



California Violence Intervention and Prevention Grant Program

Cohort 4 - Grantee Orientation

DAY 3

- ◆ **Principles of Effective Intervention**
- ◆ **Administrative Responsibilities**
- ◆ **Grantee Team Introductions**
- ◆ **Q&A**

GRANTEE PRESENTATION

- ❖ **3 minutes**
- ❖ **One Spokesperson**
 - ❖ **Introduce Team Members**
 - ❖ **Name of the Project**
 - ❖ **Services and Target Population**





CALVIP GRANTEES: ADMINISTRATIVE RESPONSIBILITIES

WHAT WE WILL COVER

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

PROJECT STAFF

- ❖ **Project Director and Fiscal Officer**
 - ❖ Should be employees of the grant
 - ❖ Cannot be the same person
- ❖ **Day-to-Day Program and Fiscal**



Grantee Contact Information Sheet

First Submission: Complete all of the information below. Please refer to the **Instructions** tab (bottom left of screen) for definitions. To facilitate package delivery for site visit purposes, list a street address as well as a post office box where applicable. Email the completed form to the appropriate grant inbox as listed on the **Instructions** tab.

Changes to contact information: If you make changes to key project staff at any time during your grant cycle, you must first notify your assigned Field Representative. For all changes to contact information, you must submit a Grantee Contact Information Sheet that lists **only** the Grantee, Grant Number, Grant Name and the information that has changed.

Grantee:		Grant Number:	
Grant Name:	CalVIP		

1. Project Director:

Name:		Title:	
Phone:		Email:	
Address:			

2. Day-to-Day Programmatic Contact:

Name:		Title:	
Phone:		Email:	
Address:			

3. Financial Officer:

Name:		Title:	
Phone:		Email:	
Address:			

4. Day-to-Day Fiscal Contact:

Name:		Title:	
Phone:		Email:	
Address:			

5. Official Designated by the Governing Board:

Name:		Title:	
Phone:		Email:	
Address:			

6. Chair of the Governing Board:

Name:		Title:	
Phone:		Email:	
Address:			

7. Additional Project Contact (If applicable):

Name, Title:		Phone, Email:	
Address:			

Person Completing this Form:

Name, Title:		Date:	
Phone, Email:			

STANDARD AGREEMENT

STD 213 (Rev 03/2019)

AGREEMENT NUMBER

BSCC xxx-22

PURCHASING AUTHORITY NUMBER (I

BSCC-5227

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, 2022 or OCTOBER 1, 2022

THROUGH END DATE

DECEMBER 31, 2025**3. The maximum amount of this Agreement is:****\$0,000,000.00****4. The parties agree to comply with the terms and conditions of the following exhibits, attachments, and appendices v by this reference made a part of the Agreement.**

EXHIBITS	TITLE	
Exhibit A	Scope of Work	
Exhibit B	Budget Detail and Payment Provisions	
Exhibit C	General Terms and Conditions (04/2017)	
Exhibit D	Special Terms and Conditions	
Attachment 1*	California Violence Intervention & Prevention Grant Request for Proposals	
Attachment 2	CalVIP Grant Proposal	
Appendix A	CalVIP Executive Steering Committee	
Appendix B	Criteria for Non-Governmental Organizations Receiving BSCC Program Funds	

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

- ❖ **Grant Agreement Period:**

- ❖ July 1, 2022 to December 31, 2025
- ❖ October 1, 2020 to December 31, 2025

- ❖ **Grant Project Period:**

- ❖ July 1, 2022 to June 30, 2025
- ❖ October 1, 2022 to June 30, 2025

- ❖ **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, 2025.**

- ❖ **Between July 1, 2025 and December 31, 2025 only expenditures related to the completion of the Financial Audit and Final Local Evaluation Report will be reimbursed.**

REPORT DUE DATES

1. 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, 2022 to December 31, 2022
2. January 1, 2023 to March 31, 2023
3. April 1, 2023 to June 30, 2023
4. July 1, 2023 to September 30, 2023
5. October 1, 2023 to December 31, 2023
6. January 1, 2024 to March 31, 2024
7. April 1, 2024 to June 30, 2024
8. July 1, 2024 to September 30, 2024
9. October 1, 2024 to December 31, 2024
10. January 1, 2025 to March 31, 2025
11. April 1, 2025 to June 30, 2025

Due no later than:

- February 15, 2023
- May 15, 2023
- August 15, 2023
- November 15, 2023
- February 15, 2024
- May 15, 2024
- August 15, 2024
- November 15, 2024
- February 15, 2025
- May 15, 2025
- August 15, 2025

B. Evaluation Documents

1. Local Evaluation Plan
2. Final Local Evaluation Report

Due no later than:

- April 3, 2023
- December 31, 2025

C. Other

- Financial Audit Report

Due no later than:

- December 31, 2025

CONFLICT OF INTEREST

Name	Title	Organization
Chief Andy Mills, Chair	Chief of Police	Palm Springs Police Department
Stephen Lindley	Teacher	Pollard High School
Tina Curiel-Allen	Program Manager	Five Keys
Natasha Johnson	Policy Analyst	National Institute for Criminal Justice Reform
Tina Rodriguez	Statewide Manager	Californians for Safety and Justice
Mike McLively	Senior Staff Attorney	Gifford Law Center to Prevent Gun Violence
Gaynorann Siataga	Community Advocate	All Islanders Gather as One
Saun Hough	CA Partnership Manager	Californians for Safety and Justice
Mark Slaughter	Supervising Attorney	Sacramento County Public Defender's Office
Jackie Reed	Chief Executive Officer	Women Initiating Success Envisioned, Inc.
Jessie Leavitt	Policy Analyst/Senior Corporate Counsel	State Bar of California/NetScout Systems, Inc.
Tim Kornegay	Director	LiveFree California
Mary Roberts	Sate of CA Retiree	Administrative Office of the Courts
Mona Cadena	Advocacy Director	Equal Justice USA
Amir Chapel	Policy Analyst	National Institute for Criminal Justice Reform
Keith Baker	Research Analyst/Co-Leader	Los Angeles County Department of Public Health

INVOICING

1. INVOICING AND PAYMENTS (grantee to select monthly or quarterly)

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, 2022 to December 31, 2022
2. January 1, 2023 to March 31, 2023
3. April 1, 2023 to June 30, 2023
4. July 1, 2023 to September 30, 2023
5. October 1, 2023 to December 31, 2023
6. January 1, 2024 to March 31, 2024
7. April 1, 2024 to June 30, 2024
8. July 1, 2024 to September 30, 2024
9. October 1, 2024 to December 31, 2024
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- February 15, 2024
- May 15, 2024
- August 15, 2024
- November 15, 2024
- February 15, 2025
- May 15, 2025
- August 15, 2025

Final Invoicing Periods*:

13. July 1, 2025 to September 30, 2025
14. October 1, 2025 to December 31, 2025

Due no later than:

- November 15, 2025
- February 15, 2026

**Note: Project activity period ends June 30, 2025. The period of July 1, 2025 to December 31, 2025 is for completion of Final Local Evaluation Report and financial audit only.*

EXHIBITS C & D

- ❖ **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. The Grantee's obligation to pay its subcontractors is an independent obligation from the BSCC's obligation to make payments to the Grantee. As a result, the BSCC shall have no obligation to pay or to enforce the payment of any moneys to any subcontractor.
- 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. 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 shall provide suitable facilities for access, monitoring, inspection, and copying of books and records related to the grant-funded project.

NGO ASSURANCE

APPENDIX B: Criteria for Non-Governmental Organizations Receiving BSCC Funds

The California Violence Intervention and Prevention (CalVIP) Grant 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 CalVIP funds. The RFP describes these requirements as follows:

Any non-governmental organization that receives CalVIP grant funds (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 CalVIP 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 start date of the grantee-subcontractor fiscal agreement;
- Be a nonprofit and recognized by the Internal Revenue Service as a 501(c)(3) organization;
- Employ persons or volunteers that have a minimum of three (3) years of combined experience in implementing violence reduction strategies and have implemented these strategies within the past five (5) years;
- Be registered with the California Secretary of State's Office;
- Have an Employer Identification Number (EIN);
- 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.)

SECRETARY OF STATE



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Secretary of State

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UCC

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Search

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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.

Basic Search

- A Basic search can be performed using an entity name or entity number. When conducting a search by an entity number, where applicable, **remove "C"** from the entity number. Note, **a basic search will search only ACTIVE entities** (Corporations, Limited Liability Companies, Limited Partnerships, Cooperatives, Name Reservations, Foreign Name Reservations, Unincorporated Common Interest Developments, and Out of State Associations). The basic search performs a contains ?keyword? search. The Advanced search allows for a ?starts with? filter. To search entities that have a status other than active or to refine search criteria, use the **Advanced** search feature.

Advanced Search

- An Advanced search is required when searching for publicly traded disclosure information or a status other than active.
- An Advanced search allows for searching by specific entity types (e.g., Nonprofit Mutual Benefit Corporation) or by entity groups (e.g., All Corporations) as well as searching by ?begins with? specific search criteria.

Disclaimer: Search results are limited to the 500 entities closest matching the entered search criteria. If your desired search result is not found within the 500 entities provided, please refine the search criteria using the Advanced search function for additional results/entities. The California Business Search is updated as documents are approved. The data provided is not a complete or certified record.

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." To order certified copies or certificates of status, (1) locate an entity using the search; (2) select Request Certificate in the right-hand detail drawer; and (3) complete your request online.



Advanced ▾

EXHIBIT D: SPECIAL TERMS AND CONDITIONS

5. ACCOUNTING AND AUDIT REQUIREMENTS

- A. Grantee agrees that accounting procedures for grant funds received pursuant to this Grant Agreement shall be in accordance with generally accepted government accounting principles and practices, and adequate supporting documentation shall be maintained in such detail as to provide an audit trail. Supporting documentation shall permit the tracing of transactions from such documents to relevant accounting records, financial reports and invoices.
- B. Grantees are required to provide the BSCC with a financial audit no later than the end of the contract term, December 31, 2025. The financial audit shall be performed by a Certified Public Accountant or a participating county or city auditor that is organizationally independent from the participating county's or city's project financial management functions. Expenses for this final audit may be reimbursed for actual costs up to \$25,000
- C. The BSCC reserves the right to call for a program or financial audit at any time between the execution of this Grant Agreement and three years following the end of the grant period. At any time, the BSCC may disallow all or part of the cost of the activity or action determined to not be in compliance with the terms and conditions of this Grant Agreement or take other remedies legally available.

REQUEST PRIOR APPROVAL

❖ Food & Beverages

❖ Gift Cards

❖ Incentives

❖ Vehicle

❖ Out-of-State Travel

❖ <https://oag.ca.gov/ab1887>

❖ Single purchase over \$3500



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)

2020

BSCC Grant Administration Guide

July 2020



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



QUESTIONS?



GRANTEE PRESENTATION

- ❖ **3 minutes**
- ❖ **One Spokesperson**
 - ❖ **Introduce Team Members**
 - ❖ **Name of the Project**
 - ❖ **Services and Target Population**

