



Overview of Administrative Responsibilities

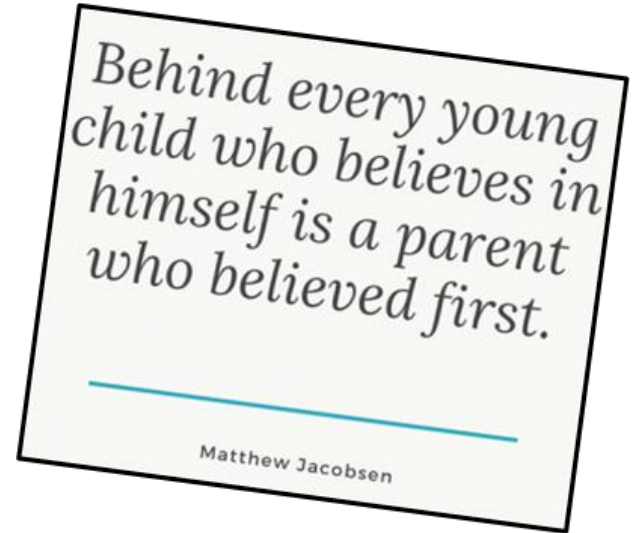
COMMUNICATION IS KEY



- ❑ **Written Notification/Requests**
 - ❑ **By Project Director Only**
- ❑ **Financial Officer must be an employee of the funded agency**
- ❑ **Email us anytime to discuss program challenges/modifications**

GRANT AGREEMENT

- ❑ **Scope of Work**
 - **Project Abstracts**
- ❑ **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)
- 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
 - 3) Access to program records to be made available by both the grantee and the subcontractors for a period of 3 years following the end of the grant period

NGO ASSURANCE FORM

APPENDIX C

Criteria for Non-Governmental Organizations Receiving Proud Parenting Grant Program Funds

The Proud Parenting 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 Proud Parenting funds. The RFP describes these requirements as follows.

Any non-governmental organization that receives Proud Parenting grant funds (as either subgrantee or subcontractor) must:

- Have been duly organized, in existence, and in good standing for at least six months prior to the effective date of its fiscal agreement with the BSCC or with the Proud Parenting 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; and
- Have a physical address.

SECRETARY OF STATE

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

The screenshot shows the website for Alex Padilla, California Secretary of State. The header includes the state seal and navigation links: About, Business, Notary & Authentications, Elections, Campaign & Lobbying, State Archives, Registries, News, and Contact. Social media icons for RSS, Facebook, and Twitter are also present.

The main content area is titled "Business Entities (BE)" and "Business Search". On the left is a sidebar menu with the following items: 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, and Information Requests (certificates, copies & status reports).

The "Business Search" section contains the following text:
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.

The search form includes:
- Search Type * (radio buttons for Corporation Name, LP/LLC Name, Entity Number)
- Search Criteria * (text input field)
- Search Filter (dropdown menu with "Keyword" selected)
- Search button

CONFLICT OF INTEREST

PROUD PARENTING ESC

	Name	Title	Organization/Agency
1	Norma Cumpian Chair	BSCC Board Member Associate Director, Women's and Non-Binary Services	Anti-Recidivism Coalition
2	Manuel Escandon	Director, Student Intervention & Prevention Department	Office of the Fresno County Superintendent of Schools
3	Jeff Goldman	Juvenile Program Manager	Nevada County Probation
4	Michelle House	Health Program Supervisor	Monterey County Public Health
5	Gordon Jackson	National Director SACJJDP Member	PROTECT, 3Strands Global Foundation
6	Christina Ruiz	Student*, Youth Advocate, Lived Experience	*USC Price School of Public Policy

MANDATORY PRIOR APPROVAL

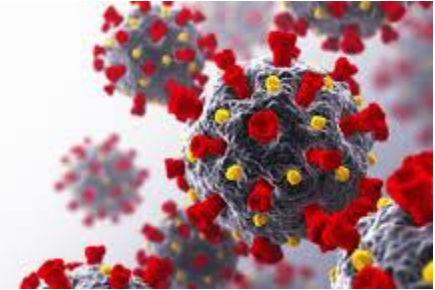
Written Notification and/or Requests

- ❑ 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



CORONAVIRUS (COVID-19)

- ❖ Proposed Project Impacts
- ❖ Creative Alternatives
- ❖ Discuss with BSCC prior to implementing COVID-related changes
- ❖ Document Modifications with BSCC Approval
- ❖ Case-by-Case Situations
- ❖ Electronic Signatures
- ❖ Be Safe



MODIFICATIONS

- ❑ For changes in project scope, specific project components, and monetary changes
- ❑ 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 DATES

Invoice Reporting Periods

January 1, 2022 - March 31, 2022

April 1, 2022 - June 30, 2022

July 1, 2022 - September 30, 2022

October 1, 2022 - December 31, 2022

January 1, 2023 - March 31, 2023

April 1, 2023 - June 30, 2023

July 1, 2023 - September 30, 2023

October 1, 2023 - December 31, 2023

January 1, 2024 - March 31, 2024

April 1, 2024 - June 30, 2024

July 1, 2024 - September 30, 2024

October 1, 2024 - December 31, 2024

Due no later than:

May 15, 2022

August 15, 2022

November 15, 2022

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

~ 45 Days After the Reporting Period ~

KEY DATES

Progress Reporting Periods

January 1, 2022 - March 31, 2022

April 1, 2022 - June 30, 2022

July 1, 2022 - September 30, 2022

October 1, 2022 - December 31, 2022

January 1, 2023 - March 31, 2023

April 1, 2023 - June 30, 2023

July 1, 2023 - September 30, 2023

October 1, 2023 - December 31, 2023

January 1, 2024 - March 31, 2024

April 1, 2024 - June 30, 2024

July 1, 2024 - September 30, 2024

October 1, 2024 - December 31, 2024

Due no later than:

May 15, 2022

August 15, 2022

November 15, 2022

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

~ 45 Days After the Reporting Period ~

KEY DATES

Final Invoicing Period*

January 1 – March 31, 2025

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

Due (No Later Than)

May 15, 2025

Evaluations

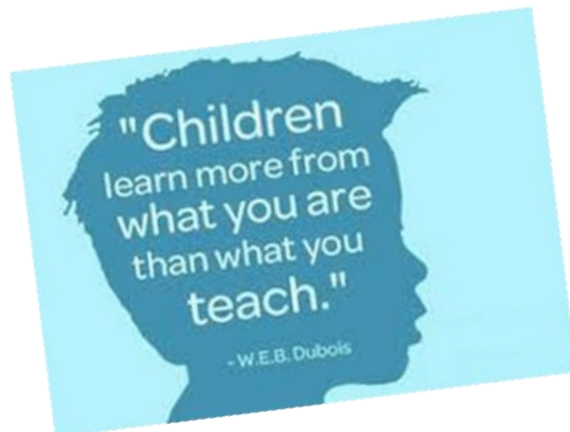
Local Evaluation Plan

Local Evaluation Report

Due (No Later Than)

April 1, 2022

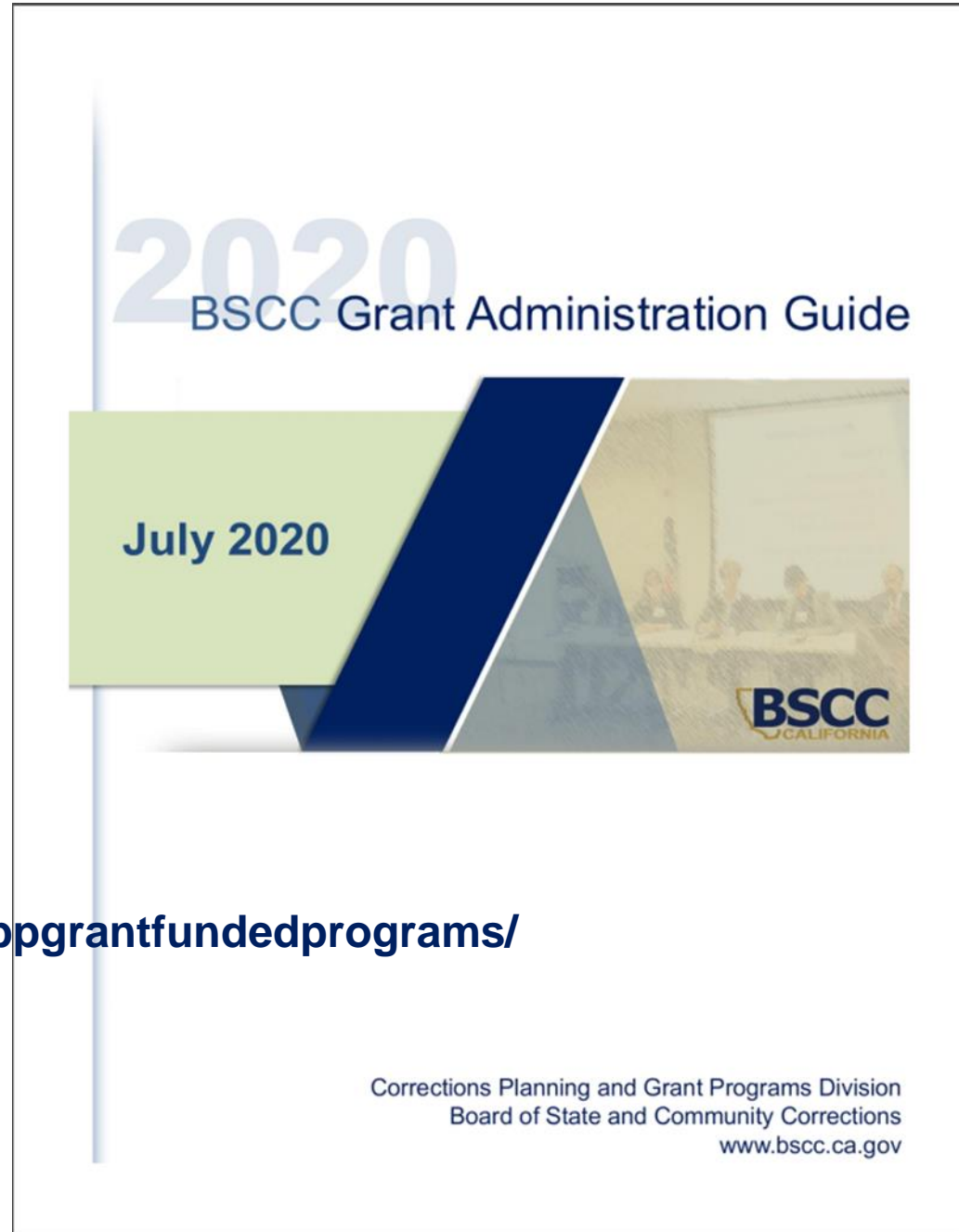
March 31, 2025



- Financial Invoice Submittals:
PP_Grants@bscc.ca.gov
- Progress Reports and Evaluations:
PP_Grants@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

QUESTIONS?

