

Grantee Contact Information Sheet

First Submission: Complete **all** of the information below. Please refer to the **Instructions** tab (bottom left of screen) for definitions. To facilitate package delivery for site visit purposes, list a street address as well as a post office box where applicable. Email the completed form to the appropriate grant inbox as listed on the Instructions tab.

Changes to contact information: If you make changes to key project staff at any time during your grant cycle, you must first notify your assigned Field Representative. For all changes to contact information, you must submit a Grantee Contact Information Sheet that lists **only** the Grantee, Grant Number, Grant Name and the information that has changed.

Grantee:	County of Lake/Sheriff's Office	Grant Number:	BCSS 1527-25
Grant Name:	Edward Byrne Memorial Justice Assistance Grant Program		

1. Project Director:			
Name:	Luke Bingham	Title:	Sheriff
Phone:	707 262 4200	Email:	Lucas.bingham@lakecountyca.gov
Address:	1220 Martin St. Lakeport Ca. 95453		

2. Day-to-Day Programmatic Contact:			
Name:	Joe Dutra	Title:	Lieutenant
Phone:	707 262 4238	Email:	joe.dutra@lakecountyca.gov
Address:	1220 Martin St. Lakeport Ca. 95453		

3. Financial Officer:			
Name:	Mary Beth Strong	Title:	Finance Manager
Phone:	707 262 4218	Email:	marybeth.strong@lakecountyca.gov
Address:	1220 Martin St. Lakeport Ca. 95453		

4. Day-to-Day Fiscal Contact:			
Name:	Mary Beth Strong	Title:	Finance Manager
Phone:	707 262 4218	Email:	marybeth.strong@lakecountyca.gov
Address:	1220 Martin St. Lakeport Ca. 95453		

5. Official Designated by the Governing Board:			
Name:	Luke Bingham	Title:	Sheriff
Phone:	707-262-4200	Email:	lucas.bingham@lakecountyca.gov
Address:	1220 Martin St. Lakeport Ca. 95453		

6. Chair of the Governing Board:			
Name:	EJ Crandell	Title:	Board Chair
Phone:	707 263 2368	Email:	eddie.crandell@lakecountyca.gov
Address:	255 N Forbes St. Lakeport Ca. 95453		

7. Additional Project Contact (If applicable):			
Name, Title:	Richard Ward, Captain	Phone, Email:	707-262-4200 richard.ward@lakecountyca.gov
Address:	1220 Martin St. Lakeport Ca. 95453		

Person Completing this Form:			
Name, Title:	Joe Dutra, Lieutenant	Date:	10/20/25
Phone, Email:	707 262 4238 joe.dutra@lakecountyca.gov		

Date Received at BSCC:

Completing the Grantee Contact Information Sheet

Changes to contact information: If you make changes to key project staff at any time during your grant cycle, you must first notify your assigned Field Representative. For all changes to contact information, you must submit a Grantee Contact Information Sheet that lists **only** the Grantee, Grant Number, Grant Name and the information that has changed.

Grantee – Identify the name of the Grant Recipient Agency.

Grant Number – List the BSCC contract number.

Grant Name – Identify the name of the BSCC program in which you are funded.

Numbered Sections: Provide the contact information as shown - name, title, address, phone, and email - for each of the key project staff as defined below.

- 1. Project Director:** the person with primary responsibility for overall decision-making and management of the grant project. Any changes to the budget or the grant project must be approved by the Project Director. This person should be an employee of the grant recipient.
- 2. Day-to-Day Programmatic Contact:** the person responsible for the day-to-day, routine management of grant-related activities. This person will be the day-to-day contact for grant-related program questions. This person should be an employee of the grant recipient.
- 3. Financial Officer:** the person who has the main fiscal responsibility for the grant project and is responsible for authorizing financial reports. This person should be an employee of the grant recipient.
- 4. Day-to-Day Fiscal Contact:** the person who will assist the Financial Officer in preparing financial reports. This person will be the day-to-day contact for grant-related fiscal questions. This person should be an employee of the grant recipient.
- 5. Official Designated by the Governing Board:** the person who has been designated with authority to enter into the Grant Award Agreement for the city/county or non-governmental organization, as stated in the grant agreement. This is also referred to as the Authorized Officer who has legal authority to sign for the grant.
- 6. Chair of the Governing Board:** If the grant recipient is a city, list the mayor. If the grant recipient is a county, list the Chairmain of the Board of Supervisors. If the grant recipient is a non-governmental organization, list the President of the Board of Directors or equivalent.
- 7. Additional Project Contact:** If applicable, list here any other individual who is authorized to receive communications from BSCC. Typically, this would be back-up staff to the Project Director or Financial Officer and/or a person responsible for data collection or other reporting functions.

Please email the completed form to your dedicated grant program inbox for your cohort.