

Subject: BSCC Proposition 64 Cohort 2 Grantees: Next Steps

Importance: High

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Good afternoon.

On behalf of the Board of State and Community Corrections (BSCC) and the Proposition 64 Public Health & Safety Grant Cohort 2 Scoring Panel, *congratulations* on your new grant with the BSCC! Today, the BSCC Board unanimously passed the agenda item which approved funding for your grant application.

I'd like to provide some next steps/updates on upcoming activities for the Prop 64 Cohort 2 grants:

- The contract documents (Standard Agreement) should be coming your way by the end of next week. These will be emailed (with instructions for submittal) to the individual listed as the Authorized Officer on the grant application with a cc to all other individuals listed on the Applicant Information Form. If these individuals have changed since the submittal of the application for funding, please contact Michelle Killian as soon as possible.
- If you have not submitted a Resolution from your Governing Board, we will need this document in order to fully execute your contract/Standard Agreement. Please note: the language provided in Appendix E of the Request for Proposals (attached for your convenience) must include, at a minimum:
 - Language that delegates authority to the individual/position authorized to execute the grant agreement including any amendments *or* provide sufficient documentation indicating that the signer has been vested with plenary authority to execute grant agreements (e.g., a City Council or County Board of Supervisors delegating such authority to an Agency head);
 - A non-supplantation declaration; and
 - Agreement to abide by all terms and conditions of the contract/Standard Agreement.
- If you will be subcontracting with a non-governmental organization (NGO) with Prop 64 funds, you will need to submit the attached form entitled Criteria for NGOs Receiving Prop 64 PH&S Grant Funds once a subcontractor has been identified. If you have already completed and submitted this form with your application, you do not need to resubmit unless you have changes or updates to the information previously provided.
- The BSCC will be providing a mandatory virtual **Grantee Orientation during the middle of June 2021**. More information including dates/times will be forthcoming.
- All projects will be required to develop a Local Evaluation Plan (LEP). It is recommended that projects begin thinking about their Plan now using the sample provided in Appendix I of the RFP. We will be discussing this in greater detail at the Grantee Orientation, with our research specialist Ashley Garibaldi. Typically, the LEPs are due 45 days after the

Orientation. In addition, it is advised that the individual evaluating the Prop 64 grant project is onboard at the beginning of the project and part of the LEP development process (i.e., not brought on at the end of the grant term to evaluate project data).

- Please note: although your application has been recommended for funding by the ESC and awarded by the Board, staff will be reviewing your budget section carefully to ensure all proposed costs listed within the budget narrative are actually allowable and eligible for reimbursement with Prop 64 funds. In addition, any single item purchase more than \$3,500 will need pre-approval by me before the actual item(s) is procured (even if in your original budget). We will work with projects on any issues that may arise. Regardless of any narrative updates that may need to be addressed, we will be using the figures provided in your application budget table as your starting budget for the reimbursement invoices and the total amount requested for your contract/Standard Agreement.

It is my pleasure to serve as the Field Representative for this grant program. Staff at the BSCC are currently teleworking so we ask for your patience during this contracting period. If you have any question or think we can be of assistance, please do not hesitate to contact me, or Michelle Killian, Prop 64 Program Analyst.

Again, congratulations on your award and we look forward to working with you over the next 3 years.

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