

The background features abstract, overlapping green geometric shapes, primarily triangles and polygons, in various shades of green, creating a modern and dynamic look.

Overview of Administrative Responsibilities for Prop 47 Grants

Communication is Key



- ☐ Written Notification/Requests
 - ☐ By Project Director Only
- ☐ Financial Officer must be an employee of the Lead Agency

Grant Agreement

- ❑ Scope of Work
 - Project Summary
- ❑ Adhere to Contract and Original Proposal
 - Submittal of Resolution from Agency's Governing Board
- ❑ General Terms and Conditions
 - CA Department of General Services

Grant Agreement

Inform and ensure subcontractors understand and meet all grant agreement responsibilities

Exhibit D: Special Terms and Conditions

Basically:

- Fully responsible for your subcontractors
- Pay your subcontractors independent from the BSCC reimbursements
- All subcontractors must be compliant with the eligibility requirements (NGO Assurance Form)
- All appropriate language in subcontracts, including:
 - 1) Maintaining adequate fiscal and project books, records, and documents
 - 2) Allow BSCC or its auditor access to its fiscal and project books, records, and documents

NGO Assurance Form

Any non-governmental organization that receives Proposition 47 grant funds (as either a direct grantee, subgrantee, or subcontractor) must:

- Have been duly organized, in existence, and in good standing for at least six (6) months prior to the effective date of its Prop 47 Grant Agreement with the BSCC or with the start date of the grantee's subcontract agreement;
 - Non-governmental entities that have recently reorganized or have merged with other qualified non-governmental entities that were in existence prior to the six (6) month date are also eligible, provided all necessary agreements have been executed and filed with the [California Secretary of State](#) prior to the start date of the Grant Agreement with the BSCC or the start date of the grantee's subcontract agreement;
- Be registered with the [California Secretary of State's Office](#), if applicable;
- Be registered with the [California Office of the Attorney General, Registry of Charitable Trusts](#), if applicable;
- Have a valid Employer Identification Number (EIN) or Taxpayer ID (if sole proprietorship);
- Have a valid business license, if applicable;
- Have no outstanding civil judgments or liens; and
- Have any other state or local licenses or certifications necessary to provide the services requested (e.g., facility licensing by the Department of Health Care Services), if applicable.

Pages 57-58 in the RFP

Secretary of State

[HTTPS://BIZFILEONLINE.SOS.CA.GOV/SEARCH/BUSINESS](https://bizfileonline.sos.ca.gov/search/business)



Business Search

*The California Business Search provides access to available information for **corporations, limited liability companies** and **limited partnerships** of record with the California Secretary of State, with **free PDF copies** of over 17 million imaged business entity documents, including the most recent imaged Statements of Information filed for Corporations and Limited Liability Companies.*

*Currently, information for Limited Liability Partnerships (e.g. law firms, architecture firms, engineering firms, public accountancy firms, and land survey firms), General Partnerships, and other entity types are **not contained** in the California Business Search. If you wish to obtain information about LLPs and GPs, submit a Business Entities Order paper form to request copies of filings for these entity types. Note: This search is not intended to serve as a name reservation search. To reserve an entity name, select Forms on the left panel and select Entity Name Reservation ? Corporation, LLC, LP.*

PROP 47 COHORT 4 ESC

	Name	Title / Organization
1	Gaard, Janet	Retired Judge, BSCC Board Member, Chair
2	Barnes-Lopez, Naomi	Mental Health CSU, Orange County, Team Lead/Clinician II
3	Brooks, D'Andre	The Children's Initiative, San Diego, Juvenile Justice Associate
4	Brown-Taylor, Christine	San Diego County Sheriff's Department, Retired
5	Cabrera, Michelle	Behavioral Health Directors Association of CA, Sacramento, Executive Director
6	Dzubay, Jeremy	Monterey County Public Defender's Office, Assistance Public Defender
7	Hanna, Sylvia	Tulare County Superior Court, Judge
8	Jenkins, Mack	Council on Criminal Justice & Behavioral Health, Retired Probation Chief
9	Kuhns, Richard	County of Trinity, County Administrative Office (CAO)
10	McClain, Kevin	Community Housing Partnership, Sacramento, Exec Administrative Manager
11	Miramontes, Amber	Tulare County Public Defender's office, Supervising Attorney
12	Villamil, Denise	Southern California Crossroads, Executive Director
13	White, Dorothea	Valley State Prison, CDCR, SSMI, Employee Relations officer

Conflict of Interest - Check pg 56 in RFP

Mandatory Prior Approval

Written Notification and/or Requests

- ☐ Change to Key Project Staff
 - ✓ Update Grantee Contact Sheet
- ☐ Fixed Assets/Equipment purchase over \$3,500 per item
 - ✓ Includes items requested in proposal
 - ✓ Inventory
- ☐ Incentives including Gift Cards
 - ✓ Matrix
 - ✓ Tracking System
- ☐ Food/Beverage
- ☐ Trainings
- ☐ Out-of-State Travel



Project Modification

- ❑ Reserved for substantive changes in project scope and specific project components
- ❑ Requires Contract Amendment
- ❑ Discuss proposed change(s) with Field Representative PRIOR to formal submission
- ❑ Requires detailed narrative explaining why change is necessary and potential outcome(s), if not approved
- ❑ Request must be submitted by the Grant Project Director

Key Date Samples - Quarterly

Invoice Reporting Periods

Due no later than:

Oct 3, 2024 - Dec 31, 2024

February 15, 2025

Jan 1, 2025 - March 31, 2025

May 15, 2025

April 1, 2025 - June 30, 2025

August 15, 2025

July 1, 2025 - Sept 30, 2025

November 15, 2024

~ 45 Days After the Reporting Period ~

Key Date Samples

QPR Reporting Periods

Oct 3, 2024 - Dec 31, 2024

Jan 1, 2025 - March 31, 2025

April 1, 2025 - June 30, 2025

July 1, 2025 - Sept 30, 2025

Due no later than:

February 15, 2025

May 15, 2025

August 15, 2025

November 15, 2024

~ 45 Days After the Reporting Period ~

Key Dates

Final Invoicing Period*

April 1 - June 30, 2028

Due (No Later Than)

August 15, 2028

**For costs associated with the completion of the Local Evaluation Report and the Program-Specific Audit Report ONLY*

Evaluations

Local Evaluation Plan
Local Evaluation Report

Due (No Later Than)

March 31, 2025
June 30, 2028

Program-Specific Audit

Oct 3, 2024 - March 30, 2028

Due (No Later Than)

June 30, 2028

https://www.bscc.ca.gov/s_correctionsplanningandprograms//

BSCC Grant Administration Guide - 2023

