



Overview of Administrative Responsibilities for Mobile Probation Grants

Communication is Key!



- All written Notifications/Requests must come from the Project Director
- Financial Officer must be an employee of the Lead Public Agency

Grant Agreement

- ❑ Scope of Work
- ❑ Adhere to Contract and Original Proposal
 - Submit Resolution from Board of Supervisors
- ❑ General Terms and Conditions
 - Reporting Requirements

Are you subcontracting?

Ensure subcontractors understand and meet all grant agreement responsibilities

See Exhibit D: Special Terms and Conditions

- You are fully responsible for your subcontractors
- You must pay your subcontractors on time, independent from BSCC reimbursements
- All subcontractors must meet eligibility requirements (see NGO Assurance Form)
- Ensure appropriate language in subcontracts, including:
 - 1) Maintaining adequate fiscal and project books, records, and documents.
 - 2) Allow BSCC or its auditor access to its fiscal and project books, records, and documents.

Secretary of State

[HTTPS://BUSINESSSEARCH.SOS.CA.GOV/](https://businesssearch.sos.ca.gov/)



Alex Padilla
California Secretary of State

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Business Entities (BE) **Business Search**

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)

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

You must request special prior approval for:

(even if they were in your proposal)

- ❑ Changes to Key Project Staff
 - ✓ Update Grantee Contact Sheet
- ❑ Fixed Assets/Equipment purchases over \$3,500 per item
 - ✓ Includes items requested in proposal
 - ✓ Inventory
- ❑ Food and beverage purchases

Project Modifications

- ❑ Reserved for substantive changes in project scope and specific project components
- ❑ Requires Contract Amendment
- ❑ Discuss proposed change(s) with Field Representative PRIOR to formal submission
- ❑ Requires detailed narrative explaining why change is necessary and potential outcome if not approved
- ❑ Request must be submitted by the Project Director

Key Dates (1 of 3)

Invoice Reporting Periods

May 1, 2023 - June 30, 2023

July 1, 2023 - Sept 30, 2023

Oct 1, 2023 - Dec 31, 2023

Jan 1, 2024 - March 31, 2024

April 1, 2024 - June 30, 2024

July 1, 2023 - Sept 30, 2024

Oct 1, 2023 - Dec 31, 2024

Due no later than:

August 15, 2023

November 15, 2023

February 15, 2024

May 15, 2024

August 15, 2024

November 15, 2024

February 14, 2025

~ Due 45 days after reporting period~

Key Dates (2 of 3)

Annual Data Reporting Periods:

May 1, 2023 - June 30, 2024

July 1, 2024 - June 30, 2025

July 1, 2025 - June 30, 2026

Due no later than:

August 15, 2024

August 15, 2025

August 15, 2026

~ Due 45 days after reporting period ~

Key Dates (3 of 3)

Final Invoicing Period*

January 1 - March 15, 2025

Due (No Later Than)

April 30, 2025

**No new expenses may be incurred after March 15, 2025.*

Reporting Requirements

End of Project Report

Due (No Later Than)

September 30, 2027

Where to submit required reports...

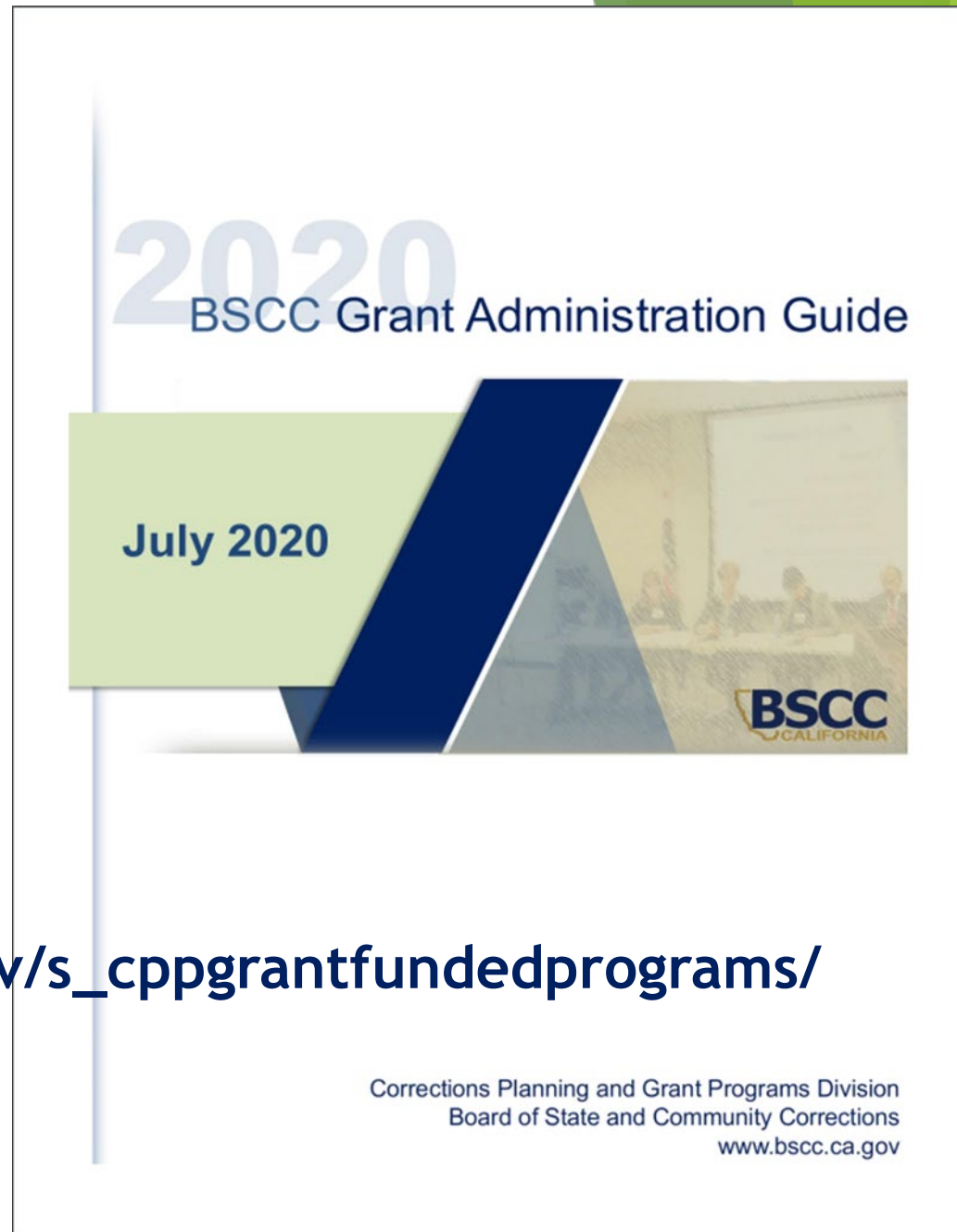
Financial Invoices:

Personalized OneDrive Link

Annual Data Reports:

MobileProbation@bscc.ca.gov

BSCC Grant Administration Guide



http://www.bscc.ca.gov/s_cppgrantfundedprograms/

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