



Overview of Administrative Responsibilities for Prop 64 PH&S Grants

BSCC STAFF PROP 64 PH&S GRANT TEAM

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

COMMUNICATION IS KEY



- ❑ **Written Notification/Requests**
 - ❑ **By Project Director Only**

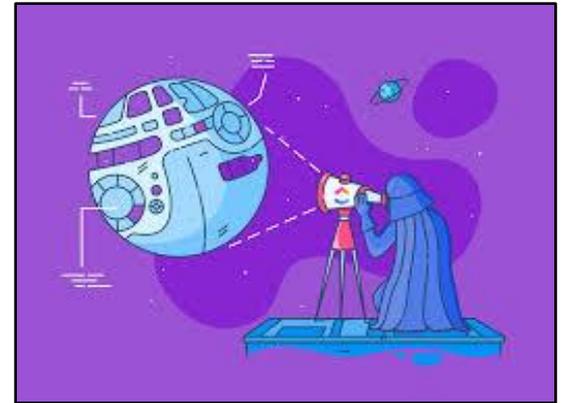
- ❑ **Financial Officer must be an employee of the Lead Public Agency**

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 organization that receives Prop 64 PH&S grant funds (as either subgrantee or subcontractor) must:

- Have been duly organized, in existence, and in good standing for at least six (6) months prior to the effective date of its fiscal agreement with the BSCC or with the Prop 64 PH&S 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.
- Have a physical address.

SECRETARY OF STATE

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

The screenshot shows the homepage of the California Secretary of State's Business Search portal. At the top, the header features the California State Seal, the name "Alex Padilla California Secretary of State", and a navigation menu with links for "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 divided into two sections. On the left, under "Business Entities (BE)", there is a sidebar menu with the following items: "Online Services" (containing "File LLC Statement of Information", "File Corporation Statement of Information", "Business Search", and "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 right section is titled "Business Search" and 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](#)

Below the instructions, a note states: "All fields marked with an asterisk (*) are required." The search form includes a "Search Type *" dropdown menu with radio button options for "Corporation Name", "LP/LLC Name", and "Entity Number". There is a "Search Criteria *" text input field, a "Search Filter" dropdown menu currently set to "Keyword", and a "Search" button.

CONFLICT OF INTEREST

PROP 64 COHORT 2 SCORING PANEL

- Gordon Baranco, BSCC Board Member
- Tanja Heitman, Santa Barbara Probation Dept.
- Manuel Escandon, Fresno Co. Superintendent of Schools
- Hollie Hall, Watershed Resource Specialist
- Amy Irani, Nevada Co. Environmental Health
- Dave Neilsen, CA Dept. Alcohol & Drug Progs. (Ret)
- Michael Salvador, City of Atwater, Police
- Jon Heredia, Mirage Medicinal
- Miranda Rivers, Trees of Knowledge
- Miamah Reed, Sacramento Unified School District

MANDATORY PRIOR APPROVAL

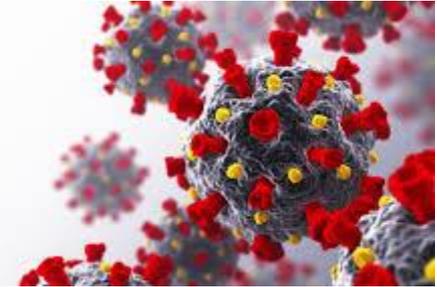
Written Notification and/or Requests

- ❑ 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

May 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

October 1, 2023 - December 31, 2023

January 1, 2024 - March 31, 2024

April 1, 2024 - April 30, 2024

Due no later than:

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

February 15, 2024

May 15, 2024

June 15, 2024

~ 45 Days After the Reporting Period ~

KEY DATES

Progress Reporting Periods

Due no later than:

May 1, 2021 - September 30, 2021**

November 15, 2021

October 1, 2021 - December 31, 2021

February 15, 2022

January 1, 2022 - March 31, 2022

May 15, 2022

April 1, 2022 - June 30, 2022

August 15, 2022

July 1, 2022 - September 30, 2022

November 15, 2022

October 1, 2022 - December 31, 2022

February 15, 2023

January 1, 2023 - March 31, 2023

May 15, 2023

April 1, 2023 - June 30, 2023

August 15, 2023

July 1, 2023 - September 30, 2023

November 15, 2023

October 1, 2023 - December 31, 2023

February 15, 2024

January 1, 2024 - March 31, 2024

May 15, 2024

April 1, 2024 - April 30, 2024

June 15, 2024

~ 45 Days After the Reporting Period ~

**Combining Quarters 1 & 2

KEY DATES

Final Invoicing Periods*

May 1 – June 30, 2024

July 1 – October 31, 2024

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

Due (No Later Than)

August 15, 2024

December 15, 2024

Evaluations

Local Evaluation Plan

Local Evaluation Report

Due (No Later Than)

August 31, 2021

October 31, 2024



- ❑ Financial Invoice Submittals:
Prop64_Grant2@bscc.ca.gov
- ❑ Progress Reports and Evaluations:
Prop64_Grant2@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