



# Residential Substance Abuse Treatment Grantee Orientation

## Administrative Responsibilities

# WHAT WE WILL COVER...

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BSCC Overview

Administrative Responsibilities

- What's in the Contract?
- Conflict of Interest Rules
- Rules for Non-Governmental Partners Receiving Funds

Communication with BSCC

Grant Administration Guide

When to Request Prior Approval

# Standard Agreement (STD 213)

STATE OF CALIFORNIA DEPARTMENT OF GENERAL SERVICES		SCO ID:	
<b>STANDARD AGREEMENT</b> STD 213 (Rev 03/2019)		AGREEMENT NUMBER <b>BSCC XXX- 21</b>	PURCHASING AUTHORITY NUMBER (If Applicable)
1. This Agreement is entered into between the Contracting Agency and the Contractor named below:			
CONTRACTING AGENCY NAME <b>BOARD OF STATE AND COMMUNITY CORRECTIONS</b>			
CONTRACTOR NAME <b>XXX</b>			
2. The term of this Agreement is:			
START DATE <b>July 1, 2021</b>			
THROUGH END DATE <b>June 30, 2022</b>			
3. The maximum amount of this Agreement is: <b>\$000,000.00</b>			
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	4	
Exhibit B	Budget Detail and Payment Provisions	3	
Exhibit C	General Terms and Conditions (04/2017)	4	
Exhibit D	Special Terms and Conditions	5	
Exhibit E	2019 RSAT Federal Conditions	12	
Attachment 1*	Residential Substance Abuse Treatment (RSAT) Program Request for Proposals	*	
Attachment 2	Residential Substance Abuse Treatment (RSAT) Program Grant Proposal	xx	
Appendix A	Residential Substance Abuse Treatment (RSAT) Program Executive Steering Committee	1	
Appendix B	Criteria for Non-Governmental Organizations Receiving BSCC Program Funds	2	
* This item is hereby incorporated by reference and can be viewed at: <a href="http://www.bscc.ca.gov">www.bscc.ca.gov</a>			
<i>IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO.</i>			
<b>CONTRACTOR</b>			
CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)			
<b>GRANTEE NAME</b>			
CONTRACTOR BUSINESS ADDRESS		CITY	STATE ZIP
xxx		xxx	xx xxx
PRINTED NAME OF PERSON SIGNING		TITLE	
xxx		xxx	
CONTRACTOR AUTHORIZED SIGNATURE		DATE SIGNED	
<b>STATE OF CALIFORNIA</b>			
CONTRACTING AGENCY NAME			
<b>BOARD OF STATE AND COMMUNITY CORRECTIONS</b>			
CONTRACTING AGENCY ADDRESS		CITY	STATE ZIP
2590 Venture Oaks Way, Suite 200		Sacramento	CA 95833
PRINTED NAME OF PERSON SIGNING		TITLE	
RICARDO GOODRIDGE		Deputy Director	
CONTRACTING AGENCY AUTHORIZED SIGNATURE		DATE SIGNED	
CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL: EXEMPT PER SCM, VOLUME 1, Ch. 4.06			

# Exhibit A

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## Scope of Work

- Project Summary
- Project Officials
- Progress Reports and Due Dates
- Project Records

## Conflict of Interest Policy

# Exhibits to the Contract

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## Exhibit B: Budget Detail & Payment Provisions

- Invoicing and Payments

## Exhibit C: General Terms & Conditions

- Maintain records for three years for audit purposes, etc.

## Exhibit D: Special Terms & Conditions

- Rules governing subcontractors
- Project access

# Conflict of Interest

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Govt. Code Sec. 1090 prohibits “financially interested” individuals from participating in the ESC process.

- See Appendix A of contract

“Financially interested” individuals include employees of any entity or service provider that might receive funding through the grant project...

- including as a sub-grantee or subcontractor

# Criteria for Non-Governmental Organizations (NGOs): Appendix B

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- Duly organized, in existence, and in good standing at least six months before entering into a fiscal agreement with the BSCC grantee;
- 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 a physical address

# Appendix B (continued)

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## IMPORTANT:

A revised Appendix B must be submitted every time you add or delete an NGO partner from your grant.

*Including your evaluator!*



# Communication

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- Be sure the Project Contact Information Sheet is updated when key project staff change.
- Project staff are responsible for decisions related to the grant.
- If a partner agency or evaluator wishes to speak with us, you must arrange a conference call.

# Grant Administration Guide

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The BSCC Grant Administration Guide is intended to help Grantees comply with the terms and conditions of the project.

Access the Guide from the CPGP page at: <https://www.bscc.ca.gov/wp-content/uploads/BSCC-Grant-Admin-Guide-July-2020-Final.pdf>

# Request Prior Approval For:

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- Budget Modifications
- Vehicle Purchase/Lease
- Single Equipment Purchase > \$3,500
- Food/Beverages
- Incentives (gift cards, etc.)
- Out-of-State Travel (check list of “banned” states)

# Contracting/Procurement

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Cities: Follow your local procurement policies.

- Maintain documentation of such.

CBOs: Consult the Grant Administration Guide.

- Request prior approval for contracts over \$50,000.

# Remember...

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- Adhere to the Contract, Proposal Narrative and Budget.
- Communicate potential changes to the Field Rep before they happen.
- Inform community partners and subcontractors of your contractual responsibilities.
- Monitor your partners and subcontractors.

**QUESTIONS?**