



Proposition 47 Grant Program Grantee Orientation:

Administrative Responsibilities

TOPICS

- ❖ **Communication**
- ❖ **Standard Agreement - STD 213**
- ❖ **Exhibits to the Grant Agreement**
- ❖ **Non-Governmental Organization (NGO) Assurances**
- ❖ **Prior Approvals**
- ❖ **Grant Administration Guide**
- ❖ **State Controller's Office Audit**

COMMUNICATION

A reminder...

- ❖ Project Director
- ❖ Financial Officer
- ❖ Day-to-Day Program and Fiscal Contacts

...must be employees of the Lead Agency.



STANDARD AGREEMENT

STANDARD AGREEMENT

STD 213 (Rev 10-2018)

AGREEMENT NUMBER

BSCC XXX-19

PURCHASING AUTHORITY NUMBER (if

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

2. The term of this Agreement is:

START DATE

AUGUST 15, 2019

THROUGH END DATE

MAY 15, 2023

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 and attachments, 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	5
Exhibit C	General Terms and Conditions (04/2017)	4
Exhibit D	Special Terms and Conditions	5
Attachment 1	Cohort 2 Prop 47 Request for Proposal*	*
Attachment 2	2019 Prop 47 Application for Funding	xx
Appendix A	Proposition 47 2019 Scoring Panel	1
Appendix B	Grantee Assurance for Third Party Non-Governmental Organizations	2

* This item is hereby incorporated by reference and can be viewed at: http://www.bscc.ca.gov/s_bsccprop47/

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, Ste 200

CITY

Sacramento

STATE

CA

ZIP

95833

PRINTED NAME OF PERSON SIGNING

TITLE

Deputy Director

CONTRACTING AGENCY AUTHORIZED SIGNATURE

DATE SIGNED

REPORT DUE DATES

PROGRESS REPORTS AND EVALUATIONS

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:

Progress Report Periods

Due no later than:

1. August 15, 2019 to December 31, 2019
2. January 1, 2020 to March 31, 2020
3. April 1, 2020 to June 30, 2020
4. July 1, 2020 to September 30, 2020
5. October 1, 2020 to December 31, 2020
6. January 1, 2021 to March 31, 2021
7. April 1, 2021 to June 30, 2021
8. July 1, 2021 to September 30, 2021
9. October 1, 2021 to December 31, 2021
10. January 1, 2022 to March 31, 2022
11. April 1, 2022 to June 30, 2022
12. July 1, 2022 to September 30, 2022
13. October 1, 2022 to December 31, 2022
14. January 1, 2023 to February 15, 2023

February 15, 2020
May 15, 2020
August 15, 2020
November 15, 2020
February 15, 2021
May 15, 2021
August 15, 2021
November 15, 2021
February 15, 2022
May 15, 2022
August 15, 2022
November 30, 2022
February 15, 2023
March 31, 2023

B. Evaluation Reports

Due no later than:

1. Local Evaluation Plan
2. Two-Year Preliminary Evaluation Report
3. Final Local Evaluation Report

December 31, 2019
August 15, 2021
May 15, 2023

C. Grantees shall submit all other reports and data as required by the BSCC.

CONFLICT OF INTEREST

Proposition 47 2019 Scoring Panel Membership

	Name	Title / Organization
1	Gordon Baranco - <i>Scoring Panel Chair</i>	Retired Judge, BSCC Board Member
2	Michelle Scray Brown	Chief Probation Officer, San Bernardino County
3	Edgar Campos	Principal Manager, EC Consulting
4	Sharon Green	Founder & Executive Director, Victor Valley Family Resource Center
5	Curtis Hill	Board Member, California Victim Compensation Board
6	Tony Hobson, Ph.D.	Behavioral Health Director, Plumas County Behavioral Health
7	Stephanie Kozofsky	Regional Impact Coordinator, Leadership for Educational Equity
8	Kelly Martin	Custody Supervisor, El Monte Police Department
9	Karen McDaniel	Co-Founder & Executive Director, The Place4Grace
10	Lois Perkins	CEO, Life Community Development
11	Patrick Rowe	Deputy, Sacramento County Sheriff's Department
12	Sarah Ruby	Deputy Public Defender, Santa Clara County Public Defender's Office
13	Dorothea "Lynn" White	Employee Relations Officer, California Department of Corrections & Rehabilitation - Valley State Prison

PAYMENT IN ARREARS

INVOICING AND PAYMENTS

- A. **Quarterly Invoicing:** Grantee shall be paid in arrears by submitting an invoice (Form 201) to the BSCC that outlines actual expenditures claimed for the invoicing period

Grant Cycle Quarterly Invoicing Periods

1. August 15, 2019 to December 31, 2019
2. January 1, 2020 to March 31, 2020
3. April 1, 2020 to June 30, 2020
4. July 1, 2020 to September 30, 2020
5. October 1, 2020 to December 31, 2020
6. January 1, 2021 to March 31, 2021
7. April 1, 2021 to June 30, 2021
8. July 1, 2021 to September 30, 2021
9. October 1, 2021 to December 31, 2021
10. January 1, 2022 to March 31, 2022
11. April 1, 2022 to June 30, 2022
12. July 1, 2022 to September 30, 2022
13. October 1, 2022 to February 15, 2023

Due no later than:

- February 15, 2020
May 15, 2020
August 15, 2020
November 15, 2020
February 15, 2021
May 15, 2021
August 15, 2021
November 15, 2021
February 15, 2022
May 15, 2022
August 15, 2022
November 15, 2022
March 31, 2023

Evaluation Invoicing Period*

14. February 16, 2023 to May 15, 2023

Due no later than

- June 30, 2023

Note: Only expenditures associated with completion of the Final Local Evaluation Report may be included on the final invoice due June 30, 2023.

- B. All grant project expenditures (excluding Final Local Evaluation Report costs) and all obligated leverage contributions must be incurred by the end of the grant project cycle, February 15, 2023, and included on the final invoice due March 31, 2023. Project costs/leveraged contributions incurred after February 15, 2023 will not be reimbursed/eligible for contribution.

SPECIAL CONDITIONS

3. POTENTIAL SUBCONTRACTORS

- C. Grantee shall ensure that all subcontractors comply with all requirements of this Grant Agreement, including the eligibility requirements stated in the Cohort 2 Proposition 47 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 in such detail so as to permit tracing transactions from the invoices, to the accounting records, to the supporting documentation. These records shall be maintained for a minimum of three (3) years after the acceptance of the final grant project audit under the Grant Agreement, and shall be subject to examination and/or audit by the BSCC or designees, state government auditors or designees, or by federal government auditors or designees.

2) Access to Books and Records

Make such books, records, supporting documentations, and other evidence available to the BSCC or designee, the State Controller's Office, the Department of General Services, the Department of Finance, California State Auditor, and their designated representatives during the course of the project and for a minimum of three (3) years after acceptance of the final grant project audit. The Subcontractor

NGO ASSURANCE

EXHIBIT B

Grantee Assurance for Third Party Non-Governmental Organizations

The Proposition 47 Request for Proposals (RFP) includes requirements that apply to non-governmental, community-based organizations. Grantees are responsible for ensuring that all contracted third parties continually meet these requirements as a condition of receiving any Proposition 47 funds.

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

- Be duly organized, in existence, and in good standing at least six months before entering into a fiscal agreement with a BSCC grantee;
 - Non-governmental organizations (NGO) 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 effective date of the BSCC grantee and NGO fiscal agreement.
- Be registered with the California Secretary of State's Office, if applicable;
- Have a valid business license, if required by the applicable local jurisdiction;
- Have a valid Employer Identification Number (EIN) 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 a physical address.

Non-Governmental Organizations (NGOs) include: community-based organizations (CBOs), faith-based organizations (FBOs), non-profit organizations/501(c)(3)s, evaluators (except government institutions such as universities), grant management companies and any other non-governmental agency or individual. Note: These criteria do not apply to government organizations (e.g. counties, cities, school districts, etc.).

In addition to the administrative criteria listed above, any non-governmental, community-based organization that receives Proposition 47 grant funds must have a proven track record working with the target population and the capacity to support data collection and evaluation efforts.

In the table on the following page, provide the name of the Lead Public Agency (the Grantee) and list all contracted parties (if known).

SECRETARY OF STATE

Business Search - Business Entity x

businesssearch.sos.ca.gov



Alex Padilla
California Secretary of State



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Business

Notary & Authentications

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](#)

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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](#).

PRIOR APPROVAL REQUIRED

❖ Food & Beverages

❖ Gift Cards

❖ Incentives

❖ Vehicles

❖ Out-of-State Travel



INCENTIVES

GRANT ADMINISTRATION GUIDE

❖ BSCC Website:

<http://www.bscc.ca.gov/wp-content/uploads/BSCC-Grant-Admin-Guide-July-2016.pdf>



BSCC Grant Administration Guide

July 2016

Board of State and Community Corrections
Corrections Planning and Grant Programs Division

2590 Venture Oaks Way, Suite 200
Sacramento CA 95833
www.bscc.ca.gov



AUDIT

PROPOSITION 47 SAFE NEIGHBORHOODS AND SCHOOLS FUND

Report to the California State Legislature

**GRANT PROGRAMS OPERATED BY THE BOARD OF
STATE AND COMMUNITY CORRECTIONS,
CALIFORNIA VICTIM COMPENSATION BOARD,
AND CALIFORNIA DEPARTMENT OF EDUCATION**

For the Fiscal Year 2016-17

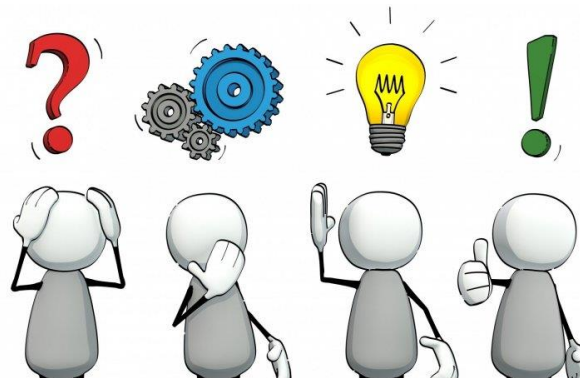


BETTY T. YEE
California State Controller

August 2018

TAKEAWAYS

- ❖ Adhere to Grant Agreement
- ❖ Ensure your agreements with partners/providers include BSCC required language
- ❖ Maintain updated NGO Assurances
- ❖ Prior approval required for certain items





QUESTIONS?