve and Retired Peace Officers

69. Can the Officer Wellness and Mental Health Grant be used for reserve police officers or retired police officers?

No. This grant is restricted to programs and services to support peace officers as defined by Penal Code (PC) section 830.1. (<https://codes.findlaw.com/ca/penal-code/pen-sect-830-1/>) who are employed by your agency. Reserve peace officers are peace officers pursuant to PC sections 830.6 and 832.6, not PC section 830.1. Retired peace officers are no longer employed by the agency; therefore, they do not meet the eligibility criteria for this grant program.

Grant Administration

70. Is grant administration a covered expense?

No. Grant administration is not a covered expense for the Officer Wellness and Mental Health grant.

Programs or Services that Benefit the Agency

71. Our current peer support/mental health provider has a service that is provided to the entire agency. I don't see how this service could be expanded in a way to only provide services to sworn staff, so I'm assuming I could not pay for this service from the grant? Unless I could figure out how to provide additional counseling sessions to sworn staff only?

The expansion of services should be designated to benefit peace officers in order to use grant funds.

It would not be permissible to pay for any existing service with grant funds as this would be supplanting. However, it may be permissible to use grant funds to pay for expanded or enhanced services such as additional counseling services that are beyond the existing service being offered as long as those are for the peace officers within the agency.

72. What if we purchase gym equipment when our gym is available to all police department (PD) staff, not just sworn? I understand we'd only survey sworn but are we expected to tell non-sworn support staff that they cannot use the chairs, equipment, etc.?

As long as the gym equipment are purchased primarily for the benefit of peace officers, it is permissible for the on-site gym to benefit the whole department.

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73. In a situation like the one described in question #72, could the cost (of the equipment, items, training, etc.) be pro-rated by the number of sworn peace officers and applied to the grant? Then the remainder of the expense be paid for by the city or county?

Yes, the proration of expenses should be considered for wellness programs and/or services that are provided for the entire agency or inclusive of staff besides peace officers. Only the portion of the expenses that aligns with the grant criteria and benefits the defined peace officers is to be applied to the grant funds.

74. Or another idea was a therapy dog, which would have impacts for the whole department not just sworn. Would this automatically then not qualify for funding under this grant?

As long as the therapy dog is designated primarily for the benefit of peace officers, it is permissible for the program to benefit the whole department. Other staff do not have to be excluded from benefitting from the therapy dog as long as it is available for use by or to provide services for the peace officers within the department when needed. A proration of the expenses for the therapy dog should be considered.

75. If our agency is contracting for professional mental health services at a flat monthly rate. Could the non-sworn staff take part in the services if the cost is flat rate?

The proration of expenses should be considered for wellness programs and/or services that are provided for the entire agency or inclusive of staff besides peace officers. Only the portion of the expenses that aligns with the grant criteria and benefits the defined peace officers is to be applied to the grant funds.

76. If we have to do electrical work in an existing room that will now be utilized as a new gym can these funds be used for that electrical work?

It depends. Per the BSCC Grant Administration Guide (July 2023), real property and improvements are a prohibited expense item. Expenses for real property, including land, land improvements, structures and their attachments, and structural improvements and alterations are not allowable expenditures. If the electrical work that is needed is to install additional electrical outlets so gym equipment can be plugged-in and used, those minor expenses could be allowable as they may not be considered structural improvements and alterations. If the electrical work is more comprehensive and extensive such as rewiring the lights in the room, installing electrical to an added wall or room, or rewiring the exit sign for a door that was moved or a hallway that was created, then it would be considered property improvements and/or alterations which are not allowable expenses.

77. Can the grant funds be used for construction-related expenses such as remodeling a kitchen for the peace officers to use to cook healthy meals?

No, construction related expenses are not permissible with these grant funds. Work such as adding or moving walls, replacing sheetrock, patching or texturing the walls, re-painting, installing cabinetry, and installing countertops and backsplashes would be considered property improvements and/or alterations which are not allowable expenses.

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Spending Plans and Modification Requests

78. Does the spending plan need to be approved by BSCC before grant funds can be spent?

No. Grantees are not required to submit a spending plan, a budget, or a project budget narrative for this grant. Grantees can utilize the grant funds for any of the specified purposes.

Grantees should independently track their expenditures throughout the grant period to ensure all funds are spent by the conclusion of the grant – December 1, 2025 – as any remaining funds must be returned to the BSCC by December 31, 2025, for reversion to the state’s general fund.

79. Can we request a budget modification during the grant period if needed. If so, what is the process?

There shouldn’t be a need for a modification as the Expenditure Report is submitted at the conclusion of the grant period with the Final Expenditure Report. While following all provisions of the grant, grantees have the exclusive authority to determine how to utilize the grant funds to meet the needs of their respective agency and make changes to their spending plan as needed during the grant period.

80. Will you have a separate tab for a modification request should we need to reallocate money or change our programs/services?

No. There shouldn’t be a need for a modification as the Expenditure Report is submitted at the conclusion of the grant period with the Final Expenditure Report. See #78 and #80 for more details.

Procurement Guidelines

81. Is there a procurement guideline available for this grant?

With respect to making purchases, each grantee should refer to their respective city or county procurement policies and procedures and follow generally accepted accounting principles.

All grant funds must be spent by December 01, 2025, the end of the grant period. Funds may not be encumbered on this date for payment on a future date. Final checks or transactions must be issued on or before December 01, 2025. Any remaining funds at the conclusion of the grant must be returned to the BSCC by December 31, 2025. Those unspent funds will then be returned to the state’s general fund.

Making Purchases

82. What is the process for making purchases?

Each grantee should refer to their respective city or county procurement policies and procedures and follow generally accepted accounting principles.

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83. Does the BSCC have to approve our purchases before making them?

No. The BSCC will provide guidance and technical assistance for grantees, but the BSCC will not approve specific expenditures. If an agency has questions or concerns about the types of expenses that may be applicable or allowable, we recommend consulting with the BSCC and with your city attorney or county counsel to ensure funds are expended in accordance with the specified grant criteria and with applicable law(s).

Vendors

84. Does the BSCC have a list of vendors for officer wellness services?

No. The BSCC does not endorse, recommend, or maintain a list of vendors for officer wellness products, programs, or services as it would be a conflict of interest due to our role in the distribution and oversight of grant funds.

Resources are available on the BSCC website, on the Officer Wellness and Mental Health Grant program webpage (<https://www.bscc.ca.gov/officer-wellness-and-mental-health-grant-program/>), that may be of assistance. The resources are specific to law enforcement agencies and contain research information and lessons learned as well as highlight programs with successful outcomes.

The Commission on Peace Officer Standards and Training (POST) also received funding for officer wellness, which is being implemented concurrent with, but distinct from, the Officer Wellness and Mental Health grant. Resources are also available on the POST Organizational Wellness and Resilience webpage: <https://post.ca.gov/Wellness>. Specifically, the webpage includes contacts for agencies interested in developing or enhancing their officer wellness program. These agencies may have information and/or recommendations about vendors for officer wellness services to share.

Supplanting

85. Can these grant funds be used to supplant other funds?

No, supplanting is strictly prohibited for all BSCC grant funds.

Supplanting is the deliberate reduction in the amount of federal, state, or local funds being appropriated to an existing program or activity because grant funds have been awarded for the same purposes. For additional information, refer to the BSCC Grant Administration Guide (July 2023): <https://www.bscc.ca.gov/wp-content/uploads/BSCC-Grant-Admin-Guide-July-2023.pdf>.

86. What is supplanting?

Information about the prohibition of supplanting from the BSCC Grant Administration Guide (July 2023) is below.

a) Definition

Supplanting is the deliberate reduction in the amount of federal, state, or local funds being appropriated to an existing program or activity because grant funds have been awarded

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for the same purposes. When the Grantee replaces funds in this manner, it reduces the total amount that would have been available for the stated grant purpose.

b) Grantee's Responsibility

BSCC grant funds shall be used to support new program activities or to augment existing funds that expand current program activities. BSCC grant funds shall not be used to replace existing funds.

It is the responsibility of the Grantee to ensure that supplanting does not occur. The Grantee must keep clear and detailed records to show that grant funds are used only for allowable costs and activities.

87. Does the BSCC review the proposed expenditures to determine if supplanting is occurring?

No, although any BSCC grant may be subject to audit. It is the responsibility of the Grantee to ensure that supplanting does not occur. The Grantee must keep clear and detailed financial records to show that grant funds are used only for allowable costs and activities.

The BSCC will provide guidance and technical assistance for grantees, but the BSCC will not decide if a specific use of funds by a particular agency is supplanting. If an agency has questions or concerns about whether a particular situation would constitute supplanting, we recommend consulting with your city attorney or county counsel to ensure funds are expended in accordance with the specified grant criteria and with applicable law(s).

Reporting Requirements

[Grant Performance Period](#)

[Annual Reports](#)

[Final Impact Report](#)

[Expenditure Report](#)

[Reporting Measurements](#)

88. If my agency receives these funds, what are our reporting responsibilities?

Grant recipients are required to submit annual reports and a final report.

Annual Reports: Recipients of the funds will submit a brief, annual report. Annual reports are due by December 1st of each calendar year – December 01, 2023, and December 01, 2024. The last annual report will be the final report due December 01, 2025.

Final Report: By December 01, 2025, recipients will submit a final impact and expenditure report describing how the funding was used and the impact of the resources on the officers who received the services and/or benefits from the grant funding.

Individuals Responsible for Implementation and Reporting Requirements: By February 28, 2023, all grantees were to send an email to OfficerWellnessGrant@bscc.ca.gov with the contact information of the individual(s) within their agency who will be responsible for the

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coordination, implementation, and reporting requirements for this grant so they can be included on the email list for information and reminders related to the Officer Wellness and Mental Health Grant. If staffing changes occur throughout the grant period, please see #133.

Additional details about the reporting requirements are available on the BSCC website, on the Officer Wellness and Mental Health Grant program webpage: <https://www.bscc.ca.gov/officer-wellness-and-mental-health-grant-program/>. Scroll down to the Reporting Requirements section.

89. How can my agency learn more about our reporting responsibilities?

The BSCC hosted two informational webinars to provide detailed instructions on the reporting requirements for this grant – one for the Annual Reports and one for the Final Impact and Expenditure Report. All grantees should have had at least one individual in attendance who is responsible for the implementation and reporting requirements of this grant.

Annual Reports

Webinar: The BSCC hosted an informational webinar to provide detailed instructions on the Annual Reports that are required for this grant.

Date: Tuesday, 06/06/23

Time: 10:00 AM – 11:00 AM

Recording: If you were unable to attend or wish to review the content, the webinar was recorded and is posted to the BSCC's Officer Wellness webpage:

<https://www.youtube.com/watch?v=NEi3KJfjOjc>.

Final Impact and Expenditure Report

Webinar: The BSCC hosted an informational webinar to provide detailed instructions on the Final Impact and Expenditure Report required for this grant.

Date: Wednesday, 04/26/23

Time: 10:00 AM – 12:00 PM

Recording: If you were unable to attend or wish to review the content, the webinar was recorded and is posted on the BSCC's Officer Wellness webpage:

<https://www.youtube.com/watch?v=ILW6j0DV09I>.

90. What are the deadlines for the Annual Reports and the Final Impact and Expenditure Report?

Annual Report, Year 1:

- Reporting period: January 1, 2023 - October 31, 2023
- **Due: December 1, 2023**

Annual Report, Year 2:

- Reporting period: November 1, 2023 - October 31, 2024
- **Due: December 1, 2024**

Final Impact and Expenditure Report, Years 1-3:

- Reporting period: January 1, 2023 – December 1, 2025
- **Due: December 1, 2025**

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91. Can questions in the Annual Report form and in the Final Impact Report form be made available in editable documents?

Yes. All questions from the Annual Report and from the Final Impact Report forms are available in a Microsoft Word format on the BSCC website, on the Officer Wellness and Mental Health Grant program webpage: <https://www.bscc.ca.gov/officer-wellness-and-mental-health-grant-program/>, or via the links below.

We recommend the grantees use the Microsoft Word version to prepare the draft responses as the Annual Report and the Final Impact Report must be finished in one sitting: the system doesn't allow the entries to be partially completed, saved, and finished at a later time. Using the Microsoft Word version will allow grantees to prepare responses directly below the question and then cut and paste the information into the online version of the forms for submission.

- Annual Report – Word version
<https://www.bscc.ca.gov/wp-content/uploads/Annual-Report-Word-version.docx>
- Final Impact Report – Word version
<https://www.bscc.ca.gov/wp-content/uploads/Final-Impact-Report-Word-version.docx>

92. If we use the entire balance of the funds in year one, will we need to submit additional reports in year two and at the end?

Yes, grantees must still complete the additional reports even if all funds are spent in the first year. In some instances, even if the funds are spent in the first year, the services will be ongoing (e.g., purchasing gym equipment will still be used in years 2 and 3) and should be tracked. Additionally, the Final Impact and Expenditure Report requires additional information not requested in the Annual Reports.

93. Is the data being reported in the Annual Report and the Final Impact Report for sworn staff only?

Yes. The grant is intended to provide officer wellness programs and services and/or to expand mental health sources for peace officers. As such, all data should only include peace officers.

94. Will you email us reminders and links for the annual required reports?

Yes, email reminders will be sent out by the BSCC to all grantees approximately 4 to 6 weeks prior to the due date of the required report. This will be done for the annual reports and for the Final Impact and Expenditure Report.

95. Who will be notified about how the agencies spent their grant funds?

The information received from the grantees will be provided to the Commission on Peace Officer Standards and Training (POST) and to any designated evaluation entities to assist in their efforts to develop statewide resources and practices related to officer wellness.

Officer Wellness and Mental Health Grant Program Frequently Asked Questions (FAQs)

Grant Performance Period

96. What is the grant performance period?

The grant performance period is from January 01, 2023, through October 31, 2025, but it may extend to December 1, 2025.

97. I understand the final report is due 12/1/2025, but does the grant performance period end in July 2025 or 12/1/2025?

The grant period ends December 1, 2025. All grant funds must be expended, and the Final Impact and Expenditure Report is due to the BSCC by this date. See #96 for more details.

Annual Reports

98. How early can we submit our annual reports?

The reporting periods for each of the annual reports are as follows:

- Year 1: January 1, 2023 - October 31, 2023 due December 1, 2023
- Year 2: November 1, 2023 - October 31, 2024 due December 1, 2024

Annual reports can be submitted as early as November 1st of the corresponding reporting year.

99. Are we completing the annual report if we haven't expended funds yet?

Yes. If you did not spend any funds during the reporting year, you will enter \$0 for the amount of grant funds spent in the reporting year. Select the category or categories that you will/did spend funds in a different reporting year, please describe:

- 1) *what you are doing to work towards implementing (Year 1), or*
- 2) *what you did in a previous reporting year (Year 2) and if/how they are benefitting officer wellness in the second year.*

100. How do we account/document for months missed for 2023 if we don't implement a program until mid- to late-2023?

The Annual Report asks you to provide a brief description of activities/projects. If you do not implement a program until mid- to late-2023, you may use that space to briefly describe the implementation process. The BSCC recognizes that the implementation of a new program takes time. There is no expectation that funds will be spent equally across all three years or that the number of officers benefiting from the program will be equivalent across all three years.

101. If our agency doesn't use the money this year, do we submit a "N/A" in the fields come 12/01/23?

If your agency does not spend any grant funds through this year (2023), enter \$0 in the field requesting you to report the amount of grant funds spent in the reporting year - in Section 2: Grant Implementation.

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- 102. If we have 100 peace officers, and we have one (1) mental health training under this grant during the reporting year with everyone attending, we report that 100 officers benefitted. If we instead have five (5) different mental health trainings – do we still report 100 peace officers, or do we report 500 officers benefitted?**

In this example, in both cases you would report that 100 peace officers benefited, as the number of officers should be an unduplicated count. In Section 2: Grant Implementation, in the subsection where you describe the activities or projects – it states, “Please report the number of officers who benefited from the use of these funds during the past year” – if there are five (5) mental health trainings, provide the title of each training and the number of peace officers that attended each.

- 103. I have a really small department, and we're looking to upgrade gym equipment as we have a small gym for law enforcement. Will we be okay to only have seven (7) officers who benefit?**

Yes. Funding allocations were calculated based on the number of peace officers employed in each agency, so that factor has already been accounted for and should not impact how you decide to spend the grant funds you were awarded.

- 104. Can we use approximate numbers of officers who participated or had access to equipment, as opposed to actual numbers? I am asking because we are a large department, and it will be difficult to track everything. For example, number of officers contacted by peer support team, number of officers who actually used the gym throughout the year, etc.**

Agencies are encouraged to track actual counts of peace officers who benefited from Officer Wellness grant funds, as best as possible.

- 105. We purchased two (2) massage chairs – one for each locker room for our peace officers. We installed the one in the women's area last week but don't have a spot for the men's area just yet and it may not be until Year 2. Will this damage our data?**

No. You should note this additional information in the description portion of the Annual Report form – in Section 2: Grant Implementation, describe the activities or projects in the subsection that states, “Please report the number of officers who benefited from the use of these funds during the past year.” If the massage chair in the men’s area is not installed until Year 2, then in Year 1, you will only report the number of officers who benefited, which will be comprised of the number of female officers who benefited. You should also note the different timing of installation for men and women in the Final Impact Report form.

- 106. I'm not seeing Section 3 in the Annual Report form.**

When completing the Annual Report form, it is important that you select the Reporting Year. Whether you select Year 1 or Year 2 will determine which questions appear. If you select “Year 1, Section 3: Pre-Officer Wellness Grant Information”, should appear, but it will not appear if no Reporting Year has been selected or if Year 2 is selected, you will not see Section 3 on the Annual Report form.

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107. Will there later be a Year 3 added to the drop-down menu?

No. Any expenses and activities which occur during the third year of the grant will be incorporated into the Final Impact and Expenditure Report which is due at the end of year three (December 1, 2025).

108. Is there an ability to upload attachments such as photographs?

An optional File Upload has been added to the end of the Annual Report form for agencies who wish to share pictures, documents, articles, etc. with the BSCC and POST.

Final Impact Report

109. If we utilize all the grant funds before 2025, is it an issue to complete the Final Impact and Expenditure Report before 2025?

In most instances, even if the funds are spent before December 1, 2025, the services will be ongoing (e.g., purchasing gym equipment in year 1, the equipment will still be used in years 2 and 3) and should be tracked. You need to ensure sufficient time to fully assess the impact of the Officer Wellness and Mental Health grant funds and report these findings in the Final Impact and Expenditure Report.

110. If a grantee needs additional time to complete the Final Impact and Expenditure Report past 12/01/2025, can an extension be requested?

No.

Expenditure Report

111. When will we receive the customized Expenditure Report spreadsheet file? Will it come before 2023 reporting is due, or only in 2025 for the final report?

An agency-specific Expenditure Report (Excel spreadsheet) has been sent via email to each grantee. If your agency did not receive your customized Expenditure Report or requires another copy, please send a request to OfficerWellnessGrant@bscc.ca.gov. The Expenditure Report only needs to be submitted with the Final Impact Report, by December 1, 2025.

112. Do we need to submit the Expenditure Report (Excel spreadsheet) with each Annual Report or just with the Final Impact Report?

The Expenditure Report only needs to be submitted with the Final Impact Report, and that is due by December 1, 2025.

113. Where should overtime be reported in the Expenditure Report?

If incurred for an allowable purpose, overtime should be reported on the Salaries & Benefits line of the Expenditure Report.

114. What is the difference between Professional Services and NGO (Non-Governmental Organization) Subcontracts? In our agency, professional services would be procured using a contract.

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For this grant, professional services would be those directly provided to qualifying peace officers. Professional services may be procured via a contract. NGO Subcontracts is generally when a grantee subcontracts to a non-governmental organization such as a non-profit organization or a community-based organization for the provision of services.

115. Can the Authorized Official be anyone or does it have to be one of the contacts we emailed to BSCC back when we received the grant?

The Authorized Financial Officer (AFO) is not required to be one of the contacts provided to the BSCC. The AFO must certify that the Expenditure Report submitted to the BSCC is accurate and reflects actual expenditures incurred by the project for the respective and authorized purposes. The person preparing the report/invoice and the AFO, the person certifying the report/invoice, cannot be the same person.

Reporting Measurements

116. Would you need to do the survey before implementation to have a baseline?

If you are planning on using a pre-post assessment for any of your measures, you would need to administer the measure, in this case, have sworn peace officers complete the survey, prior to implementation. By looking at the change in the measure from before implementation to after implementation of the wellness program, this will allow you to demonstrate the impact of the Officer Wellness and Mental Health grant funds.

117. With all the turnover among our agencies, how do you address changes (particularly related to stress, etc.) as the team makeup changes?

Turnover among staff is expected. The most important thing is that you acknowledge that this may have impacted your results in Section IV of the Final Impact Report. There are different ways to address this issue and is partially dependent upon the program being implemented and measures being used. In general, this is more of an issue with a pre- post-assessment relative to a control group approach.

- *If using a pre-post assessment:*
 - *You may keep track of the number of individuals who left the agency prior to program end and the number of individuals who entered the program after it started. Report the percentage of individuals who completed the pre-assessment and those who only completed the post-assessment in Section IV of the Final Impact Report and acknowledge that it may have impacted the results.*
 - *You may shorten the duration between the first and last administration of the measure (e.g., 1 year apart), which will reduce the number of people who leave. As new people are hired, they may be added to the program and pre-post assessments are completed within the same time period. You would compare the pre and post measures only for those individuals who completed both measures. Depending on the number of staff participating, this may be a cumbersome option to keep track of when people entered the program.*
- *If using a control group approach, this is less of an issue since there is only one assessment at the end and it is administered to the participating officers around the same time it is administered to the control group of officers. However, if this approach is being used and the participating officers started at different times (i.e., received different*

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amounts of programming) that is something you may want to acknowledge in Section IV of the Final Impact Report.

118. When using sick leave usage as a measurable factor, how do you accommodate for days taken for COVID-19 leave?

There are a several different ways to accommodate for sick leave for COVID-19. To keep things as simple as possible, the BSCC recommends one of the following:

- *Assume that the amount of COVID-19 leave used will be fairly consistent across time and note in your responses in Section IV that this could have been a factor but was not something that you measured.*
- *If your agency tracks the number of sick days used due to COVID-19, you could remove those days used and only focus on sick days unrelated to COVID-19. Due to the Health Insurance Portability and Accountability Act (HIPAA) regulations, this may not be something your agency collects; thus, the easiest approach would be the first option noted above.*

119. We are planning to implement a "Facility Dog" for our agency. Any ideas for measuring the success of this program (PSS Survey, etc.)?

In addition to administering a stress survey, you may want to create a short survey that is specific to peace officers' response to having a facility dog in the office (this would be an instance where neither pre-post assessment nor control group would be appropriate). Questions could be how much they agree/disagree with statements such as "I seek out Fido when I am in the office" or "Seeing Fido makes me smile". These types of questions are easy to summarize: "E.g., XX% of officers agreed or strongly agreed that seeing Fido made them smile."

120. Would having a control group mean that the control group would opt out of any benefit provided by the funding?

Not necessarily. You may have officers who choose not to participate, and they may serve as a control group. Alternatively, you may have one group that participates in the first year, and a second group would serve as a control, and those individuals that served as the control in the first year, would receive the service in the second year. Depending on the program being implemented, there may be ethical reasons for choosing a pre-post assessment over a control group approach.

121. What if programs are offered, but no one attends?

It is important to receive input/feedback about what programming and/or services sworn officers would be interested in prior to implementing a program. This will minimize the likelihood of no one attending. If this does happen, the BSCC recommends that you examine why no one attended. Talk with officers to obtain a better idea as to why no one attended, and adjust the program based on their responses. Relevant questions may include:

- *How were officers notified?*
- *What information was provided to officers about the program?*
- *Were officers provided sufficient notification?*
- *Was there a sign-up requirement that was too cumbersome?*
- *Were there competing responsibilities that prevented them from attending?*

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- 122. If we are using Officer Wellness and Mental Health Grant funds to hire a professional psychologist to hold mental health sessions with officers, how can we collect data about effectiveness without violating HIPAA?**

For any service/treatment that is being provided confidentially and/or falls under the HIPAA guidelines, such as mental health sessions or substance use treatments, reporting the number of hours billed to the agency for sworn peace officers and the number of sworn peace officers who received services may be all the information required. There may be no need for control groups or pre-post assessments for these types of services.

Retention of Records

- 123. Do we have to create a project file? If so, what are the requirements?**

The BSCC recommends each grantee establish an official file for this grant that is available to more than one staff member in the event of turnover. In that official file, the grantee should maintain records, backup/supporting documentation, and substantiation for all expenditures in accordance with generally acceptable accounting principles.

- 124. What records must be retained for the grant expenditures? For how long?**

The Grantee must keep clear and detailed financial records to show that grant funds are used only for allowable costs and activities.

Maintain and preserve records and documentation that support all expenditures in accordance with your agency's document retention policy, but for no less than the duration of the grant period plus three (3) years.

Documentation should be maintained to provide an audit trail which would permit tracing transactions from the billings/invoices to the financial statements to the accounting records to the support documentation.

- 125. Is backup documentation needed for expenditures?**

Yes, each grantee should maintain records, backup/supporting documentation, and substantiation for all expenditures in accordance with generally acceptable accounting principles. Documentation should be preserved in accordance with the respective agency's document retention policy, but for no less than for the duration of the grant period plus three (3) years.

Inspection of Records

- 126. Will the BSCC inspect the records we keep for this grant?**

No. However, because this grant program involves the expenditure of state funds, the California State Auditor or their designated representative(s) may access these records.

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Audit

127. What will the audit process be for this grant? Will there be an audit or a site visit for this grant?

This grant does not have a mandatory audit requirement.

Unspent Grant Funds

128. What happens if our agency has not used all the grant funds by the conclusion of the grant, by December 1, 2025?

Any remaining funds at the conclusion of the grant must be returned to the BSCC by 12/31/25. Those unspent funds will then be returned to the state's general fund.

POST Resources

129. Does POST have any resources for officer wellness?

Yes. The Commission on Peace Officer Standards and Training (POST) also received funding for officer wellness, which is being implemented concurrent with, but distinct from, the Officer Wellness and Mental Health grant. Grantees are eligible to apply for additional guidance, support, and resources through POST, referred to as the POST Organizational Wellness and Resilience (POWR) Program.

Agencies will not receive any monetary disbursements from the POWR Program. POWR is designed to provide resources and services to agencies looking to create a wellness program or enhance their current offerings.

Agencies interested in applying for the POWR Program can access the application form on the POST website: <https://post.ca.gov/POST-Organizational-Wellness-and-Resilience-Program-Application>. POWR Program funding is to be used for innovative approaches to officer wellness programming and partnerships with subject matter experts and relevant community-based organizations. This funding shall be disbursed pursuant to the following:

- Optimize the physical, emotional, and mental health of law enforcement professionals*
- Emphasize the intersection of officer wellness, procedural justice, and community relations*
- Evaluate outcomes based on a framework which includes qualitative, quantitative, or biometric measurements*

The application dates are as follows:

<i>First round:</i>	<i>January 12, 2023 - February 24, 2023</i>
<i>Second round:</i>	<i>April 1, 2023 - April 30, 2023</i>
<i>Third round:</i>	<i>July 31, 2023 - September 1, 2023</i>
<i>Fourth round:</i>	<i>December 1, 2023 - December 31, 2023</i>

To obtain more information from POST regarding the POWR program, please direct your inquiries to:

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Michael Dalisay

Email: POWR@post.ca.gov

Phone: (916) 227-7357

130. What type of training courses does POST offer for officer wellness?

POST offers a variety of training courses for law enforcement professionals. Available training courses are listed on the POST Organizational Wellness and Resilience webpage: <https://post.ca.gov/Wellness>. Available courses can also be found in the POST course catalog: <https://catalog.post.ca.gov/Default.aspx>.

Resources

131. We don't have an officer wellness unit or program. Are there any resources that would be helpful as we look to establish or expand an officer wellness program?

To get you started, a few resources are available on the BSCC website, on the Officer Wellness and Mental Health Grant program webpage: <https://www.bscc.ca.gov/officer-wellness-and-mental-health-grant-program/>.

132. Where can we go to get guidance on establishing a wellness program specifically for peace officers?

The POST/University of California, San Diego (UCSD) POWR program team is available to provide guidance and programming to support to agencies that receive funding from the BSCC for the Officer Wellness and Mental Health grant. If interested, POST encourages you to email them for more information: POWR@post.ca.gov. Also, see #129 and #131 for more resources.

Changes to Agency Staff – Grant Coordinator

133. What if the person(s) responsible for the coordination, implementation, and/or reporting requirements changes during the grant period?

If the person(s) responsible for this grant changes during the grant period, please send an email to OfficerWellnessGrant@bscc.ca.gov with the updated contact information of the individual(s) within your agency who will be responsible for coordination, implementation, and reporting requirements so they can be included on the email list for information and reminders related to the Officer Wellness and Mental Health Grant.

We also recommend that staff who are new to this grant program review the Officer Wellness and Mental Health Grant program webpage (<https://www.bscc.ca.gov/officer-wellness-and-mental-health-grant-program/>) and the FAQ document to ensure they understand the grant criteria.

**Officer Wellness and Mental Health Grant Program
Frequently Asked Questions (FAQs)**

Questions or Technical Assistance

134. Who do I contact if I have questions or require technical assistance related to the Officer Wellness and Mental Health grant?

Please email the OfficerWellnessGrant@bscc.ca.gov with your questions or assistance needs and a BSCC staff member will respond to assist you.

135. How do we find out who is our program rep at BSCC?

The Officer Wellness and Mental Health grant is supported by a team of BSCC staff with different areas of expertise. If a grantee has questions, they may send an email to OfficerWellnessGrant@bscc.ca.gov and a staff member will reach out to provide assistance and support.