

A photograph of the California State Capitol building, showing its iconic dome and classical architecture, set against a clear blue sky. An American flag is visible on the left side of the building.

**Organized Retail Theft
Vertical Prosecution**

Grantee Orientation

Administrative Responsibilities

TOPICS

- ❖ **Communication**
- ❖ **Standard Agreement - STD 213**
- ❖ **Exhibits to the Grant Agreement**
- ❖ **Non-Governmental Organization (NGO) Assurances**
- ❖ **Prior Approvals**
- ❖ **Guides**
 - ❖ **BSCC Grant Administration Guide**

COMMUNICATION

- ❖ **BSCC communication is limited to the identified grant staff**
 - ❖ **Submit an updated Contact Information Sheet as needed**
- ❖ **Project Director and Financial Officer must be employees of the grantee**
 - ❖ **Help us avoid misunderstandings and/or communication breakdowns**
 - ❖ **Do not have to be Day to Day Contact**



STANDARD AGREEMENT

STANDARD AGREEMENT

AGREEMENT NUMBER

PURCHASING AUTHORITY NUMBER (If App)

STD 213 (Rev 03/2019)

BSCC XXX- 23

1) This Agreement is entered into between the Contracting Agency and the Contractor named below:

CONTRACTING AGENCY NAME

BOARD OF STATE AND COMMUNITY CORRECTIONS

CONTRACTOR NAME

XXX

2) The term of this Agreement is:

START DATE

OCTOBER 1, 2023

THROUGH END DATE

JUNE 1, 2027

3) The maximum amount of this Agreement is:

\$000,000.00

4) The parties agree to comply with the terms and conditions of the following exhibits, attachments, and appendices which by this reference made a part of the Agreement.

EXHIBITS	TITLE
Exhibit A	Scope of Work
Exhibit B	Budget Detail and Payment Provisions
Exhibit C	General Terms and Conditions (04/2017)
Exhibit D	Special Terms and Conditions
Attachment 1*	Organized Retail Theft Vertical Prosecution Grant Program Request for Proposals
Attachment 2	Organized Retail Theft Vertical Prosecution Grant Program Grant Proposal
Appendix A	Organized Retail Theft Grant Program Scoring Panel Roster
Appendix B	Grantee Assurance for Non-Governmental Organizations

* This item is hereby incorporated by reference and can be viewed at: <https://www.bscc.ca.gov/organized-retail-theft-vertical-prosecution-grant-pr>

IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.

CONTRACTOR

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)

GRANTEE NAME

CONTRACTOR BUSINESS ADDRESS

XXX

CITY

XXX

PRINTED NAME OF PERSON SIGNING

XXX

TITLE

XXX

CONTRACTOR AUTHORIZED SIGNATURE

DATE SIGNED

STATE OF CALIFORNIA

CONTRACTING AGENCY NAME

BOARD OF STATE AND COMMUNITY CORRECTIONS

CONTRACTING AGENCY ADDRESS

2590 Venture Oaks Way, Suite 200

PRINTED NAME OF PERSON SIGNING

COLLEEN CURTIN

CONTRACTING AGENCY AUTHORIZED SIGNATURE

CITY

Sacramento

TITLE

Deputy Director

DATE SIGNED



STANDARD AGREEMENT CONT..

A. REPORTING REQUIREMENTS

A. Grantee will submit quarterly progress reports in a format prescribed by the BSCC. These reports, which will describe progress made on program objectives and include required data, shall be submitted according to the following schedule:

Quarterly Progress Report Periods

- October 1, 2023 to December 31, 2023
- January 1, 2024 to March 31, 2024
- April 1, 2024 to June 30, 2024
- July 1, 2024 to September 30, 2024
- October 1, 2024 to December 31, 2024
- January 1, 2025 to March 31, 2025
- April 1, 2025 to June 30, 2025
- July 1, 2025 to September 30, 2025
- October 1, 2025 to December 31, 2025
- January 1, 2026 to March 31, 2026
- April 1, 2026 to June 30, 2026
- July 1, 2026 to September 30, 2026
- October 1, 2026 to December 31, 2026

Due no later than:

February 15, 2024
May 15, 2024
August 15, 2024
November 15, 2024
February 15, 2025
May 15, 2025
August 15, 2025
November 15, 2025
February 15, 2026
May 15, 2026
August 15, 2026
November 15, 2026
February 15, 2027

B. Evaluation Documents

- Local Evaluation Plan
- Final Local Evaluation Report

Due no later than:

April 1, 2024
June 1, 2027

C. Other

Financial Audit Report

Due no later than:

June 1, 2027

Grantees that are unable to demonstrate that they are making sufficient progress toward project goals and objectives and show that funds are being spent in accordance with the Grant Agreement could be subject to a withholding of funds.

STANDARD AGREEMENT- PAYMENT

A. INVOICING AND PAYMENT

- The Grantee shall be paid quarterly in arrears by submitting an invoice (Form 201) to the BSCC that outlines actual expenditures claimed for the invoicing period.

Quarterly Invoicing Periods:

- October 1, 2023 to December 31, 2023
- January 1, 2024 to March 31, 2024
- April 1, 2024 to June 30, 2024
- July 1, 2024 to September 30, 2024
- October 1, 2024 to December 31, 2024
- January 1, 2025 to March 31, 2025
- April 1, 2025 to June 30, 2025
- July 1, 2025 to September 30, 2025
- October 1, 2025 to December 31, 2025
- January 1, 2026 to March 31, 2026
- April 1, 2026 to June 30, 2026
- July 1, 2026 to September 30, 2026
- October 1, 2026 to December 31, 2026

Due no later than:

- February 15, 2024
- May 15, 2024
- August 15, 2024
- November 15, 2024
- February 15, 2025
- May 15, 2025
- August 15, 2025
- November 15, 2025
- February 15, 2026
- May 15, 2026
- August 15, 2026
- November 15, 2026
- February 15, 2027

Final Invoicing Periods*:

- January 1, 2027 to March 31, 2027
- April 1, 2027 to June 1, 2027

Due no later than:

- May 15, 2027
- August 15, 2027

**Note: Project activity period ends December 31, 2026. The period of January 1, 2027, to June 1, 2027, is for completion of Final Local Evaluation Report and financial audit only.*

REPORTING

- ❖ **Required to submit progress reports.**
- ❖ **Critical element in the monitoring and oversight process and evaluation.**
- ❖ **Provides data that BSCC publishes for future opportunities and public view of progress.**

EXHIBIT D: SPECIAL TERMS AND CONDITIONS

SUB- CONTRACTS

3. POTENTIAL SUBCONTRACTORS

- A. In accordance with the provisions of this Grant Agreement, the Grantee may subcontract with providers for services needed to implement and/or support program activities. Grantee agrees that in the event of any inconsistency between this Grant Agreement and Grantee's agreement with a subcontractor, the language of this Grant Agreement will prevail.
- B. Nothing contained in this Grant Agreement, or otherwise, shall create any contractual relation between the BSCC and any subcontractors, and no subcontract shall relieve the Grantee of its responsibilities and obligations hereunder. The Grantee agrees to be as fully responsible to the BSCC for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by the Grantee. The Grantee's obligation to pay its subcontractors is an independent obligation from the BSCC's obligation to make payments to the Grantee. As a result, the BSCC shall have no obligation to pay or to enforce the payment of any monies to any subcontractor.
- C. Grantee shall ensure that all subcontractors comply with all requirements of this Grant Agreement.
- D. Grantee assures that for any subcontract awarded by the Grantee, such as insurance and fidelity bonds, as is customary and appropriate, will be obtained.
- E. Grantee agrees to place appropriate language in all subcontracts for work on the project requiring the Grantee's subcontractors to:
 - 1) Books and Records
Maintain adequate fiscal and project books, records, documents, and other evidence pertinent to the subcontractor's work on the project in accordance with generally accepted accounting principles. Adequate supporting documentation shall be maintained ...
 - 2) Access to Books and Records
Make such books, records, supporting documentations, and other evidence available to the BSCC or designee... for a minimum of three (3) years ...

NGO ASSURANCE - SECRETARY OF STATE



Dr. Shirley N. Weber
California Secretary of State



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Business Entities (BE)

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[File Corporation Statement of Information](#)

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[Publicly Traded Disclosure Search](#)

[Current Processing Dates](#)

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[FAQs](#)

Business Search

This search provides access to available information for corporations, limited liability companies and limited partnerships of record with the California Secretary of State, with **free PDF copies** of imaged business entity documents, including the most recent imaged Statements of Information filed for corporations and limited liability companies.

Currently, information for limited liability partnerships (e.g. law firms, architecture firms, engineering firms, public accountancy firms, and land survey firms), general partnerships, associations, and other entity types are **not contained** in the Business Search. If you wish to obtain information about these entity types, download, complete, and submit a [Business Entities Records Request Form](#). to request copies of filings for these entity types.

Note: This search is not intended to serve as a name reservation search. For information on reserving a name, refer to [Name Reservations](#).

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

<https://businesssearch.sos.ca.gov/>

REQUIRED DOCUMENTS

- ❖ **Signed Agreement by the grantee and the BSCC**
 - ❖ Document is not executed until signed by the BSCC
- ❖ **Governing Board Resolution**
 - ❖ Required before funds are distributed

PRIOR APPROVAL REQUIRED

- ❖ Food & Beverages
- ❖ Equipment*
- ❖ Gift Cards
- ❖ Incentives
- ❖ Vehicles*
- ❖ Out-of-State Travel



2023 GRANT GUIDE

<https://www.bscc.ca.gov/wp-content/uploads/BSCC-Grant-Admin-Guide-July-2023.pdf>



TAKEAWAYS

- ❖ Adhere to the Grant Agreement
- ❖ Meet reporting due dates
- ❖ Include BSCC required language in your subcontracts
- ❖ Maintain updated NGO Assurances
- ❖ When in doubt seek prior approval
- ❖ Reference the Grant Admin Guide

