



Overview of Administrative Responsibilities for Prop 64 PH&S Grants

BSCC STAFF PROP 64 PH&S GRANT TEAM

- ❖ **Michelle Killian, Program Analyst**
- ❖ **Rosa Pargas, Staff Services Manager**
- ❖ **Ashley Garibaldi, Research Data Specialist**
- ❖ **Helene Zentner, Field Representative**

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

NGO ASSURANCE FORM

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, community organization that receives Prop 64 PH&S funds must:

- Have been duly organized, in existence, and in good standing as of August 14, 2019; non-governmental organizations that have recently reorganized or have merged with other qualified non-governmental organizations that were in existence prior to August 14, 2019 are also eligible, provided all necessary agreements have been executed and filed with the California Secretary of State prior to October 1, 2020.
- 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.

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 categories: 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, and Entity Number.
- Search Criteria *: A text input field.
- Search Filter: A dropdown menu currently set to "Keyword".
- Search: A button to execute the search.

CONFLICT OF INTEREST

- Linda Penner, BSCC Chair
- Steve Carney, Santa Cruz Co. Sheriff's Office
- Manuel Escandon, Fresno Co. Superintendent of Schools
- Hollie Hall, Watershed Resource Specialist
- Tanja Heitman, Santa Barbara Probation Dept.
- Amy Irani, Nevada Co. Environmental Health
- Vicki Jones, Merced Co. Public Health
- Jon Lopey, Siskiyou Co. Sheriff's Office
- Renee Menart, Center on Juv. & Criminal Justice
- Dave Neilsen, CA Dept. Alcohol & Drug Progs. (Ret)
- Royal Ramey, Forestry and Fire Recruitment
- Sarah Ruby, Santa Clara Co, Public Defender's Office
- Michael Salvador, City of Atwater, Police
- Sharyn Turner, Nevada Co. Superintendent of Schools
- Scott Whitney, City of Oxnard, Police

MANDATORY PRIOR APPROVAL

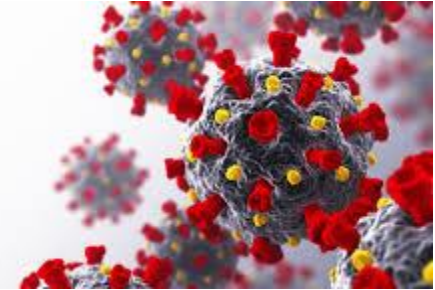
Written Notification and/or Requests

- ❑ 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



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 DATES

Invoice Reporting Periods

October 1, 2020 - December 31, 2020

January 1, 2021 - March 31, 2021

April 1, 2021 - June 30, 2021

July 1, 2021 - September 30, 2021

October 1, 2021 - December 31, 2021

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

Due no later than:

February 15, 2021

May 15, 2021

August 15, 2021

November 15, 2021

February 15, 2022

May 15, 2022

August 15, 2022

November 15, 2022

February 15, 2023

May 15, 2023

August 15, 2023

November 15, 2023

~ 45 Days After the Reporting Period ~

KEY DATES

Progress Report Periods

October 1, 2020 - December 31, 2020

January 1, 2021 - March 31, 2021

April 1, 2021 - June 30, 2021

July 1, 2021 - September 30, 2021

October 1, 2021 - December 31, 2021

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

Due no later than:

February 15, 2021

May 15, 2021

August 15, 2021

November 15, 2021

February 15, 2022

May 15, 2022

August 15, 2022

November 15, 2022

February 15, 2023

May 15, 2023

August 15, 2023

November 15, 2023

~ 45 Days After the Reporting Period ~

KEY DATES

Final Invoicing Periods*

October 1 – December 31, 2023

January 1 – March 31, 2024

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

Due (No Later Than)

February 15, 2024

May 15, 2024

Evaluations

Local Evaluation Plan

Local Evaluation Report

Due (No Later Than)

(TBD) January 2021

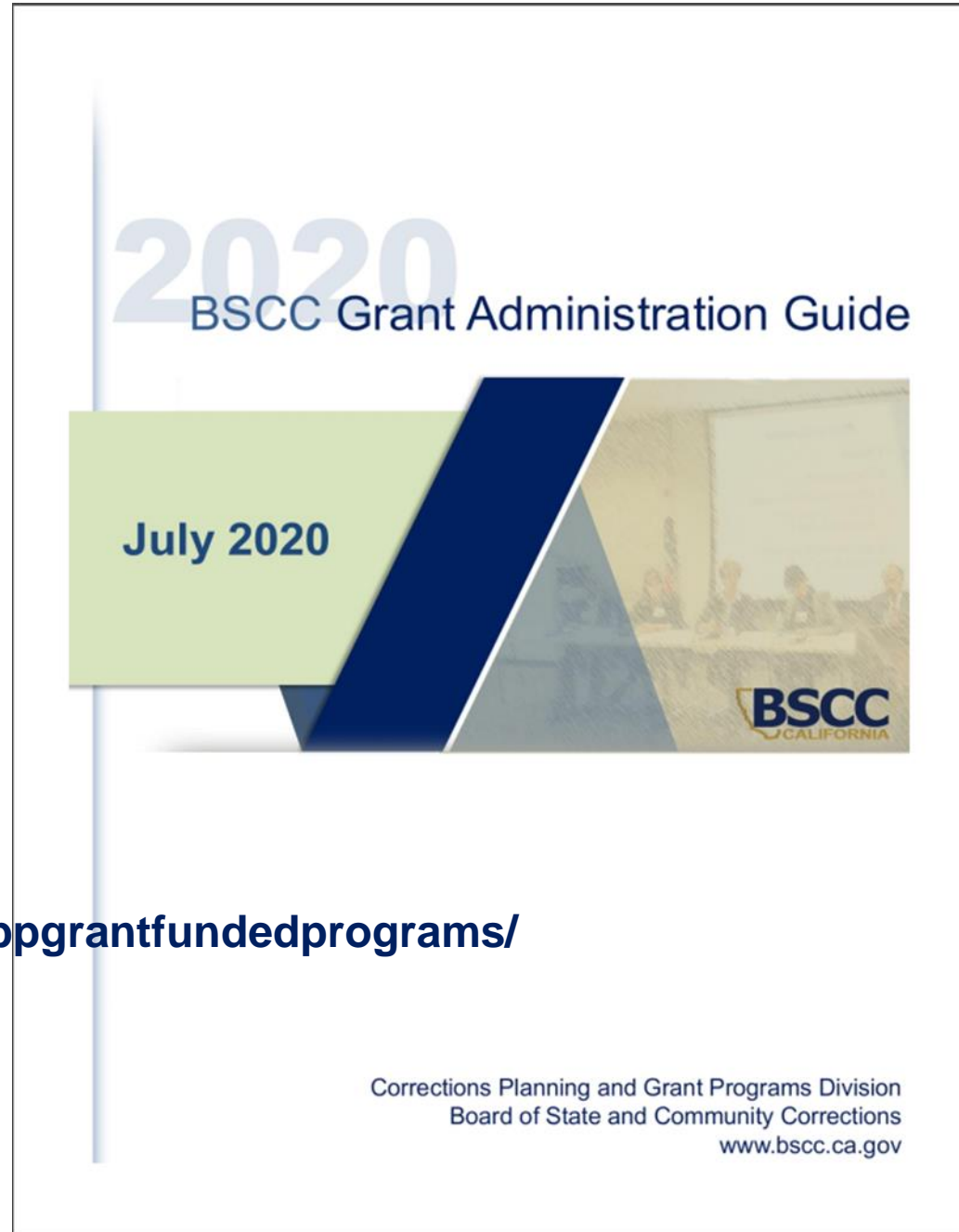
March 31, 2024



- ❑ Financial Invoice Submittals:
Prop64_Grant@bscc.ca.gov
- ❑ Progress Reports and Evaluations:
Prop64_Grant@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