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From: BSCC CESF <CESF@bscc.ca.gov>
Sent: Friday, April 2, 2021 2:28 PM
To: Mayor London Breed; Adao, Prince (CHF); Dawson, Jasmine (CHF); Payton, Denise (CHF)
Cc: Pargas, Rosa@BSCC; McDaniel, Daryle@BSCC
Subject: 2020 CESF Grant Agreement – City and County of San Francisco
Attachments: 2020 CESF Grant Agreement- City and County of San Francisco 119-20.pdf; Appendix C.docx; Audit Selection.docx

Follow Up Flag: Follow up
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IMPORTANT

Good afternoon,

Attached please find the 2020 Coronavirus Emergency Supplemental Funding grant agreement package, which includes a Standard Agreement (Form STD 213) and the Grant Agreement Contract (including Exhibits A-E, Attachments 1-3, and Appendix C). Please make special note of the following:

- **Budgets.** BSCC is using the budget table provided within your application for the grant agreement. Be advised that your Field Representative may be contacting you in the near future to request additional detail and/or discuss minor modifications that need to be made to your budget line items. Although expenditures/items are listed in your application's budget narrative, there may be circumstances where those expenditures/items are ineligible or may need prior approval from the BSCC prior to purchase.
- **Authorized Officer.** Regarding the individual that will sign the grant agreement:
 - **For Governmental Grantees:** Please note that before grant funds can be awarded, governmental agencies must submit either (1) a resolution from the County Board of Supervisors that delegates authority to the individual authorized to execute the grant agreement or (2) documentation to indicate that the individual signing the grant agreement has been vested with plenary authority to execute grant agreements (e.g., a municipal ordinance or charter, etc.).

Once you have reviewed the Coronavirus Emergency Supplemental Funding grant agreement package, please complete the following:

- **Carefully review** the entire Grant Agreement (*2020 CESF Grant Agreement – City and County of San Francisco 119-20.pdf*). Retain a copy for your records. Upon grant agreement execution, the attached Grant Agreement becomes your contractually obligated scope of work.
- **Sign** the Standard Agreement (*2020 CESF Grant Agreement – City and County of San Francisco 119-20.pdf*). Grant agreements can be either signed electronically or printed, signed, and then scanned. The grant agreement must be signed and dated by the Authorized Officer, London Breed.

- **Sign**, either electronically or print, sign, and scan, one (1) copy of the Appendix C (Criteria for Non-Governmental Organizations Receiving CESF.pdf). The copy must be signed and dated by the Authorized Officer listed above.
 - If your subcontracted NGOs (including your evaluator, if applicable) have been selected and contracts are in place, please complete the form and **email** in the original signed form along with your original signed grant agreement documents. Provide the name, address, email, and phone number of all third-party contractors and identify if all non-governmental criteria are met.
 - If you are still in the process of selecting your subcontracted NGOs and/or finalizing those contracts, please **email** a signed Appendix C and list the “Name of Contracted Party” as TBD. This will serve as a reminder that we will need to follow up with you in the future to obtain an updated Appendix C.
 - If you are not going to subcontract with any outside NGOs, please reply to this email with a statement indicating such.
- **Select** your county’s choice for the audit requirement. There are three options to fulfil the audit requirement: Single Federal Audit, Program Specific Audit, or Exempt. Select the box for the audit choice for your county.
- **On or before April 9, 2020, email** the Standard Agreement, Appendix C, and audit selection to me at this email address CESF@bscc.ca.gov

Your grant agreement becomes fully executed only when the Standard Agreement has been signed by both you and the BSCC.

We are aware that some grantees will experience delays in obtaining the required resolution. However, we cannot fully execute the grant agreement or issue payment until the resolution is received.

Once your grant agreement has been executed, you may submit invoices for eligible expenses according to the schedule outlined in the Grant Agreement, but please note the following:

- Invoices submitted in the absence of the required documentation noted above will be processed, but the advance payment will be held until the appropriate documentation is received at the BSCC and the grant agreement is fully executed.
- Any expenses incurred prior to the start date of the grant agreement cannot be reimbursed.

If you have any questions, please do not hesitate to contact me or your Field Representative, Daryle McDaniel, at daryle.mcdaniel@bscc.ca.gov.

Sincerely,

Johnny Sanchez

Associate Governmental Program Analyst, Corrections Planning and Grant Programs

BOARD OF STATE AND COMMUNITY CORRECTIONS

2590 Venture Oaks Way, Suite 200, Sacramento, CA 95833

Phone: (916) 322-1427

Email: johnny.sanchez@bscc.ca.gov

<http://www.bscc.ca.gov>

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