**Attachment C: Criteria and Assurance for Non-Governmental Organizations that Receive BSCC Grant Funds as a Subcontractor**

The ARG RFP includes requirements that apply to non-governmental organizations **that receive BSCC grant funds as subcontractors**. Grantees are responsible for ensuring that all subcontracted third parties continually meet these requirements as a condition of receiving any ARG funds. The RFP describes these requirements as follows:

Any non-governmental organization that receives ARG funds must:

* + Have been duly organized, in existence, and in good standing at least six (6) months prior to the start date of the applicant’s Grant Agreement with BSCC.

Note: Non-governmental organizations that have recently reorganized or have merged with other qualified non-governmental organizations that were in existence prior to the six (6) 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 applicant’s Grant Agreement with BSCC.

* + 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.

In the table below, provide the name of the Grantee and list all subcontracted third parties.

**Name of Grantee:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Subcontracted Third Party | Address | Email / Phone | Meets All Requirements |
|  |  |  | Yes ☐ No ☐ |
|  |  |  | Yes ☐ No ☐ |
|  |  |  | Yes ☐ No ☐ |
|  |  |  | Yes ☐ No ☐ |

See next page for signature block.

Grantees are required to update this list and submit it to BSCC any time a new third-party subcontract is executed after the initial assurance date. Grantees shall retain (on-site) applicable source documentation for each contracted party that verifies compliance with the requirements listed in the ARG RFP. These records will be subject to the records and retention language found in Appendices A and C of the Standard Agreement.

The BSCC will not reimburse for costs incurred by any third party that does not meet the requirements listed above and for which the BSCC does not have a signed grantee assurance on file.

**A signature below is an assurance that all requirements listed above have been met.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **AUTHORIZED SIGNATURE**  *(This document must be signed by the person who is authorized to sign the Grant Agreement.)* | | | | |
| NAME OF AUTHORIZED OFFICER | TITLE | TELEPHONE NUMBER | | EMAIL ADDRESS |
|  |  |  | |  |
| STREET ADDRESS | CITY | STATE | ZIP CODE | |
|  |  |  |  | |
| APPLICANT’S SIGNATURE (**verified e-signature is acceptable**) | | | DATE | |
| x | | |  | |