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| **Appendix D: Grantee Assurance for Non-Governmental Organizations** |

The Organized Retail Theft Vertical Prosecution Grant Program Request for Proposals (RFP) includes requirements that apply to non-governmental organizations (NGOs)[[1]](#footnote-1) providing services with grant funds. Grantees are responsible for ensuring that all contracted third parties continually meet these requirements as a condition of receiving funds. The RFP describes these requirements as follows:

Any non-governmental organization that receives Organized Retail Theft Vertical Prosecution Grant Program funds (as either a 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 Organized Retail Theft Prevention Grant Program 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 (6) 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 registered with the California Secretary of State’s Office, if applicable;
* Have a valid Employer Identification Number (EIN) or Taxpayer ID (if sole proprietorship);
* Have a valid business license, if applicable;
* Have no outstanding civil judgments or liens;
* 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 within California. (An agent for service of process with a California address is insufficient.)

**Completing the NGO Assurance (Following Page)**

1. Provide the name of the Applicant Agency (the Grantee),
2. List all contracted parties (if known),
3. Check Yes or No to indicate if each contracted part meets the requirements
4. Sign and Submit to the BSCC

**NOTE**: If the name of the contracted party is unknown or if there will be no contracted parties. Write N/A in the “Name of Contracted Party” field and sign the document.

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| **Organized Retail Theft Vertical Prosecution Grant Program**  **Non-Governmental Organization Assurances** | | | |
| **Name of Applicant:** | | | |
| **Name of Contracted Party** | **Address** | **Email / Phone** | **Meets All Requirements** |
|  |  |  | **Yes ☐ No ☐** |
|  |  |  | **Yes ☐ No ☐** |
|  |  |  | **Yes ☐ No ☐** |
|  |  |  | **Yes ☐ No ☐** |

\*Grantees are required to update this list and submit it to 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 RFP. The BSCC will not reimburse for costs incurred by any third party that does not meet the requirements listed above and for which the BSCC does not have a signed grantee assurance on file.

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

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| **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** | **EMAIL ADDRESS** |
| **STREET ADDRESS** | **CITY** | **STATE** | **ZIP CODE** |
| **APPLICANT’S SIGNATURE (Blue Ink Only)** | | | **DATE** |

1. For the purposes of this RFP, NGOs include nonprofit and for-profit community-based organizations, faith-based organizations, evaluators (except government institutions such as universities), grant management companies, and any other non-governmental agency or individual. [↑](#footnote-ref-1)