

Marlowe, Tara (JUV)

From: Diaz, Isabel@BSCC <Isabel.Diaz@bscc.ca.gov>
Sent: Thursday, June 13, 2019 1:16 PM
To: Nance, Allen (JUV); Sara.schmann@sfgov.org; DeLeon, Glenn (JUV); Marlowe, Tara (JUV); DeLeon, Glenn (JUV)
Cc: Bushard, Kimberly@BSCC; BSCC Youth Reinvestment Grant
Subject: Youth Reinvestment Grant - San Francisco, City & County
Attachments: YRG - Budget.xlsx; YRG - Board Resolution Sample.docx; Grantee Contact Information Sheet.xlsx; Payee Data Record.pdf

Importance: High

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Youth Reinvestment Grant Applicant:

This email is to inform you that your Youth Reinvestment Grant (YRG) Proposal has been approved by the Board of State and Community Corrections (BSCC). Congratulations!

I would also like to inform you that I am the program analyst assigned to the YRG and in the upcoming weeks I will be working with you to complete your grant agreement. Your award will be considered conditional until all of the items listed below are addressed.

In order to ensure you are under contract in a timely manner, please complete the attached documents and return them to Youthreinvestmentgrant@bscc.ca.gov as soon as possible however no later than **Thursday, June 20, 2019**.

- **Budget Attachment** – A four year budget was submitted with your proposal, please use the final four year budget submitted to the BSCC to create your total budget (attached). Please remember, the budget attachment is locked. Do not unlock, edit and/or recreate the budget attachment. If you have any issues obtaining the final four year budget submitted, let us know prior to submitting your total budget. Your budget will be going through a final review process, it would be greatly appreciated if it was returned as soon as possible.
- **Board Resolution** - A resolution from your governing board must be on file before a fully executed grant agreement can be completed (sample resolution attached).
- **Grantee Contact Information Sheet** – Complete all the information requested other than your Grant Number, this will ensure we have the updated contact information for the staff assigned to the program.
- **Payee Data Record** - Complete all information requested, this will ensure you can receive payment from the BSCC.

Please do not hesitate to contact me at the below listed phone number and/or email with any questions or concerns. Again, congratulations and I look forward to working with you!

Thank you,
Isabel

ISABEL M. DIAZ

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