

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.

Public Defense Pilot Program 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**



GRANTEE PRESENTATIONS - 2 MINS

- ❖ One spokesperson
 - ❖ Introduce Team Members
 - Name and Role
 - ❖ Project Name
 - ❖ Briefly describe the project's intent and target population
-
- ◆ Monterey
 - ◆ Nevada
 - ◆ Orange
 - ◆ Placer

STANDARD AGREEMENT

STANDARD AGREEMENT

STD 213 (Rev 03/2019)

AGREEMENT NUMBER

BSCC 320- 21

PURCHASING AUTHORITY NUMBER (I)

BSCC-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

Alameda County Public Defender's Office

2. The term of this Agreement is:

START DATE

March 1, 2022

THROUGH END DATE

March 1, 2025

3. The maximum amount of this Agreement is:

\$2,107,280.30

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

EXHIBITS	TITLE	I
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	Public Defense Pilot Program Application Instructions	
Attachment 2	Public Defense Pilot Program Application Package	

CONTRACTOR

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

GRANTEE NAME

CONTRACTOR BUSINESS ADDRESS

1401 Lakeside Dr. Suite 400 (Exactly how it is on the application)

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

RICARDO GOODRIDGE

TITLE

Deputy Director

CONTRACTING AGENCY AUTHORIZED SIGNATURE

DATE SIGNED

REPORTING

- ❖ Required to submit progress reports; the frequency of the reports (e.g., quarterly, bi-annual) is determined by the outside evaluator
- ❖ Critical element in the monitoring and oversight process and evaluation.
- ❖ Provides data that BSCC publishes for future opportunities and public view of progress

PAYMENT

1. INVOICING AND PAYMENTS A. The Grantee shall be paid in one lump sum upon execution of the Grant Agreement. Grantee shall only use grant funds for allowable costs (see Exhibit B, “Project Costs”) and shall provide statements of expenditures and supporting documentation to the BSCC upon request and on a quarterly basis as set forth in the schedule below.

Quarterly Invoicing Periods:

1. March 1, 2022 to	June 30, 2022	Due no later than: August 15, 2022
2. July 1, 2022 to	September 30, 2022	November 15, 2022
3. October 1, 2022 to	December 31, 2022	February 15, 2023
4. January 1, 2023 to	March 31, 2023	May 15, 2023
5. April 1, 2023 to	June 30, 2023	August 15, 2023
6. July 1, 2023 to	September 30, 2023	November 15, 2023
7. October 1, 2023 to	December 31, 2023	February 15, 2024
8. January 1, 2024 to	March 31, 2024	May 15, 2024
9. April 1, 2024 to	June 30, 2024	August 15, 2024
10. July 1, 2024 to	September 30, 2024	November 15, 2024
11. October 1, 2024 to	January 1, 2025	February 16, 2025

Final Invoicing Period:

12. January 2, 2025 to	March 1, 2025*	Due no later than: April 16, 2025
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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



Home About Business Notary & Authentications Elections Campaign & Lobbying State Archives Registries News Contact



Business Entities (BE)

Online Services

File LLC Statement of Information

File Corporation Statement of Information

Business Search

Publicly Traded Disclosure Search

Current Processing Dates

Service Options

Name Availability

Forms, Samples & Fees

Statements of Information (annual/biennial reports)

Filing Tips

Information Requests (certificates, copies & status reports)

Service of Process

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

Keyword

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

GRANTEE PRESENTATIONS - 2 MINS

- ❖ One spokesperson
 - ❖ Introduce Team Members
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 - ❖ Project Name
 - ❖ Briefly describe the project's intent and target population
-
- ◆ Riverside
 - ◆ Sacramento
 - ◆ San Bernadino
 - ◆ San Diego

REQUIRED DOCUMENTS

- ❖ Signed Indigent Defense Grant 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



INCENTIVES



GRANT GUIDES

- ❖ Default to BSCC Grant Admin Guide
- ❖ Contact us with questions

2020

BSCC Grant Administration Guide

&

<https://www.bscc.ca.gov/wp-content/uploads/BSCC-Grant-Admin-Guide-July-2020-Final.pdf>

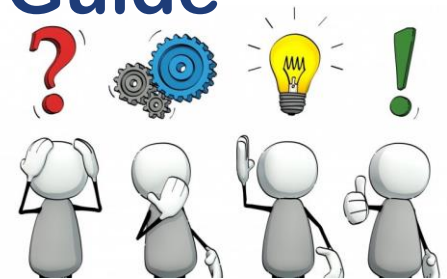
July 2020



BSCC
CALIFORNIA

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



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-
- ◆ San Francisco
 - ◆ San Joaquin
 - ◆ San Mateo
 - ◆ Santa Barbara