**Appendix C: Criteria for Non-Governmental Organizations Receiving BSCC Grant Funds**

The Edward Byrne Memorial Justice Assistance Grant (JAG) Program Request for Proposals (RFP) includes requirements that apply to non-governmental organizations that receive funds under this grant. All grantees are responsible for ensuring that any contracted third parties continually meet these requirements as a condition of receiving JAG funds. The RFP describes these requirements as follows:

Any non-governmental organization that receives JAG funding (as either 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 fiscal agreement with the BSCC or with the JAG 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 grantee subcontractor fiscal agreement;
* Be a nonprofit and recognized by the Internal Revenue Service as a 501(c)(3) organization;
* Be registered with the California Secretary of State’s Office;
* Have an Employer Identification Number (EIN) or Taxpayer ID (if sole proprietorship);
* Have a valid business license, if applicable;
* 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 in the State of California.
	+ An agent for service of process with a California address is insufficient.

In the table below, provide the name of the Grantee and list all contracted parties.

**Grantee:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Contracted Party** | **Address** | **Email / Phone** | **Meets All Requirements** |
|  |  |  | **Yes ☐ No ☐** |
|  |  |  | **Yes ☐ No ☐** |
|  |  |  | **Yes ☐ No ☐** |
|  |  |  | **Yes ☐ No ☐** |
|  |  |  | **Yes ☐ No ☐** |

Grantees are required to update this list and submit it to the BSCC any time a new third-party contract is executed after the initial assurance date. Grantees shall retain (on-site) applicable source documentation for each contracted party that verifies compliance with the requirements listed in the JAG RFP. These records will be subject to the records and retention language found in Appendices A and C of the Standard Agreement.

Unless prior approval is obtained, the BSCC prohibits disbursement or reimbursement to any NGO that does not meet the requirements listed above and for which the BSCC does not have a signed grantee assurance on file.

**A signature below is an assurance that all requirements listed above have been met.**

|  |
| --- |
| **AUTHORIZED SIGNATURE****(This document must be signed by the person who is authorized to sign the Grant Agreement.)** |
| NAME OF AUTHORIZED OFFICER  | TITLE | TELEPHONE NUMBER  |
|  |  |  |
| STREET ADDRESS | CITY | STATE | ZIP CODE |
|  |  |  |  |
| EMAIL ADDRESS |
|  |