



# **CALVIP GRANTEES:** **ADMINISTRATIVE RESPONSIBILITIES**

# WHAT WE WILL COVER

- ❖ Project Staff
- ❖ Grant Agreement – STD 213
- ❖ Grant Agreement Exhibits
- ❖ Prior Approvals
- ❖ Grant Administration Guide

# PROJECT STAFF

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- ❖ **Project Director and Fiscal Officer**
  - ❖ Should be employees of the grant
  - ❖ Cannot be the same person
- ❖ **Day-to-Day Program and Fiscal**
- ❖ **Project Information Sheet**
  - ❖ Must be updated any time there is a change in project staff

**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

**XXX****2. The term of this Agreement is:**

START DATE

**OCTOBER 1, 2020**

THROUGH END DATE

**DECEMBER 31, 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, attachments, and appendices which are by this reference made a part of the Agreement.**

EXHIBIT #	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	4
Attachment 1*	California Violence Intervention & Prevention Grant Request for Proposals	*
Attachment 2	CalVIP Grant Proposal	XX
Appendix A	CalVIP 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\\_cpgpcalvipgrant/](http://www.bscc.ca.gov/s_cpgpcalvipgrant/)**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

**XXX**

CITY

**XXX**

STATE

**XX**

ZIP

**XXX**

PRINTED NAME OF PERSON SIGNING

**XXX**

TITLE

**XXX**

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

# GRANT AGREEMENT PERIOD VS. GRANT PROJECT PERIOD

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## ❖ Grant Agreement Period:

❖ October 1, 2020 to December 31, 2023

## ❖ Grant Project Period:

❖ October 1, 2020 to June 30, 2023

- ❖ All project expenditures (excluding costs associated with the completion of the Financial Audit and Final Local Evaluation Report) and all obligated match contributions must be incurred by June 30, 2023.
- ❖ Between July 1, 2023 and December 31, 2023 only expenses and match related to the completion of the Financial Audit Final Local Evaluation Report can be reimbursed.

# REPORT DUE DATES

## 5. REPORTING REQUIREMENTS

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

### Due no later than:

**February 15, 2021**

May 15, 2021

August 15, 2021

November 15, 2021

February 15, 2022

May 15, 2022

August 15, 2022

November 15, 2022

February 15, 2023

May 15, 2023

August 15, 2023

*Note: Project activity period ends June 30, 2023. The period of July 1, 2023 to December 31, 2023 is for completion of Final Local Evaluation Report and financial audit only.*

### B. Evaluation Documents

1. Local Evaluation Plan
2. Final Local Evaluation Report

### Due no later than:

March 31, 2021

December 31, 2023

### C. Other

Financial Audit Report

### Due no later than:

December 31, 2023

# CONFLICT OF INTEREST

Name	Title	Organizational
Chief Andy Mills, Chair	Chief of Police	City of Santa Cruz & Board Member, BSCC
Amanda Benson	Chief Assistant Public Defender	Sacramento County Public Defender's Office Sacramento
Norchelle Brown	Policy Assistant	U.S. House of Representatives
Michelle Scray Brown	Chief Probation Officer	San Bernardino County
Rev. Dr. Charles Dorsey		The Dorsey Group, LLC
Erinn Herberman, PhD	Research Director	San Diego County Probation Department
Stephen Lindley	Policy Advocate	Brady: United Against Gun Violence
DeAngelo Mack	Director of State Policy	Public Health Advocates
Julio Marcial	Director, Youth Justice	Liberty Hill Foundation
Leandra Martinez	Intake Specialist	First Place for Youth
Mike McLively	Senior Staff Attorney	Giffords Law Center to Prevent Gun Violence
Stacy Alamo Mixson	Chief	Safe and Active Communities Branch California Department of Public Health
Daniel J. Orth	Program Officer	Kroc Institute for Peace & Justice University of San Diego
Phal Sok	Organizer	Youth Justice Coalition
Steve Stavropoulos	Assistant Chief Deputy	Sacramento County Probation Department



# INVOICING

## 1. INVOICING AND PAYMENTS

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

### **Quarterly Invoicing Periods:**

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

### **Due no later than:**

February 15, 2021  
May 15, 2021  
August 15, 2021  
November 15, 2021  
February 15, 2022  
May 15, 2022  
August 15, 2022  
November 15, 2022  
February 15, 2023  
May 15, 2023  
August 15, 2023

### **Final Invoicing Periods:**

13. July 1, 2023 to September 30, 2023
14. October 1, 2023 to December 31, 2023

### **Due no later than:**

November 15, 2023  
February 29, 2024

*\*Note: Only expenditures associated with completion of the Final Local Evaluation Report and the financial audit may be included on these invoices.*



# EXHIBITS C & D

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- ❖ **Exhibit C: General Terms & Conditions**
  - **Maintain records for three years for audit purposes, etc.**
- ❖ **Exhibit D: Special Terms & Conditions**
  - **Rules governing subcontractors**
  - **Project access**



# EXHIBIT D: SPECIAL TERMS AND CONDITIONS

## 3. 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, and no subcontract shall relieve the Grantee of his responsibilities and obligations hereunder. The Grantee agrees to be as fully responsible to the BSCC for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by the Grantee...
- C. Grantee shall ensure that all subcontractors comply with the eligibility requirements stated in the CalVIP 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...
  - 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...

# NGO ASSURANCE

## APPENDIX B Criteria for Non-Governmental Organizations Receiving 2019 CalVIP Grant Funds

The 2019-2020 CalVIP 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 CalVIP funds. The RFP describes these requirements as follows:

A non-governmental organization (as either a direct grantee or subgrantee or subcontractor) must meet the following criteria:

- Have been duly organized, in existence, and in good standing at least six months before entering into a fiscal agreement with the BSCC or with the CalVIP grantee;
- In either instance (applicant or subgrantee), 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 or subcontractor
- Be registered with the California Secretary of State's Office, if applicable;
- Have a valid business license, 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.

# SECRETARY OF STATE



## Alex Padilla California Secretary of State



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### 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](#).

# REQUEST PRIOR APPROVAL

- ❖ Food & Beverages
- ❖ Gift Cards
- ❖ Incentives
- ❖ Vehicle
- ❖ Out-of-State Travel



❖ <https://oag.ca.gov/ab1887>

# GRANT ADMINISTRATION GUIDE

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## 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](http://www.bscc.ca.gov)