

**STANDARD AGREEMENT**

STD 213 (Rev 03/2019)

AGREEMENT NUMBER

**BSCC XXX- 25**

PURCHASING AUTHORITY NUMBER (If Applicable)

5227

**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

**July 1, 2025**

THROUGH END DATE

**December 31, 2028****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 are by this reference made a part of the Agreement.**

EXHIBITS	TITLE	PAGES
Exhibit A	Scope of Work	x
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Exhibit X	Advance Payment Policy	x
Attachment 1*	Adult Reentry Grant Request for Proposals	*
Attachment 2	Adult Reentry Grant Proposal	xx
Appendix A	Adult Reentry Grant Executive Steering Committee	x
Appendix B	Criteria for Non-Governmental Organizations Receiving Grant Funds as a Subcontractor	x

\* This item is hereby incorporated by reference and can be viewed at:

[https://www.bscc.ca.gov/s\\_correctionsplanningandprograms/](https://www.bscc.ca.gov/s_correctionsplanningandprograms/)**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**

STATE

**XX**

ZIP

**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

CITY

Sacramento

STATE

CA

ZIP

95833

PRINTED NAME OF PERSON SIGNING

COLLEEN CURTIN

TITLE

Deputy Director

CONTRACTING AGENCY AUTHORIZED SIGNATURE

DATE SIGNED

## EXHIBIT A: SCOPE OF WORK

### 1. GRANT AGREEMENT – Adult Reentry Grant

This Grant Agreement is between the State of California, Board of State and Community Corrections (hereafter referred to as BSCC) and **Grantee Name** (hereafter referred to as the Grantee or Contractor).

### 2. PROJECT SUMMARY AND ADMINISTRATION

A. Project summary here **this may be a specific summary for each grantee/agreement or a general description of the grant program/same for all agreements – it is the choice of the Field Rep. In the case of project specific summaries, analyst will draft, forward to SSM for review, then Field Rep will provide final approval. This should be completed before award recommendations go to the Board, so contracts are ready to go upon approval.**

B. Grantee agrees to administer the project in accordance with Attachment 1: Adult Reentry Grant Request for Proposals (incorporated by reference) and Attachment 2: Adult Reentry Grant Proposal, which are attached and hereto and made part of this agreement.

### 3. PROJECT OFFICIALS

A. The BSCC's Executive Director or designee shall be the BSCC's representative for administration of the Grant Agreement and shall have authority to make determinations relating to any controversies that may arise under or regarding the interpretation, performance, or payment for work performed under this Grant Agreement.

B. The Grantee's project officials shall be those identified as follows:

**Authorized Officer** with legal authority to sign:

Name:     xxx  
Title:     xxx  
Address:   xxx  
Phone:     xxx

**Designated Financial Officer** authorized to receive warrants:

Name:     xxx  
Title:     xxx  
Address:   xxx  
Phone:     xxx  
Email:     xxx

**Project Director** authorized to administer the project:

Name:     xxx  
Title:     xxx  
Address:   xxx  
Phone:     xxx  
Email:     xxx

C. Either party may change its project representatives upon written notice to the other party.

D. By signing this Grant Agreement, the Authorized Officer listed above warrants that he or she has full legal authority to bind the entity for which he or she signs.

## EXHIBIT A: SCOPE OF WORK

### 4. DATA COLLECTION

Grantees will be required to comply with all data collection and reporting requirements as described in Attachment 1: Adult Reentry Grant Request for Proposals and Attachment 2: Adult Reentry Grant Proposal.

### 5. 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

	Due no later than:
1. July 1, 2025 to September 30, 2025	November 15, 2025
2. October 1, 2025 to December 31, 2025	February 15, 2026
3. January 1, 2026 to March 31, 2026	May 15, 2026
4. April 1, 2026 to June 30, 2026	August 15, 2026
5. July 1, 2026 to September 30, 2026	November 15, 2026
6. October 1, 2026 to December 31, 2026	February 15, 2027
7. January 1, 2027 to March 31, 2027	May 15, 2027
8. April 1, 2027 to June 30, 2027	August 15, 2027
9. July 1, 2027 to September 30, 2027	November 15, 2027
10. October 1, 2027 to December 31, 2027	February 15, 2028
11. January 1, 2028 to March 31, 2028	May 15, 2028
12. April 1, 2028 to June 30, 2028	August 15, 2028

*Note: Project activity period ends June 30, 2028. The period of July 1, 2028 to December 31, 2028 is for completion of Final Local Evaluation Report and program-specific compliance audit only.*

#### B. Evaluation Documents

	Due no later than:
1. Local Evaluation Plan	December 31, 2025
2. Final Local Evaluation Report	December 31, 2028

#### C. Other

	Due no later than:
Program-Specific Compliance Audit Report (see Exhibit A, Scope of Work, Item 8. State Audit Requirements)	December 31, 2028

### 6. PROJECT RECORDS

A. The Grantee shall establish an official file for the project. The file shall contain adequate documentation of all actions taken with respect to the project, including copies of this Grant Agreement, approved program/budget modifications, financial records and required reports.

B. The Grantee shall establish separate accounting records and maintain documents and other evidence sufficient to properly reflect the amount, receipt, and disposition of all project funds, including grant funds and any matching funds by the Grantee and the total cost of the project. Source documentation includes copies of all awards, applications, approved modifications, financial records and narrative reports.

## EXHIBIT A: SCOPE OF WORK

- C. Personnel and payroll records shall include the time and attendance reports for all individuals reimbursed under the grant, whether they are employed full-time or part-time. Time and effort reports are also required for all subcontractors and consultants.
- D. The grantee shall maintain documentation of donated goods and/or services, including the basis for valuation.
- E. Grantee agrees to protect records adequately from fire or other damage. When records are stored away from the Grantee's principal office, a written index of the location of records stored must be on hand and ready access must be assured.
- F. All Grantee records relevant to the project must be preserved a minimum of three (3) years after closeout of the grant project and shall be subject at all reasonable times to inspection, examination, monitoring, copying, excerpting, transcribing, and auditing by the BSCC or designees. If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the three-year period, the records must be retained until the completion of the action and resolution of all issues which arise from it or until the end of the regular three-year period, whichever is later.

### 7. CONFLICT OF INTEREST

- A. Existing law prohibits any grantee, subgrantee, partner or like party who participated on the Adult Reentry Grant Executive Steering Committee (See Appendix A) from receiving funds from the Adult Reentry Grant grants awarded under this RFP. Applicants who are awarded grants under this RFP are responsible for reviewing the Adult Reentry Grant ESC membership roster (see Appendix A) and ensuring that no grant dollars are passed through to any entity represented by the members of the Adult Reentry Grant ESC.
- B. Some grant programs (e.g., Prop 47) are exempt or have different conflict of interest requirements. Check with Field Rep.
- C. In cases of an actual conflict of interest with an ESC member, the Board may revoke the grant award and legal consequences could exist for the parties involved, including, but not limited to, repayment of the grant award.

### 8. STATE AUDIT REQUIREMENTS

- A. Grantees are required to provide the BSCC with a **program-specific compliance audit** that covers the three-year service delivery period of the grant (i.e., July 1, 2025, to June 30, 2028). The audit report will be due no later than the end of the contract term, December 31, 2028. The program-specific compliance audit shall be performed by a Certified Public Accountant or a participating county or city auditor that is organizationally independent from the participating county's or city's project financial management functions. Expenses for this final audit may be reimbursed for actual costs up to \$25,000.
- B. In addition, the BSCC reserves the right to call for a program, compliance or financial audit at any time between the execution of the grant agreement and three (3) years following the end of the grant period. The Department of General Services, the California State Auditor, the Department of Finance, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this grant.

## EXHIBIT B: BUDGET DETAIL AND PAYMENT PROVISIONS

### 1. ADVANCE PAYMENTS (Grantee will request advance payment prior to contract execution)

- A. Within 45 days of the execution date of this agreement or a later date mutually agreed to by the parties, the BSCC shall disburse 10 percent of the total awarded funds to Grantee. Grantee shall deposit grant funds into a banking account established by Grantee. Grant funds shall not be comingled with any other funds. Any interest earned on the account may only be used for allowable expenses during the grant period. Grantee shall only use grant funds for allowable costs (see Exhibit B, Budget Detail and Payment Provisions, Item 6. Project Costs).
- B. With the exception of the one-time advance payment, disbursement of grant funds occurs on a reimbursement basis for costs incurred during a reporting period. The Grantee must submit invoices to the BSCC according to the schedule below, whether or not an advance payment was received or funds were expended.

### 2. INVOICING AND PAYMENTS (Grantee will select either monthly or quarterly)

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

#### Monthly Invoicing Periods:

1. July 1, 2025 to July 31, 2025
2. August 1, 2025 to August 31, 2025
3. September 1, 2025 to September 30, 2025
4. October 1, 2025 to October 31, 2025
5. November 1, 2025 to November 30, 2025
6. December 1, 2025 to December 31, 2025
7. January 1, 2026 to January 31, 2026
8. February 1, 2026 to February 28, 2026
9. March 1, 2026 to March 31, 2026
10. April 1, 2026 to April 30, 2026
11. May 1, 2026 to May 31, 2026
12. June 1, 2026 to June 30, 2026
13. July 1, 2026 to July 31, 2026
14. August 1, 2026 to August 31, 2026
15. September 1, 2026 to September 30, 2026
16. October 1, 2026 to October 31, 2026
17. November 1, 2026 to November 30, 2026
18. December 1, 2026 to December 31, 2026
19. January 1, 2027 to January 31, 2027
20. February 1, 2027 to February 28, 2027
21. March 1, 2027 to March 31, 2027
22. April 1, 2027 to April 30, 2027
23. May 1, 2027 to May 31, 2027
24. June 1, 2027 to June 30, 2027
25. July 1, 2027 to July 31, 2027
26. August 1, 2027 to August 31, 2027
27. September 1, 2027 to September 30, 2027

#### Due no later than:

- September 15, 2025
- October 15, 2025
- November 15, 2025
- December 15, 2025
- January 15, 2026
- February 15, 2026
- March 15, 2026
- April 15, 2026
- May 15, 2026
- June 15, 2026
- July 15, 2026
- August 15, 2026
- September 15, 2026
- October 15, 2026
- November 15, 2026
- December 15, 2026
- January 15, 2027
- February 15, 2027
- March 15, 2027
- April 15, 2027
- May 15, 2027
- June 15, 2027
- July 15, 2027
- August 15, 2027
- September 15, 2027
- October 15, 2027
- November 15, 2027

## EXHIBIT B: BUDGET DETAIL AND PAYMENT PROVISIONS

28. October 1, 2027 to October 31, 2027	December 15, 2027
29. November 1, 2027 to November 30, 2027	January 15, 2028
30. December 1, 2027 through December 31, 2027	February 15, 2028
31. January 1, 2028 to January 31, 2028	March 15, 2028
32. February 1, 2028 to February 29, 2028	April 15, 2028
33. March 1, 2028 to March 31, 2028	May 15, 2028
34. April 1, 2028 to April 30, 2028	June 15, 2028
35. May 1, 2028 to May 31, 2028	July 15, 2028
36. June 1, 2028 to June 30, 2028	August 15, 2028

### Final Invoicing Period\*:

37. July 1, 2028 to July 31, 2028
38. August 1, 2028 to August 31, 2028
39. September 1, 2028 to September 30, 2028
40. October 1, 2028 to October 31, 2028
41. November 1, 2028 to November 30, 2028
42. December 1, 2028 to December 31, 2028

### Due no later than:

- September 15, 2028
- October 15, 2028
- November 15, 2028
- December 15, 2028
- January 15, 2029
- February 15, 2029

*\*Note: Only expenditures associated with completion of the Final Local Evaluation Report and the financial audit may be included on these invoices.*

- A. 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:

1. July 1, 2025 to September 30, 2025
2. October 1, 2025 to December 31, 2025
3. January 1, 2026 to March 31, 2026
4. April 1, 2026 to June 30, 2026
5. July 1, 2026 to September 30, 2026
6. October 1, 2026 to December 31, 2026
7. January 1, 2027 to March 31, 2027
8. April 1, 2027 to June 30, 2027
9. July 1, 2027 to September 30, 2027
10. October 1, 2027 to December 31, 2027
11. January 1, 2028 to March 31, 2028
12. April 1, 2028 to June 30, 2028

### Due no later than:

- November 15, 2025
- February 15, 2026
- May 15, 2026
- August 15, 2026
- November 15, 2026
- February 15, 2027
- May 15, 2027
- August 15, 2027
- November 15, 2027
- February 15, 2028
- May 15, 2028
- August 15, 2028

### Final Invoicing Periods:

13. July 1, 2028 to September 30, 2028
14. October 1, 2028 to December 31, 2028

### Due no later than:

- November 15, 2028
- February 15, 2029

*\*Note: Only expenditures associated with completion of the Final Local Evaluation Report and the financial audit may be included on these last two invoices.*

- B. All project expenditures (excluding costs associated with the completion of the Final Local Evaluation Report and the financial audit) must be incurred by the end of the grant project period, June 30, 2028, and included on the invoice due August 15, 2028. Project expenditures incurred after June 30, 2028 will not be reimbursed.

## **EXHIBIT B: BUDGET DETAIL AND PAYMENT PROVISIONS**

- C. The Final Local Evaluation Report is due to BSCC by December 31, 2028. Expenditures incurred for the completion of the Final Local Evaluation Report during the period of July 1, 2028 to December 31, 2028 must be submitted during the Final Invoicing Period(s), with the final invoice due on February 29, 2029. Supporting fiscal documentation will be required for all expenditures claimed on during the Final Invoicing Periods and must be submitted with the final invoice.
- D. The program-specific compliance audit is due to BSCC by December 31, 2028. Expenditures incurred for the completion of the program-specific compliance audit during the period of July 1, 2028 to December 31, 2028 must be submitted during the Final Invoicing Periods, with the final invoice due on February 29, 2029. Supporting fiscal documentation will be required for all expenditures claimed during the Final Invoicing Periods and must be submitted with the final invoice.
- E. Grantee shall submit an invoice to the BSCC each invoicing period, even if grant funds are not expended or requested during the invoicing period.
- F. Upon the BSCC's request, supporting documentation must be submitted for project expenditures. Grantees are required to maintain supporting documentation for all expenditures on the project site for the life of the grant and make it readily available for review during BSCC site visits. See Exhibit A. Scope of Work, Item 6. Project Records.

### **3. ADVANCE PAYMENT RECONCILIATION POLICY**

- A. Grantees that received an advance payment will have a minimum of fifty percent of the invoiced amount withheld from each invoice submitted until the full advance is expended. The advanced amount must be expended and accounted for by the end of the second year of the grant.
  - a. If a grantee has not expended and accounted for 30 percent of the advance payment within the first twelve months of the grant, they will be issued a warning that they are at risk of having 100 percent of the invoiced amount withheld from invoices submitted to BSCC until the full amount of the advanced funds is expended.
  - b. If a grantee has not expended and accounted for 60 percent of the advance payment within the first eighteen months of the grant, 100 percent of the invoiced amount withheld from invoices submitted to BSCC until the full amount of the advanced funds is expended.
  - c. If a grantee has not expended and accounted 100 percent of the advance payment by the end of the second year of the grant, 100 percent of the invoiced amount withheld from invoices submitted to BSCC until the full amount of the advanced funds is expended.
- B. BSCC may withhold 100 percent of an invoiced amount at any time, per BSCC discretion.

### **4. GRANT AMOUNT AND LIMITATION**

- A. In no event shall the BSCC be obligated to pay any amount more than the grant award. Grantee waives any and all claims against the BSCC, and the State of California on account of project costs that may exceed the sum of the grant award.
- B. Under no circumstance will a budget item change be authorized that would cause the project to exceed the amount of the grant award identified in this Grant Agreement.

### **5. BUDGET CONTINGENCY CLAUSE**

- A. This grant agreement is valid through the Adult Reentry Grant (ARG) generated from the 2018 Budget Act. The Grantee agrees that the BSCC's obligation to pay any sum to the grantee under any provision of this agreement is contingent upon the availability of sufficient funding granted through the passage of Budget Act of 2023 (Assembly Bill 102, Chapter 38, Statutes of 2023) and 2024 (Assembly Bill 107, Chapter 22, Statutes of 2024, Appendix A, Chapter 14). It

## **EXHIBIT B: BUDGET DETAIL AND PAYMENT PROVISIONS**

is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Grant Agreement does not appropriate sufficient funds for the program, this Grant Agreement shall be of no further force and effect. In this event, the BSCC shall have no liability to pay any funds whatsoever to Grantee or to furnish any other considerations under this Agreement and Grantee shall not be obligated to perform any provisions of this Grant Agreement.

- B. If ARG funding is reduced or falls below estimates contained within the ARG Request for Proposals, the BSCC shall have the option to either cancel this Grant Agreement with no liability occurring to the BSCC or offer an amendment to this agreement to the Grantee to reflect a reduced amount.
- C. If BSCC cancels the agreement pursuant to Paragraph 3(B) or Grantee does not agree to an amendment in accordance with the option provided by Paragraph 3(B), it is mutually agreed that the Grant Agreement shall have no further force and effect. In this event, the BSCC shall have no liability to pay any funds whatsoever to Grantee or to furnish any other considerations under this Agreement and Grantee shall not be obligated to perform any provisions of this Grant Agreement except that Grantee shall be required to maintain all project records required by Paragraph 6 of Exhibit A for a period of three (3) years following the termination of this agreement.

### **6. PROJECT COSTS**

- A. Grantee is responsible for ensuring that actual expenditures are for eligible project costs. "Eligible" and "ineligible" project costs are set forth in the July 2023 BSCC Grant Administration Guide, which can be found under Quick Links here:  
[https://www.bscc.ca.gov/s\\_correctionsplanningandprograms/](https://www.bscc.ca.gov/s_correctionsplanningandprograms/)
- B. The provisions of the BSCC Grant Administration Guide are incorporated by reference into this agreement and Grantee shall be responsible for adhering to the requirements set forth therein. To the extent any of the provisions of the BSCC Grant Administration Guide and this agreement conflict, the language in this agreement shall prevail.
- C. Grantee is responsible for ensuring that invoices submitted to the BSCC claim actual expenditures for eligible project costs.
- D. Grantee shall, upon demand, remit to the BSCC any grant funds not expended for eligible project costs or an amount equal to any grant funds expended by the Grantee in violation of the terms, provisions, conditions or commitments of this Grant Agreement.
- E. Grant funds must be used to support new program activities or to augment existing funds that expand current program activities. Grant funds shall not replace (supplant) any federal, state and/or local funds that have been appropriated for the same purpose. Violations can result in recoupment of monies provided under this grantor suspension of future program funding through BSCC grants.

### **7. PROMPT PAYMENT CLAUSE**

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927.

### **8. WITHHOLDING OF GRANT DISBURSEMENTS**

- A. The BSCC may withhold all or any portion of the grant funds provided by this Grant Agreement in the event the Grantee has materially and substantially breached the terms and conditions of this Grant Agreement.



**EXHIBIT B: BUDGET DETAIL AND PAYMENT PROVISIONS**

- B. At such time as the balance of state funds allocated to the Grantee reaches five percent (5%), the BSCC may withhold that amount as security, to be released to the Grantee upon compliance with all grant provisions, including:
- 1) submittal and approval of the final invoice
  - 2) submittal and approval of the final progress report; and
  - 3) submittal and approval of any additional required reports, including but not limited to the Final Local Evaluation Report and the financial audit.
- C. The BSCC will not reimburse Grantee for costs identified as ineligible for grant funding. If grant funds have been provided for costs subsequently deemed ineligible, the BSCC may either withhold an equal amount from future payments to the Grantee or require repayment of an equal amount to the State by the Grantee.
- D. In the event that grant funds are withheld from the Grantee, the BSCC’s Executive Director or designee shall notify the Grantee of the reasons for withholding and advise the Grantee of the time within which the Grantee may remedy the failure or violation leading to the withholding.

**9. PROJECT BUDGET**

Budget Line Items	Grant Funds
1. Rental Assistance (Housing)	\$xx
2. Salaries and Benefits	\$xx
3. Services and Supplies	\$xx
4. NGO Subcontractors	\$xx
5. Professional Services	\$xx
6. Public Agency Subcontractors	\$xx
7. Equipment/Fixed Assets	\$xx
8. Other (Travel, Training, etc.)	\$xx
9. Indirect Costs	\$xx
<b>TOTALS</b>	\$xx

## EXHIBIT C: GENERAL TERMS AND CONDITIONS (04/2017)

1. **APPROVAL:** This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. Contractor may not commence performance until such approval has been obtained.
2. **AMENDMENT:** No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or Agreement not incorporated in the Agreement is binding on any of the parties.
3. **ASSIGNMENT:** This Agreement is not assignable by the Contractor, either in whole or in part, without the consent of the State in the form of a formal written amendment.
4. **AUDIT:** Contractor agrees that the awarding department, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. Contractor agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. Contractor agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Contractor agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement. (Gov. Code §8546.7, Pub. Contract Code §10115 et seq., CCR Title 2, Section 1896).
5. **INDEMNIFICATION:** Contractor agrees to indemnify, defend and save harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Contractor in the performance of this Agreement.
6. **DISPUTES:** Contractor shall continue with the responsibilities under this Agreement during any dispute.
7. **TERMINATION FOR CAUSE:** The State may terminate this Agreement and be relieved of any payments should the Contractor fail to perform the requirements of this Agreement at the time and in the manner herein provided. In the event of such termination the State may proceed with the work in any manner deemed proper by the State. All costs to the State shall be deducted from any sum due the Contractor under this Agreement and the balance, if any, shall be paid to the Contractor upon demand.
8. **INDEPENDENT CONTRACTOR:** Contractor, and the agents and employees of Contractor, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the State.
9. **RECYCLING CERTIFICATION:** The Contractor shall certify in writing under penalty of perjury, the minimum, if not exact, percentage of post-consumer material as defined in the Public Contract Code Section 12200, in products, materials, goods, or supplies offered or sold to the State regardless of whether the product meets the requirements of Public Contract Code Section 12209. With respect to printer or duplication cartridges that comply with the requirements of Section 12156(e), the certification required by this subdivision shall specify that the cartridges so comply (Pub. Contract Code §12205).
10. **NON-DISCRIMINATION CLAUSE:** During the performance of this Agreement, Contractor and its subcontractors shall not deny the contract's benefits to any person on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic

## EXHIBIT C: GENERAL TERMS AND CONDITIONS (04/2017)

information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. Contractor shall insure that the evaluation and treatment of employees and applicants for employment are free of such discrimination. Contractor and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12900 et seq.), the regulations promulgated thereunder (Cal. Code Regs., tit. 2, §11000 et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Gov. Code §§11135-11139.5), and the regulations or standards adopted by the awarding state agency to implement such article. Contractor shall permit access by representatives of the Department of Fair Employment and Housing and the awarding state agency upon reasonable notice at any time during the normal business hours, but in no case less than 24 hours' notice, to such of its books, records, accounts, and all other sources of information and its facilities as said Department or Agency shall require to ascertain compliance with this clause. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement. (See Cal. Code Regs., tit. 2, §11105.)

Contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement.

11. **CERTIFICATION CLAUSES:** The CONTRACTOR CERTIFICATION CLAUSES contained in the document [CCC 04/2017](#) are hereby incorporated by reference and made a part of this Agreement by this reference as if attached hereto.
12. **TIMELINESS:** Time is of the essence in this Agreement.
13. **COMPENSATION:** The consideration to be paid Contractor, as provided herein, shall be in compensation for all of Contractor's expenses incurred in the performance hereof, including travel, per diem, and taxes, unless otherwise expressly so provided.
14. **GOVERNING LAW:** This contract is governed by and shall be interpreted in accordance with the laws of the State of California.
15. **ANTITRUST CLAIMS:** The Contractor by signing this agreement hereby certifies that if these services or goods are obtained by means of a competitive bid, the Contractor shall comply with the requirements of the Government Codes Sections set out below.
  - A. The Government Code Chapter on Antitrust claims contains the following definitions:
    - 1) "Public purchase" means a purchase by means of competitive bids of goods, services, or materials by the State or any of its political subdivisions or public agencies on whose behalf the Attorney General may bring an action pursuant to subdivision (c) of Section 16750 of the Business and Professions Code.
    - 2) "Public purchasing body" means the State or the subdivision or agency making a public purchase. Government Code Section 4550.
  - B. In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective

## EXHIBIT C: GENERAL TERMS AND CONDITIONS (04/2017)

at the time the purchasing body tenders final payment to the bidder. Government Code Section 4552.

- C. If an awarding body or public purchasing body receives, either through judgment or settlement, a monetary recovery for a cause of action assigned under this chapter, the assignor shall be entitled to receive reimbursement for actual legal costs incurred and may, upon demand, recover from the public body any portion of the recovery, including treble damages, attributable to overcharges that were paid by the assignor but were not paid by the public body as part of the bid price, less the expenses incurred in obtaining that portion of the recovery. Government Code Section 4553.
- D. Upon demand in writing by the assignor, the assignee shall, within one year from such demand, reassign the cause of action assigned under this part if the assignor has been or may have been injured by the violation of law for which the cause of action arose and (a) the assignee has not been injured thereby, or (b) the assignee declines to file a court action for the cause of action. See Government Code Section 4554.

**16. CHILD SUPPORT COMPLIANCE ACT:** For any Agreement in excess of \$100,000, the contractor acknowledges in accordance with Public Contract Code 7110, that:

- A. The contractor recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with section 5200) of Part 5 of Division 9 of the Family Code; and
- B. The contractor, to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.

**17. UNENFORCEABLE PROVISION:** In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have force and effect and shall not be affected thereby.

**18. PRIORITY HIRING CONSIDERATIONS:** If this Contract includes services in excess of \$200,000, the Contractor shall give priority consideration in filling vacancies in positions funded by the Contract to qualified recipients of aid under Welfare and Institutions Code Section 11200 in accordance with Pub. Contract Code §10353.

**19. SMALL BUSINESS PARTICIPATION AND DVBE PARTICIPATION REPORTING REQUIREMENTS:**

- A. If for this Contract Contractor made a commitment to achieve small business participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract) report to the awarding department the actual percentage of small business participation that was achieved. (Govt. Code § 14841.)
- B. If for this Contract Contractor made a commitment to achieve disabled veteran business enterprise (DVBE) participation, then Contractor must within 60 days of receiving final payment under this Contract (or within such other time period as may be specified elsewhere in this Contract) certify in a report to the awarding department: (1) the total amount the prime Contractor received under the Contract; (2) the name and address of the DVBE(s) that participated in the performance of the Contract; (3) the amount each DVBE received from the prime Contractor; (4) that all payments under the Contract have been made to the DVBE; and (5) the actual

## EXHIBIT C: GENERAL TERMS AND CONDITIONS (04/2017)

percentage of DVBE participation that was achieved. A person or entity that knowingly provides false information shall be subject to a civil penalty for each violation. (Mil. & Vets. Code § 999.5(d); Govt. Code § 14841.)

- 20. LOSS LEADER:** If this contract involves the furnishing of equipment, materials, or supplies then the following statement is incorporated: It is unlawful for any person engaged in business within this state to sell or use any article or product as a “loss leader” as defined in Section 17030 of the Business and Professions Code. (PCC 10344(e).)

## EXHIBIT D: SPECIAL TERMS AND CONDITIONS

### 1. GRANTEE'S GENERAL RESPONSIBILITY

- A. Grantee agrees to comply with all terms and conditions of this Grant Agreement. Review and approval by the BSCC are solely for the purpose of proper administration of grant funds and shall not be deemed to relieve or restrict the Grantee's responsibility.
- B. Grantee is responsible for the performance of all project activities identified in Attachment 1: Adult Reentry Grant Request for Proposals and Attachment 2: Adult Reentry Grant Proposal.
- C. Grantee shall immediately advise the BSCC of any significant problems or changes that arise during the course of the project.

### 2. GRANTEE ASSURANCES AND COMMITMENTS

- A. Compliance with Laws and Regulations  
This Grant Agreement is governed by and shall be interpreted in accordance with the laws of the State of California. Grantee shall at all times comply with all applicable State laws, rules and regulations, and all applicable local ordinances.
- B. Fulfillment of Assurances and Declarations  
Grantee shall fulfill all assurances, declarations, representations, and statements made by the Grantee in Attachment 1: Adult Reentry Grant Request for Proposal and Attachment 2: Adult Reentry Grant Proposal, documents, amendments, approved modifications, and communications filed in support of its request for grant funds.
- C. Permits and Licenses  
Grantee agrees to procure all permits and licenses necessary to complete the project, pay all charges and fees, and give all notices necessary or incidental to the due and lawful proceeding of the project work.

### 3. POTENTIAL SUBCONTRACTORS

- A. In accordance with the provisions of this Grant Agreement, the Grantee may subcontract 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 his responsibilities and obligations hereunder. The Grantee agrees to be 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 moneys to any subcontractor.
- C. Grantee shall ensure that all subcontractors comply with the eligibility requirements stated in the Adult Reentry Grant RFP and described in Appendix B.
- D. Grantee assures that for any subcontract awarded by the Grantee, such insurance and fidelity bonds, as is customary and appropriate, will be obtained.

## EXHIBIT D: SPECIAL TERMS AND CONDITIONS

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 in such detail to permit tracing transactions from the invoices, to the accounting records, to the supporting documentation. These records shall be maintained for a minimum of three (3) years after the acceptance of the final grant project audit under the Grant Agreement and shall be subject to examination and/or audit by the BSCC or designees, state government auditors or designees, or by federal government auditors or designees.

2) Access to Books and Records

Make such books, records, supporting documentations, and other evidence available to the BSCC or designee, the State Controller's Office, the Department of General Services, the Department of Finance, California State Auditor, and their designated representatives during the project and for a minimum of three (3) years after acceptance of the final grant project audit. The Subcontractor shall provide suitable facilities for access, monitoring, inspection, and copying of books and records related to the grant-funded project.

### 4. PROJECT ACCESS

Grantee shall ensure that the BSCC, or any authorized representative, will have suitable access to project activities, sites, staff and documents at all reasonable times during the grant period including those maintained by subcontractors. Access to program records will be made available by both the grantee and the subcontractors for a period of three (3) years following the end of the grant period.

### 5. ACCOUNTING AND AUDIT REQUIREMENTS

A. Grantee agrees that accounting procedures for grant funds received pursuant to this Grant Agreement shall be in accordance with generally accepted government accounting principles and practices, and adequate supporting documentation shall be maintained in such detail as to provide an audit trail. Supporting documentation shall permit the tracing of transactions from such documents to relevant accounting records, financial reports and invoices.

B. The BSCC reserves the right to call for a program or financial audit at any time between the execution of this Grant Agreement and three years following the end of the grant period. At any time, the BSCC may disallow all or part of the cost of the activity or action determined to not be in compliance with the terms and conditions of this Grant Agreement or take other remedies legally available.

### 6. DEBARMENT, FRAUD, THEFT OR EMBEZZLEMENT

It is the policy of the BSCC to protect grant funds from unreasonable risks of fraudulent, criminal, or other improper use. As such, the Board will not enter into contracts or provide reimbursement to grantees that have been:

1. debarred by any federal, state, or local government entities during the period of debarment; or
2. convicted of fraud, theft, or embezzlement of federal, state, or local government grant funds for a period of three years following conviction.

## **EXHIBIT D: SPECIAL TERMS AND CONDITIONS**

Furthermore, the BSCC requires grant recipients to provide an assurance that there has been no applicable debarment, disqualification, suspension, or removal from a federal, state or local grant program on the part of the grantee at the time of application and that the grantee will immediately notify the BSCC should such debarment or conviction occur during the term of the Grant contract.

BSCC also requires that all grant recipients include, as a condition of award to a subcontractor, a requirement that the subcontractor will provide the same assurances to the grant recipient. If a grant recipient wishes to consider a subcontractor that has been debarred or convicted, the grant recipient must submit a written request for exception to the BSCC along with supporting documentation.

All Grantees must have on file with the BSCC a completed and signed Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft and Embezzlement (required as Attachment D of the original Proposal Package).

### **7. MODIFICATIONS**

No change or modification in the project will be permitted without prior written approval from the BSCC. Changes may include modification to project scope, changes to performance measures, compliance with collection of data elements, and other significant changes in the budget or program components contained in Attachment 1: Adult Reentry Grant Request for Proposal and Attachment 2: Adult Reentry Grant Proposal.

### **8. TERMINATION**

- A. This Grant Agreement may be terminated by the BSCC at any time after grant award and prior to completion of project upon action or inaction by the Grantee that constitutes a material and substantial breach of this Grant Agreement. Such action or inaction includes but is not limited to:
- 1) substantial alteration of the scope of the grant project without prior written approval of the BSCC.
  - 2) refusal or inability to complete the grant project in a manner consistent with Attachment 1: Adult Reentry Grant Request for Proposal and Attachment 2: Adult Reentry Grant Proposal, or approved modifications.
  - 3) failure to meet prescribed assurances, commitments, recording, accounting, auditing, and reporting requirements of the Grant Agreement.
- B. Prior to terminating the Grant Agreement under this provision, the BSCC shall provide the Grantee at least 30 calendar days written notice stating the reasons for termination and effective date thereof. The Grantee may appeal the termination decision in accordance with the instructions listed in Exhibit D: Special Terms and Conditions, Item 9. Settlement of Disputes.

### **9. SETTLEMENT OF DISPUTES**

- A. The parties shall deal in good faith and attempt to resolve potential disputes informally. If the dispute persists, the Grantee shall submit to the BSCC Corrections Planning and Grant Programs Division Deputy Director a written demand for a final decision regarding the disposition of any dispute between the parties arising under, related to, or involving this Grant Agreement. Grantee's written demand shall be fully supported by factual information. The BSCC Corrections Planning and Grant Programs Division Deputy Director shall have 30 days after receipt of Grantee's written demand invoking this Section "Disputes" to render a written decision. If a written decision is not rendered within 30 days after receipt of the Grantee's



## EXHIBIT D: SPECIAL TERMS AND CONDITIONS

demand, it shall be deemed a decision adverse to the Grantee's contention. If the Grantee is not satisfied with the decision of the BSCC Corrections Planning and Grant Programs Division Deputy Director, the Grantee may appeal the decision, in writing, within 15 days of its issuance (or the expiration of the 30-day period in the event no decision is rendered), to the BSCC Executive Director, who shall have 45 days to render a final decision. If the Grantee does not appeal the decision of the BSCC Corrections Planning and Grant Programs Division Deputy Director, the decision shall be conclusive and binding regarding the dispute and the Contractor shall be barred from commencing an action in court, or with the Victims Compensation Government Claims Board, for failure to exhaust Grantee's administrative remedies.

- B. Pending the final resolution of any dispute arising under, related to or involving this Grant Agreement, Grantee agrees to diligently proceed with the performance of this Grant Agreement, including the providing of services in accordance with the Grant Agreement. Grantee's failure to diligently proceed in accordance with the State's instructions regarding this Grant Agreement shall be considered a material breach of this Grant Agreement.
- C. Any final decision of the State shall be expressly identified as such, shall be in writing, and shall be signed by the Executive Director, if an appeal was made. If the Executive Director fails to render a final decision within 45 days after receipt of the Grantee's appeal for a final decision, it shall be deemed a final decision adverse to the Grantee's contentions. The State's final decision shall be conclusive and binding regarding the dispute unless the Grantee commences an action in a court of competent jurisdiction to contest such decision within 90 days following the date of the final decision or one (1) year following the accrual of the cause of action, whichever is later.
- D. The dates of decision and appeal in this section may be modified by mutual consent, as applicable, excepting the time to commence an action in a court of competent jurisdiction.

### 9. UNION ACTIVITIES

For all agreements, except fixed price contracts of \$50,000 or less, the Grantee acknowledges that applicability of Government Code §§16654 through 16649 to this Grant Agreement and agrees to the following:

- A. No State funds received under the Grant Agreement will be used to assist, promote or deter union organizing.
- B. Grantee will not, for any business conducted under the Grant Agreement, use any State property to hold meetings with employees or supervisors, if the purpose of such meetings is to assist, promote or deter union organizing, unless the State property is equally available to the general public for holding meetings.
- C. If Grantee incurs costs or makes expenditures to assist, promote or deter union organizing, Grantee will maintain records sufficient to show that no reimbursement from State funds has been sought for these costs, and that Grantee shall provide those records to the Attorney General upon request.

### 10. WAIVER

The parties hereto may waive any of their rights under this Grant Agreement unless such waiver is contrary to law, provided that any such waiver shall be in writing and signed by the party making such waiver.

## APPENDIX A: EXECUTIVE STEERING COMMITTEE ROSTER

### Adult Reentry Grant Cohort 4 Executive Steering Committee

	Name	Title	Organization
1	Jason Johnson (Chair)	Director, Division of Adult Parole Operations	California Department of Corrections and Rehabilitation
2	Cory Alvarez	Chief, Division of Adult Parole Operations, Community Reentry Unit	California Department of Corrections and Rehabilitation
3	Jason Bradley	Federal Housing Programs Branch Chief, Division of Federal Financial Assistance	California Department of Housing and Community Development
4	Maria Campa	Program Manager – Rental Assistance	City of Carlsbad, Housing & Homeless Services Department
5	Tina Curiel	Communications and Policy Analyst	Center on Juvenile and Criminal Justice
6	Jessica Fernandez	Chief, DRP Community Reentry Services	California Department of Corrections and Rehabilitation
7	Jody Ketcheside	Assistant Director of Supportive Housing	Santa Clara County Housing Authority
8	Michelle Miller-Galaz, Ed.D.	Dean of Instruction	Porterville College
9	Elizabeth Muniz Palomera	Co-Chair	Housing First Solano Lived Experience Committee
10	Alexa Wasserman	Chief Psychologist, Division of Adult Parole Operations, Behavior Health Program	California Department of Corrections and Rehabilitation
11	Myeshia Woodards	Founder	Heart2Hands

**APPENDIX B**  
**Criteria for Non-Governmental Organizations Receiving Adult Reentry Grant Funds as a Subcontractor**

The Adult Reentry Grant Program Request for Proposals (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 Adult Reentry Grant funds. The RFP describes these requirements as follows:

Any non-governmental organization that receives Adult Reentry Grant 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; 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 <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>

See page 2 for signature block.

**APPENDIX B**  
**Criteria for Non-Governmental Organizations Receiving Adult Reentry Grant  
Funds as a Subcontractor**

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 Adult Reentry Grant 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.**

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