



Peer Workforce Investment (PWI) and Expanding Peer Organization Capacity (EPOC) Administrative Coaching Call

Presented by: PWI/EPOC Administrative Entity (AE) Team
Behavioral Health Workforce Development (BHWD)

Thursday, February 22, 2024



Indigenous Land Acknowledgement

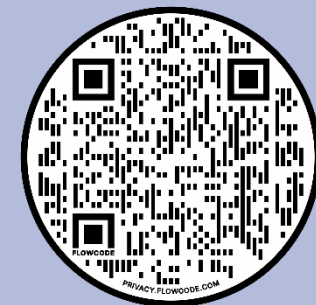
- We respectfully acknowledge that we live and work in territories where indigenous nations and tribal groups are traditional stewards of the land. Our California office resides in Tongva territory.
- Please join us in supporting efforts to affirm tribal sovereignty across what is now known as California and in displaying respect, honor, and gratitude for all indigenous people.

Whose land are you on?

Option 1: Text your ZIP code to 1-907-312-5085

Option 2: Enter your location at <https://native-land.ca>

Option 3: Access Native Land website via QR Code



Community Agreements

- Be present and be an active listener.
- One mic, one voice.
- Practice inclusivity.
- Honor pronouns and gender identity.
- Show respect (this may look different for each person).
- Allow conflicting perspectives to exist.
- Assume best intentions.
- Take space, make space.
- Share what you are comfortable sharing.
- Protect individual privacy.
- Practice self-care.
- Encourage growth of self and for others.
- Support resource sharing.



BHWD Initiative: PWI and EPOC AE Team

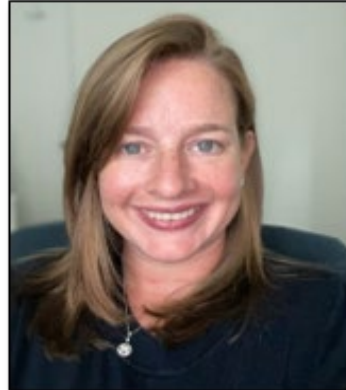
Advocates for Human Potential (AHP)



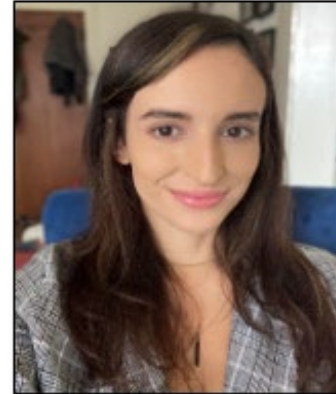
Susan Lange
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Program Director



Tammy Bernstein
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Project Director



Kate Cox
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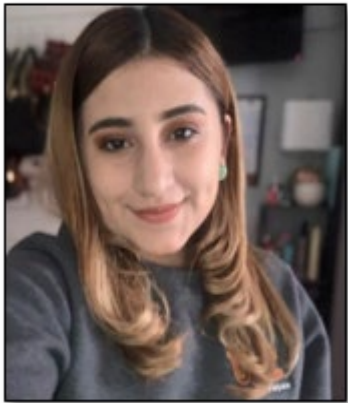
Kayla Halsey
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Caitlin Storm
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Brett Hall
PWI/EPOC
Lead Grantee Coach



Rosy Larios
PWI/EPOC
Grantee Coach



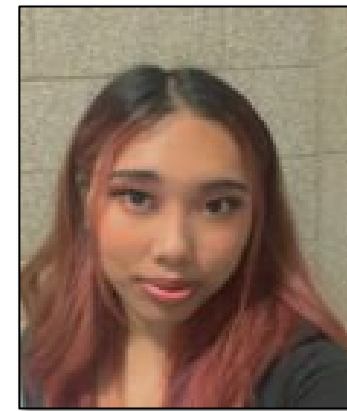
Rachael McDavid
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Grantee Coach



Rue Mansour
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Neyat Tefery
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Agenda



1. Learning Collaborative Debrief
2. Reminder: Training and Technical Assistance (TTA) Requests
3. Reminder: Financial Worksheet Timeline
4. Financial Worksheet Overview
5. PWI/EPOC Data Updates
6. Reminder: BHWD Supplemental Events
7. Two-Track Events Update
8. March Two-Track Event Details
9. TTA Chart
10. Upcoming Events
11. Q&A/Open Discussion



Learning Collaborative Debrief: Fund Development (January 31, 2024)

- Please share your feedback from the last Learning Collaborative.
- Did you find the information presented new and useful?
- Do you have any unanswered questions?
- Are there any follow up topics your organization would like to see covered during a future PWI/EPOC event in 2024?

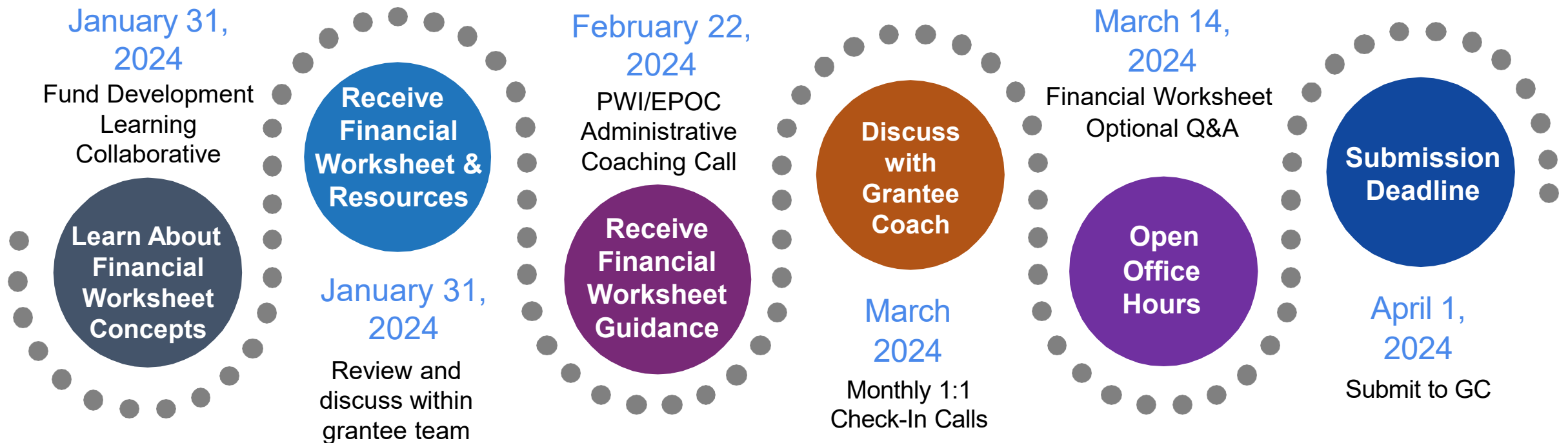
Reminder: Training and Technical Assistance (TTA) Requests

- The [Grantee Request Form](#) is a tool PWI and EPOC grantees use to receive tailored support.
- Requests can include administrative support, technical support, and individualized TTA.
- It is important that if you request individualized TTA, you engage in open and timely communication with the assigned TTA provider, as well as attend all TTA sessions.
- If the TTA request is no longer a need for your organization, please communicate this with the TTA provider and your Grantee Coach (GC) so they can close the request.



Reminder: Financial Worksheet Timeline

Please see the timeline below for guidance on the PWI and EPOC Implementation Plan goal of **“completing required financial worksheet.”**



Following the submission deadline, grantees will receive additional guidance on the next PWI and EPOC Implementation Plan goal: **“integrating financial worksheet findings into overall organizational development.”**

Financial Worksheet Overview

PWI/EPOC Financial Worksheet Instructions and Resources

Overview: Please complete this worksheet with the goal of continuing all programming that has been funded through PWI/EPOC. Under each line item, provide details as much as possible. Under Notes, explain any variance between the two budgeted amounts. Please keep in mind this is a planning tool that is meant to support your organization's sustainability of this project.

Written Instructions:

Complete the top portion as you would an Implementation Plan (rows 2-8).

Complete Current Year's Finances:

- I. In cell C10, if 2024 is not applicable, enter your current fiscal year of this grant following your organization's fiscal schedule.
 - a. Federal Fiscal Year (Oct-Sept) "2023-2024"
 - b. State Fiscal Year (July-June) "2023-2024"
 - c. Calendar Year (Jan-Dec) "2024"

II. Under Revenue, enter all income dedicated to your PWI/EPOC project for the current year in cells C11-C15 (for some of you, the revenue is solely from this grant which will go in cell C11).

III. Under Expenses, enter all expenses from the current fiscal year in cells C20-C24. You may need to add rows for staff or program not already listed in the worksheet. To add a row, right click on the row number and select insert. This will automatically insert a row above the one you selected. Add rows under "Other Costs" if you have expenses that don't fall under what is already listed there.

IV. The totals will automatically calculate, and you will see the program's current Net Amount in cell C37. This will likely be zero if you are funding the program with only this grant.

Project Next Year's Finances:

I. Under Revenue, enter your current plan to fund the program post the PWI/EPOC grant period. Keep in mind, this is your best educated guess. Your organization may choose another route on funding sources as you get closer to the end of the grant. Complete cells 11-015.

II. Under Expenses, enter your expected costs for this program to continue. Keep in mind:

- a. You may decide to grow the organization or the project which would require additional costs.
- b. You may reflect on the current program and realistic funding goals and decide to shrink the program as it is currently.

III. The Net Program Income will reflect the status of your project with your current plan of funding and program costs. If your expenses are greater than your revenue, it will show a loss. For example "(\$20,000)" which means you need to identify additional funding to cover the expenses with your program.

IV. Once you have completed this form, save it as an excel and share with your Grantee Coach by the submission deadline, March 31, 2024.

- a. If you have any questions or need support with completion, please reach out to your Grantee Coach and/or attend the Financial Worksheets Office Hours on March 14, 2024.

Next Steps:

- I. Your Grantee Coach will upload your completed financial worksheet into our system and review it with you in your next 1-1 coaching call.
- II. By 6/30/24, we encourage you to develop financial goals and add them to your Implementation Plan (can include proposed next steps from financial worksheet).
- III. By 12/31/24, per the Statement of Work goal, you will have integrated the financial worksheet findings into your organization development.

Example:

| Line Item | Revenue | | | Balance | Notes |
|--------------------------------|----------------------|----------------------|-----------|---------|---|
| | 2024* | Projected 2025* | Variance | | |
| Grants | \$ 100,000.00 | \$ 100,000.00 | 0% | | We have applied for Grants for \$100,000, assume we will get \$100,000. |
| Donations | \$ - | \$ 50,000.00 | 0% | | Our Annual Holiday Campaign will be partially dedicated to this project. (We estimate to receive \$80,000) |
| Events | \$ - | \$ 50,000.00 | 0% | | We have a Volunteer Call that last year earned \$80,000. In 2025 the majority of the funds will be dedicated to this project. |
| Fee for Service: | \$ - | \$ - | 0% | | Consider fees based on income level, legal advice on fee structure and 501(c)(3) status, includes Medi-Cal. |
| Other: | \$ - | \$ - | 0% | | |
| Gross PWI/EPOC Revenue: | \$ 100,000.00 | \$ 200,000.00 | 0% | | |
| Line Item | Expenses | | | Balance | Notes |
| | 2024* | Projected 2025* | Variance | | |
| Overhead | | | | | |
| Administration | | | 0% | | |
| Facilities | | | 0% | | |
| Enter Line Item Here | | | 0% | | |
| Total Overhead | \$ 0.00 | \$ 0.00 | 0% | | |
| Staffing | | | | | |
| PWI/EPOC Coordinator | | | 0% | | |
| Enter Line Item Here | | | 0% | | |
| Total Staffing Costs: | \$ 0.00 | \$ 0.00 | 0% | | |
| Equipment | | | | | |
| Enter Line Item Here | | | 0% | | |
| Enter Line Item Here | | | 0% | | |
| Total Equipment Costs: | \$ 0.00 | \$ 0.00 | 0% | | |
| Other Costs | | | | | |
| Enter Line Item Here | | | 0% | | |
| Net Program Income: | \$ - | \$ - | 0% | | |

| PWI/EPOC Financial Planning Sheet | | | | |
|-----------------------------------|----------------|-----------------|-----------|--|
| Agency Name or Fiscal Agent: | | | | |
| PWI/EPOC Project Name: | | | | |
| Address: | | | | |
| Telephone #: | | | | |
| Submitted by Name: | | | | |
| Submitted by Email: | | | | |
| Unique ID: | | | | |
| Revenue | | | | |
| Line Item | 2024* | Projected 2025* | Variance | Notes |
| Grants: | | | % | Create Grant Tracking Sheet |
| Donations: | | | % | Develop Fundraising Plan-donor cultivation, stewardship |
| Events: | | | % | Plan 9 months out; Create Event Budget with Salaries Included |
| Fee for Service: | | | % | Create tiers based on income. Seek legal advise on fee structure and 501(c)3 status; Includes Medi-Cal |
| Other: | | | % | |
| Gross PWI/EPOC Revenue: | \$ 0.00 | \$ 0.00 | % | |
| Expenses | | | | |
| Line Item | 2024* | Projected 2025* | Variance | Notes |
| Overhead | | | | |
| Administration | | | 0% | |
| Facilities | | | 0% | |
| Enter Line Item Here | | | 0% | |
| Total Overhead | \$ 0.00 | \$ 0.00 | 0% | |
| Staffing | | | | |
| PWI/EPOC Coordinator | | | 0% | |
| Enter Line Item Here | | | 0% | |
| Total Staffing Costs: | \$ 0.00 | \$ 0.00 | 0% | |
| Equipment | | | | |
| Enter Line Item Here | | | 0% | |
| Enter Line Item Here | | | 0% | |
| Total Equipment Costs: | \$ 0.00 | \$ 0.00 | 0% | |
| Other Costs | | | | |
| Enter Line Item Here | | | 0% | |

Resources

I. Creating a Budget for 2024-2025

- a. Timeline working backwards from board approval
 - b. Include program lead staff input
 - c. Compare to previous 2-3 years but consider anomalies and predictable income
 - d. Document budget changes from previous years, how that number was calculated
 - e. Board approval of final draft at least 1 month prior to start of new fiscal year in case changes are needed
- [f. Resource: Budgeting: A 10-Step Checklist - Propel Nonprofits](#)

II. Developing Monthly Financials to share with the Board of Directors

- a. Budget to Actual Statement
 - b. Statement by Class/Activities
 - c. Profit & Loss Month/Year Statement
 - d. Balance Sheet
 - e. Statement of Cash Flow
- [f. Resource: Financial Statements 50NFP Partners](#)

III. Completing 990 Annual Tax

- a. Per IRS.GOV: "In general, exempt organizations are required to file annual returns, although there are exceptions. If an organization does not file a required return or files late, the IRS may assess penalties."
- b. "...if an organization does not file as required for three consecutive years, it automatically loses its tax-
[c. Resource and Reference: Annual filing and forms | Internal Revenue Service \(irs.gov\)](#)

IV. Additional Resources on Financial Management:

- a. [Budgeting for Nonprofits](#)
- b. [The 2022 Nonprofit Financial Management Checklist](#)



PWI and EPOC Data Updates

- Reminder: All grantees should be collecting and tracking data **now** for the next Quarterly Data Report (QDR), due April 15, 2024.
- If you do not have your own means of collecting and tracking data, please use our [QDR Tracking Sheet](#) to gather all the necessary information in one place.
- Reminder: The QDR must be completed via the PWI/EPOC [Administrative Portal](#), or it will not be accepted and your invoice will not be approved.
- Please send any data questions to bhwddata@ahpnet.com.

Reminder: BHWD Initiative Supplemental 2024 Events



- With the start of the new year, the BHWD Initiative has made all project webinars available to all grantees.
- PWI and EPOC grantees may attend Mentored Internship Program (MIP) and Behavioral Health Recruitment and Retention (BHRR) webinars as **supplemental** learning.
- MIP and BHRR grantees may also choose to participate in PWI and EPOC webinars.
- The aim is for all BHWD Initiative grantees to have access to additional TTA. All webinar recordings and materials have also been made available across projects.
- MIP and BHRR webinars will be shared with PWI and EPOC grantees via the monthly newsletter.
- To register for a live webinar, visit the General Hub: www.workforce.buildingcalhhs.com/cross-bhwd-events/.
- To view past webinar recordings or materials, please visit “Past Event Resources” on the General Hub.

Two-Track Events Update



- In order to improve efficiency with logistics for the PWI/EPOC Two-Track Events, the webinars will now be held via **two separate Zoom links (one for foundational and one for advanced)**.
- If you had previously registered for any of the upcoming PWI/EPOC Two-Track Events using the single links, you will need to **reregister**, choosing either the foundational or advanced registration link.
- Both the foundational and advanced events will continue to be recorded and available to all grantees.
- Please visit the [PWI/EPOC General Hub](#) to register and find more information about the upcoming events.

March Two-Track Event Details (3/4/24)

Board Development & Governance

| Objectives | Foundational Track | Advanced Track |
|------------------------|---|---|
| Learning Goals | <ul style="list-style-type: none">• Understand the importance of bylaws with board of directors• Best practices in creating board job descriptions• Learn about Robert's/Roberta's Rules of Order• How to run effective board meetings• Successful recruitment of board members | <ul style="list-style-type: none">• When and how to update bylaws• How to review/update board member job descriptions• Improving the Executive Director and Board President/Chair relationship• Improving board meetings |
| Target Audience | <ul style="list-style-type: none">• Individuals from new nonprofit organizations (less than 5 years)• Those seeking a solid understanding of board development• Participants looking to build their board beyond start-up | <ul style="list-style-type: none">• Individuals from nonprofit organizations at least 5 years old• Board members |

PWI & EPOC Round 2 Quarter 2 (1/1/24-3/31/24) TTA Chart

| Round 2 Training and Technical Assistance (TTA): Quarter 2 (1/1/24-3/31/24) of Peer Workforce Investment (PWI) and Expanding Peer Organization Capacity (EPOC) | | | | | | | |
|--|----------|--|--|--|---|--------|--|
| Q | Month | Week 1 | Week 2 | Week 3 | Week 4 | Week 5 | Minimum Total Hours of Live Grantee Attendance per Month |
| 2 | January | | | Q2 Data Report and Q2 Invoice Due January 15, 2024 Administrative Coaching Call (1 hour) January 1, 2024 12 p.m. - 1 p.m. | Update Implementation Plan(s) Webinar (Two Tracks): Nonprofit Fiscal Management (1 hour) January 1, 2024 12 p.m. - 1 p.m. Learning Collaborative: Fund Development (3 hours) January 31, 2024 PSAT Sustainability Goals Due January 31, 2024 | | 5 hours and 1:1 with Grantee Coach (GC) |
| 2 | February | | | Webinar (Two Tracks): SWOT and Strategic Planning (1.25 hours) February 12, 2024 12:00 p.m. - 1:15 p.m. | Update Implementation Plan(s) Administrative Coaching Call: (1 hour) February 22, 2024 12 p.m. - 1 p.m. | | 2.25 hours and 1:1 with GC |
| 2 | March | Webinar (Two Tracks): Board Development and Governance (1.25 hours) March 4, 2024 12 p.m. - 1:15 p.m. | Open Office Hours (Optional): Financial Management Worksheet (1 hour) March 14, 2024 12 p.m. - 1 p.m. | PWI/EPOC Administrative Coaching Call: (1 hour) March 21, 2024 12 p.m. - 1 p.m. | End of Q2 Update Implementation Plan(s) Q2 Data Report and Q2 Invoice(s) Due April 15, 2024 Financial Management Worksheet Due April 1, 2024 | | 3.25 hours and 1:1 with GC |

- This chart is a tool to support grantees with tracking deliverables and deadlines each quarter.
- It includes what to expect from PWI/EPOC in Round 2 Quarter 2 (1/1/24-3/31/24) and is subject to change.
- It does not include time allotted for optional TTA with subject matter experts (SMEs), requested as needed by each grantee.
- Each quarter, the new TTA chart will be added to the General Hub and sent out via newsletter.

Upcoming Events

| Upcoming Events | Date and Time (PT) | Required? |
|---|--|-----------------------------|
| Two-Track Webinar: Board Development & Governance | Monday, 3/4/24 12 p.m. to 1:15 p.m. | Yes (one representative) |
| Open Office Hours: Financial Management Worksheet | Thursday, 3/14/24 12 p.m. to 1 p.m. | No |
| Administrative Coaching Call: March 2024 | Thursday, 3/21/24 12 p.m. to 1 p.m. | Yes (one representative) |
| Two-Track Webinar: Service Tracking & Data Integration | Monday, 4/8/24 12 p.m. to 1:15 p.m. | Yes (one representative) |

Please access the [PWI and EPOC General Hub](#) to register for events through May 2024 and add them to your calendar.

Q&A





Please fill out the attendance form and feedback survey in the chat to meet your requirements for today's event!



Thank You