From: BSCC ORT <ORT@bscc.ca.gov>
Sent: Wednesday, September 20, 2023 11:21 AM
To: Kao, Ryan (POL) <ryan.kao@sfgov.org>; patrick.n.leung@sfgov.org; sfpdchief@sfgov.org
Cc: BSCC ORT <ORT@bscc.ca.gov>; Escobar, Eddie@BSCC <Eddie.Escobar@bscc.ca.gov>
Subject: ACTION REQUIRED: 23-27 ORTP Grant Agreement-San Francisco PD 1170-23
Importance: High

Good morning,

Attached please find the 2023 Organized Retail Theft Prevention Grant contract package, which includes a Standard Agreement (Form STD 213) and the Grant Agreement Contract (including Exhibits A, B, C, D, Attachment 1, Attachment 2, Appendix A, Appendix B). Please make special note of the following:

- Budgets. BSCC is using the budget table provided within your proposal for the grant agreement. Be advised that your Field Representative may be contacting you soon to request additional details and/or discuss minor modifications that need to be made to your budget line items. Although expenditures/items are listed in your proposal'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 City Council 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 Organized Retail Theft Prevention contract package, please complete the following:

- Carefully review the entire Grant Agreement (attached). Retain a copy for your records. Upon contract execution, the attached Grant Agreement becomes your contractually obligated scope of work.
- Sign the Standard Agreement (attached). 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, William Scott.
- On or before September 28, 2023, email the Standard Agreements) to me at this email address ORT@bscc.ca.gov.

Your contract 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 or other documentation. Please proceed with signing the Grant Agreement; however, the resolution or required documentation must be received at the BSCC as soon as possible before the contract can be fully executed and you can be reimbursed for grant expenditures. We are on a tight timeline for funding, so please provide this as soon as possible.

Once your contract 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 reimbursement will be held until the appropriate documentation is received at the BSCC.
- Any expenses incurred prior to the start date of the contract cannot be reimbursed.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Jessica Vlavianos | Associate Governmental Program Analyst
Corrections Planning and Grant Programs
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