

A photograph of the California State Capitol building, showing its iconic dome and classical architecture against a clear blue sky. An American flag is visible on the left side of the building.

Tribal Youth Diversion Grant Grantee Orientation

Administrative Responsibilities

A decorative wavy line in gold and blue colors that spans the width of the slide at the bottom.

TOPICS

- ❖ **Communication**
- ❖ **Grant Agreement - STD 213**
- ❖ **Exhibits to the Grant Agreement**
- ❖ **Non-Governmental Organization (NGO) Assurances**
- ❖ **Prior Approvals**
- ❖ **Grant Administration Guide**

COMMUNICATION

A reminder...

- ❖ Project Director
 - ❖ Financial Officer
- ...must be employees of the grantee
- ❖ Day-to-Day Program and Fiscal contacts could be other staff



STANDARD AGREEMENT

STANDARD AGREEMENT
STD 213 (Rev 03/2019)

AGREEMENT NUMBER
BSCC XXX-20

PURCHASING AUTHORITY NUMBER (if Applicable)

1. This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME

BOARD OF STATE AND COMMUNITY CORRECTIONS

CONTRACTOR NAME

GRANTEE NAME

2. The term of this Agreement is:

START DATE

JULY 1, 2020

THROUGH END DATE

MARCH 31, 2024

3. The maximum amount of this Agreement is:

\$000,000.00

4. The parties agree to comply with the terms and conditions of the following exhibits, attachments, and appendices which are by this reference made a part of the Agreement.

EXHIBITS	TITLE	PAGES
Exhibit A	Scope of Work	3
Exhibit B	Budget Detail and Payment Provisions	4
Exhibit C	General Terms and Conditions (04/2017)	4
Exhibit D	Special Terms and Conditions	5
Attachment 1*	2019 Tribal Youth Diversion Grant Request for Proposals	*
Attachment 2	2019 Tribal Youth Diversion Application for Funding	xx
Appendix A	2019 Tribal Youth Diversion Executive Steering Committee	1
Appendix B	Criteria for Non-Governmental Organizations Receiving BSCC Program Funds	2

* This item is hereby incorporated by reference and can be viewed at: http://www.bscc.ca.gov/s_youthreinvestmentgrant

IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.

CONTRACTOR

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)

GRANTEE NAME

CONTRACTOR BUSINESS ADDRESS

CITY

STATE

ZIP

PRINTED NAME OF PERSON SIGNING

TITLE

CONTRACTOR AUTHORIZED SIGNATURE

DATE SIGNED

STATE OF CALIFORNIA

CONTRACTING AGENCY NAME

BOARD OF STATE AND COMMUNITY CORRECTIONS

CONTRACTING AGENCY ADDRESS

2590 Venture Oaks Way, Suite 200

CITY

Sacramento

STATE

CA

ZIP

95833

PRINTED NAME OF PERSON SIGNING

RICARDO GOODRIDGE

TITLE

Deputy Director

CONTRACTING AGENCY AUTHORIZED SIGNATURE

DATE SIGNED

REPORT DUE DATES

5. REPORTING REQUIREMENTS

A. Quarterly Progress Reports

Grantee will submit quarterly progress reports in a format prescribed by the BSCC. These reports, which will describe progress made on program objectives and include required data, shall be submitted according to the following schedule:

Quarterly Progress Report Periods

1. July 1, 2020 to September 30, 2020
2. October 1, 2020 to December 31, 2020
3. January 1, 2021 to March 31, 2021
4. April 1, 2021 to June 30, 2021
5. July 1, 2021 to September 30, 2021
6. October 1, 2021 to December 31, 2021
7. January 1, 2022 to March 31, 2022
8. April 1, 2022 to June 30, 2022
9. July 1, 2022 to September 30, 2022
10. October 1, 2022 to December 31, 2022
11. January 1, 2023 to March 31, 2023
12. April 1, 2023 to June 30, 2023
13. July 1, 2023 to September 30, 2023
14. October 1, 2023 to December 31, 2023

Due no later than:

- November 16, 2020
- February 15, 2021
- May 17, 2021
- August 16, 2021
- November 15, 2021
- February 14, 2022
- May 16, 2022
- August 15, 2022
- November 14, 2022
- February 14, 2023
- May 15, 2023
- August 14, 2023
- November 14, 2023
- February 14, 2024

B. Evaluation Documents

1. Local Evaluation Plan
2. Local Evaluation Report

Due no later than:

- October 30, 2020
- March 31, 2024

C. Other

Grantees shall submit all other reports and data as required by the BSCC. *Note: The Project activity period ends December 31, 2023. The period of January 1, 2024 to March 31, 2024 is for completion of Local Evaluation Report and any other reports or data required by the BSCC.*

ADVANCE PAYMENTS

EXHIBIT B: BUDGET DETAIL AND PAYMENT PROVISIONS

1. INVOICING AND PAYMENTS

- A. The BSCC will disburse one-third of awarded funds to grantees after the Grant Agreement is fully executed. Please note: the initial disbursement may take up to **75 days** from the date the Grant Agreement is fully executed to be processed and sent to Grantee. The Grantee shall agree to deposit grant funds into a banking account established by the Grantee and the grant funds **shall not be comingled** with any other funds. Any interest earned on the account may only be used for allowable expenses during the grant period. Grantee shall only use grant funds for allowable costs (see Exhibit B, "Project Costs") and shall provide invoices and supporting documentation to the BSCC upon request and on a quarterly basis as set forth in the schedule below. When Grantee has expended **80% of the first one-third of disbursed funds**, Grantee may request that the BSCC disburse the next one-third of the award. The BSCC shall remit the second one-third of the award within 45 days of grantees request provided the grantee has satisfied the terms and conditions of this grant agreement, Grantee has submitted the required documentation of expenditures, and the BSCC has approved the expenditures. When the Grantee has expended 80% of the total disbursed funds, Grantee may request that the BSCC disburse the final one-third of the award. The BSCC shall remit the final one-third of the award within 45 days of Grantee's request provided the Grantee has satisfied the terms and conditions of this grant agreement, Grantee has submitted the required documentation of expenditures, and the BSCC has approved the expenditures.

INVOICES

Grant Cycle Quarterly Invoicing Periods:

1. July 1, 2020 to September 30, 2020
2. October 1, 2020 to December 31, 2020
3. January 1, 2021 to March 31, 2021
4. April 1, 2021 to June 30, 2021
5. July 1, 2021 to September 30, 2021
6. October 1, 2021 to December 31, 2021
7. January 1, 2022 to March 31, 2022
8. April 1, 2022 to June 30, 2022
9. July 1, 2022 to September 30, 2022
10. October 1, 2022 to December 31, 2022
11. January 1, 2023 to March 31, 2023
12. April 1, 2023 to June 30, 2023

Final Invoicing Periods:

13. July 1, 2023 to September 30, 2023

Due no later than:

November 16, 2020

February 15, 2021

May 17, 2021

August 16, 2021

November 15, 2021

February 14, 2022

May 16, 2022

August 15, 2022

November 14, 2022

February 14, 2023

May 15, 2023

August 14, 2023

Due no later than:

November 14, 2023

INVOICES – ALL DUE DATES

Grant Cycle Quarterly Invoicing Periods:

1. July 1, 2020 to September 30, 2020
2. October 1, 2020 to December 31, 2020
3. January 1, 2021 to March 31, 2021
4. April 1, 2021 to June 30, 2021
5. July 1, 2021 to September 30, 2021
6. October 1, 2021 to December 31, 2021
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Final Invoicing Periods:

13. January 1, 2024 to March 31, 2024

Due no later than:

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August 16, 2021

November 15, 2021

February 14, 2022

May 16, 2022

August 15, 2022

November 14, 2022

February 14, 2023

May 15, 2023

August 14, 2023

November 14, 2023

February 14, 2024

Due no later than:

May 15, 2024

SPECIAL CONDITIONS

1. POTENTIAL SUBCONTRACTORS

- A. In accordance with the provisions of this Grant Agreement, the Grantee may subcontract for services needed to implement and/or support program activities. Grantee agrees that in the event of any inconsistency between this Grant Agreement and Grantee's agreement with a subcontractor, the language of this Grant Agreement will prevail.
- B. Nothing contained in this Grant Agreement or otherwise, shall create any contractual relation between the BSCC and any subcontractors...
- C. Grantee shall ensure that all subcontractors comply with the eligibility requirements stated in the Youth Reinvestment Grant Program RFP and described in Appendix B.
- D. Grantee assures that for any subcontract awarded by the Grantee, such insurance and fidelity bonds, as is customary and appropriate, will be obtained.
- E. Grantee agrees to place appropriate language in all subcontracts for work on the project requiring the Grantee's subcontractors to:
 - 1) Books and Records
Maintain adequate fiscal and project books, records, documents, and other evidence pertinent to the subcontractor's work on the project in accordance with generally accepted accounting principles. Adequate supporting documentation shall be maintained...
 - 2) Access to Books and Records
Make such books, records, supporting documentations, and other evidence available to the BSCC or designee... for a minimum of three (3) years...

APPENDIX B
Criteria for Non-Governmental Organizations Receiving
2019 Tribal Youth Diversion Grant Funds

(Page 1 of 2)

The 2019 Tribal Youth Diversion Grant Request for Proposals (RFP) includes requirements that apply to non-governmental, community-based organizations that subcontract with the grantee to implement the proposal. Grantees are responsible for ensuring that all contracted third parties continually meet these requirements as a condition of receiving any Tribal Youth Diversion Grant funds. The RFP describes these requirements as follows:

Any Non-Governmental Organization which receives Tribal Youth Diversion Grant funds must:

- Have been duly organized, in existence, and in good standing for at least six months prior to the effective date of its fiscal agreement with the TYD grantee. Non-governmental entities that have recently reorganized or have merged with other qualified non-governmental entities that were in existence prior to the six-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 grantee-subcontractor fiscal agreement.
- Be registered with the California Secretary of State's Office, if applicable;
- Have a valid business license, Employer Identification Number (EIN), and/or Taxpayer ID (if sole proprietorship);
- 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; and
- Have an address.

NGO ASSURANCE

SECRETARY OF STATE



Alex Padilla
California Secretary of State



- Home
- About
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- Elections
- Campaign & Lobbying
- State Archives
- Registries
- News
- Contact



Business Entities (BE)

Online Services

File LLC Statement of Information

File Corporation Statement of Information

Business Search

Publicly Traded Disclosure Search

Current Processing Dates

Service Options

Name Availability

Forms, Samples & Fees

Statements of Information (annual/biennial reports)

Filing Tips

Information Requests (certificates, copies & status reports)

Service of Process

FAQs

Contact Information

Resources

Business Resources

Tax Information

Business Search

This search provides access to available information for corporations, limited liability companies and limited partnerships of record with the California Secretary of State, including **free PDF copies** of imaged business entity documents, including the most recent imaged Statements of Information filed for corporations and limited liability companies. Please note: This search is not intended to serve as a name availability search. For information on checking or reserving a name, refer to [Name Availability](#).

To conduct a search:

- Select the applicable search type.
- In the "Search Criteria" box, enter the entity name or number you wish to search. Note: If entering the entity number of a corporation, the number must begin with the letter C.
- Select the search filter you wish to use to locate the entity if searching for an entity name.
- Select the Search button.
- For help with searching an entity name or number, refer to [Search Tips](#).

All fields marked with an asterisk (*) are required.

Search Type *

- Corporation Name LP/LLC Name Entity Number

Search Criteria *

Search Filter

Keyword ▼

Search

Disclaimer: This tool allows you to search the Secretary of State's California Business Search database for abstracts of information for domestic stock, domestic nonprofit and qualified foreign corporations, limited liability companies and limited partnerships that have filed with this office. This search tool groups corporations separately from limited liability companies and limited partnerships and returns all entities for the search criteria in the respective groups regardless of the current status.

Although every attempt has been made to ensure that the information contained in the database is accurate, the Secretary of State's office is not responsible for any loss, consequence, or damage resulting directly or indirectly from reliance on the accuracy, reliability, or timeliness of the information that is provided. All such information is provided "as is." For information on ordering copies of the official business entity records for a particular entity, please refer to [Information Requests](#).

2019 TRIBAL YOUTH DIVERSION GRANT EXECUTIVE STEERING COMMITTEE

**CONFLICT
OF
INTEREST**

Name	Title	Organization
Michael Ertola (Chair)	Chief Probation Officer & BSCC Board Member	Nevada County
Dayna Barrios	Youth Initiatives Project Director	Sacramento Native American Health Center
Peter LaVallee	Retired	Non-Profit Youth Program Administrator – Humboldt County
Denise Villamil	Program Director	Alma Family Services
Bill Denke	Police Chief	Sycuan Tribal Police Department

PRIOR APPROVAL REQUIRED

❖ Food & Beverages

❖ Gift Cards

❖ Incentives

❖ Vehicles

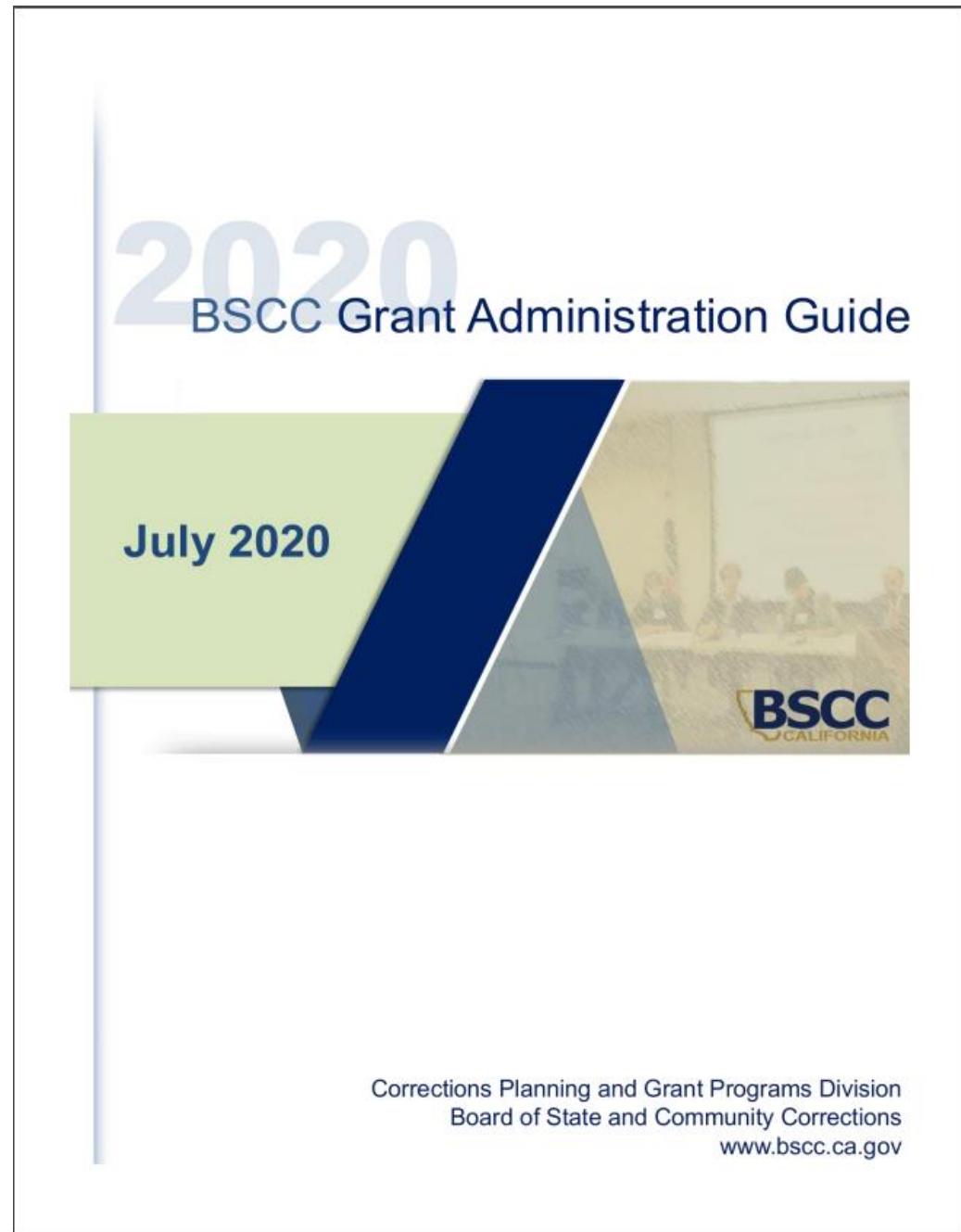
❖ Out-of-State Travel



GRANT ADMINISTRATION GUIDE

BSCC Website:

[http://www.bscc.ca.gov/
wp-content/uploads/
BSCC-Grant-Admin-
Guide-July-2020-Final.pdf](http://www.bscc.ca.gov/wp-content/uploads/BSCC-Grant-Admin-Guide-July-2020-Final.pdf)



Corrections Planning and Grant Programs Division
Board of State and Community Corrections
www.bscc.ca.gov

The following sections of the BSCC Grant Administration Guide have been revised (July 2020). The revised language applies to all state and/or federal grant awards. Please refer to your grant agreement, RFP, or contact your grant Field Representative with any questions.

REVISED SECTIONS

Section 4: ALLOWABLE COSTS FOR PERSONNEL

N. Costs – Direct and Indirect

Federal Awards

The Indirect Cost section language has been updated to reflect changes in the newly implemented Uniform Guidance (2 CFR Part 200) for federally funded grant awards.

State Awards

For state funded grantees, a new section has been added for state-funded grant programs.

Section 5: OPERATING EXPENSES

G. Travel and Per Diem

H. Food and Beverages

I. Program Incentives and Participant Support Items

Section 10: GRANTEE FINANCIAL INVOICES

Section 12: MATCH / LEVERAGE REQUIREMENTS

Section 13: PROJECT AND OTHER INCOME

Section 14: AMENDMENTS, CHANGES, AND MODIFICATIONS

Section 16: AUDIT REQUIREMENTS AND AUDIT REPORTS

Federal Awards

The Audit section language has been updated to reflect changes in the newly implemented Uniform Guidance (2 CFR Part 200) for federally funded grant awards.

State Awards

For state funded grantees, the audit requirement has been removed unless stated in the grantee's grant agreement or if the BSCC requests a grantee audit.

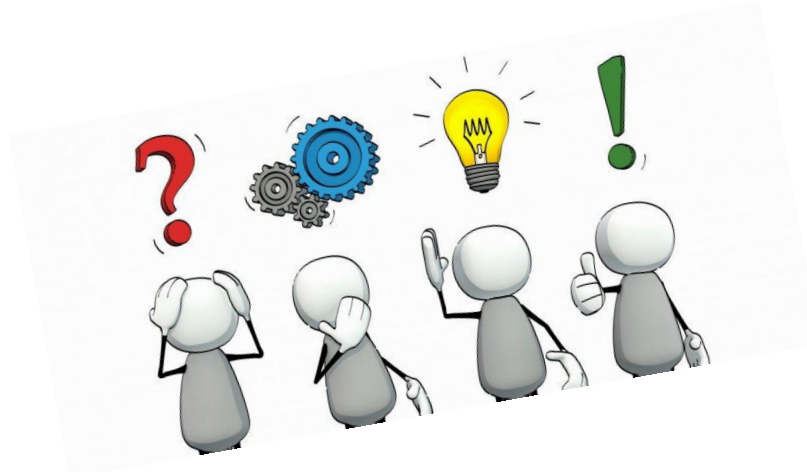
Section 17: GRANTEE MONITORING AND OVERSIGHT

G. Desk Reviews – Fiscal Oversight

Section 19: WITHHOLDING OR DISALLOWANCE OF GRANT FUNDS

TAKEAWAYS

- ❖ **Adhere to Grant Agreement!!!**
- ❖ **Meet the due dates**
- ❖ **Include BSCC required language in subcontracts & update NGO Assurances**
- ❖ **Keep Contact Information Current**
- ❖ **Know when you need prior approval**
- ❖ **Read the Admin Guide!!**





QUESTIONS?