



Proposition 64 Public Health & Safety Grant Program

Cohort 3 - Grantee Orientation

Administrative Responsibilities

Communication is Key



- Written Notification/Requests
 - By Project Director Only
- Financial Officer must be an employee of the Lead Public Agency

Grant Agreement

- ❑ Scope of Work
 - Project Abstract

- ❑ Adhere to Contract and Original Proposal
 - Submittal of Resolution from Agency's Governing Board

- ❑ General Terms and Conditions
 - CA Department of General Services

Grant Agreement

Inform and ensure subcontractors understand and meet all grant agreement responsibilities

Exhibit D: Special Terms and Conditions

Basically:

- Fully responsible for your subcontractors
- Pay your subcontractors independent from the BSCC reimbursements
- All subcontractors must with the eligibility requirements (NGO Assurance Form)
- Obtain insurance and fidelity bonds, if applicable
- All 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

Criteria for Non-Governmental Organizations Receiving Proposition 64 Public Health and Safety Grant Funds

The Proposition 64 Public Health and Safety (Prop 64 PH&S) Grant Program Request for Proposals (RFP) includes requirements that apply specifically 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 Prop 64 PH&S funds. The RFP describes these requirements as follows:

Any non-governmental organization that receives Prop 64 PH&S 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 Prop 64 PH&S 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 registered with the California Secretary of State's Office, if applicable;
- Have a valid business license, Employer Identification Number (EIN), and/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.
- Have a physical address.

NGO Assurance Form

Secretary of State

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



Alex Padilla
California Secretary of State

↑ About Business Notary & Authentications Elections Campaign & Lobbying State Archives Registries News Contact

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

PROP 64 COHORT 3 SCORING PANEL

- Guillermo Viera Rosa-Chair, BSCC Board Member
- Devin Gray, Associate Governmental Program Analyst, Policy & Research Division, Department of Cannabis Control
- Jim Keddy, Director, Youth Forward
- Ata Khan, Planning Manager, Development Services, City of Pomona
- Charles Smith, Commander, Law Enforcement Division, Department of Cannabis Control
- America Velasco, Pre-Trial Services Coordinator, Superior Court, County of Solano

Conflict of Interest Check

Mandatory Prior Approval

Written Notification and/or Requests

- ❑ Change to Key Project Staff
 - ✓ Update Grantee Contact Sheet
- ❑ Fixed Assets/Equipment purchase over \$3,500 per item
 - ✓ Includes items requested in proposal
 - ✓ Inventory
- ❑ Incentives including Gift Cards
 - ✓ Matrix
 - ✓ Tracking System
- ❑ Food/Beverage
- ❑ Out-of-State Travel



Project Modification

- ❑ 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 Grant Project Director

Key Date Samples

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

Due no later than:

August 15, 2023

November 15, 2023

February 15, 2024

May 15, 2024

August 15, 2024

~ 45 Days After the Reporting Period ~

Key Date Samples

QPR 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

Due no later than:

August 15, 2023

November 15, 2023

February 15, 2024

May 15, 2024

August 15, 2024

~ 45 Days After the Reporting Period ~

Key Dates

Final Invoicing Periods*

May 1 - June 30, 2028

July 1 - October 31, 2028

Due (No Later Than)

August 15, 2028

December 15, 2028

**For costs associated with the completion of the Final Local Evaluation Report and Final Financial Audit Report ONLY*

Evaluations

Local Evaluation Plan

Local Evaluation Report

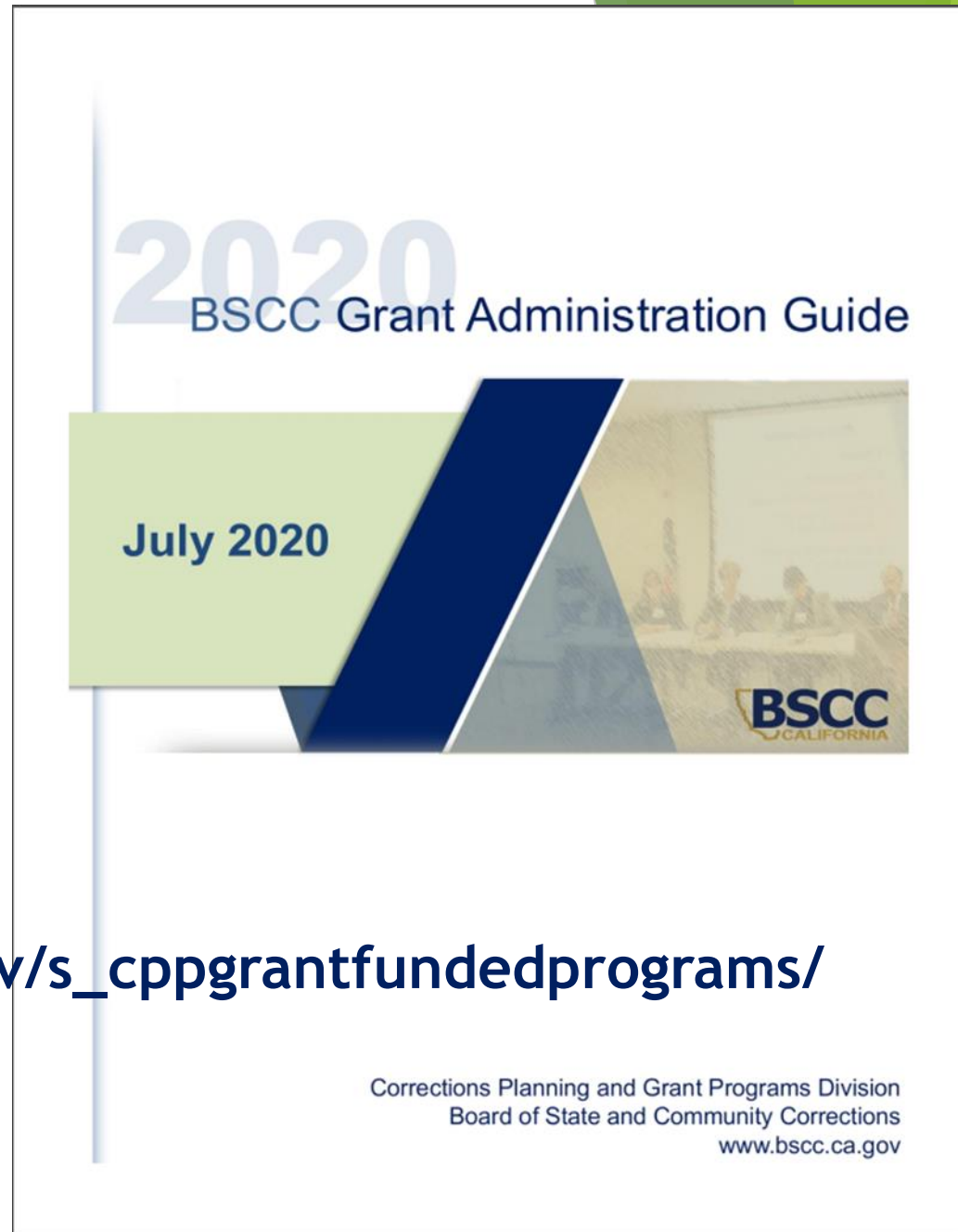
Due (No Later Than)

September 29, 2023

October 31, 2028

- ✓ **Financial Invoice Submittals:**
Personalized One Drive Link
- ✓ **Progress Reports and Evaluations:**
Prop64_Grant3@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