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Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

August 7, 2014

TO: CHIEF EXECUTIVE OFFICER, CALIFORNIA DISTRICT ATTORNEYS ASSOCIATION

RE: FISCAL YEAR 2014/2015 REQUEST FOR APPLICATION
MEDICAL TRAINING CENTER PROGRAM

The California Governor's Office of Emergency Services (Cal OES), Victim Services Division is pleased to announce the release of the fiscal year (FY) 2014/2015 Medical Training Center (EM) Program Request for Application (RFA). This grant period is October 1, 2014 – September 30, 2015. Enclosed are instructions and forms for completing the EM Program RFA.

There is approximately $761,154 available to fund the EM Program for FY 2014/2015. Funding of this grant is contingent upon satisfactory project performance, compliance with the Grant Award Agreement and availability of federal funds.

Submission of required information and documents in an accurate and complete manner will expedite processing of your grant application. Failure to include information in the manner requested will cause a delay in processing your grant application.

Please note the following changes to the EM Program this year:

- This year the Other Funding Sources form (attached) replaces the one on the website.

Please note that only the most current versions of Cal OES grant application forms will be accepted in the grant award application. Current application forms can be accessed on the Cal OES website (http://www.calema.ca.gov/PublicSafetyandVictimServices/Pages/Application-and-Proposal-Forms-.aspx) or in this RFA. Grant award applications with outdated forms will result in processing delays.

Please complete the enclosed materials and submit to Cal OES. This application must be **received or postmarked by Friday, September 19, 2014.** Refer to Part I of the RFA for further submission information.

Please direct questions regarding this RFA to: Alan Logan, Program Specialist, Children's Unit at (916) 845-8209 or alan.logan@caloes.ca.gov. Thank you for your interest in this Program and we look forward to working with you.

Sincerely,

GINA BUCCIERI-HARRINGTON
Assistant Director, Grants Management

3650 SCHRIEVER AVENUE • MATHER, CA 95655
CRIMINAL JUSTICE/EMERGENCY MANAGEMENT & VICTIM SERVICES BRANCH
(916) 845-8301 • (916)636-3770 FAX

MEDICAL TRAINING CENTER PROGRAM

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MEDICAL TRAINING CENTER PROGRAM

PART I – OVERVIEW

A. INTRODUCTION
B. CONTACT INFORMATION
C. APPLICATION DUE DATE AND SUBMISSION OPTIONS
D. ELIGIBILITY
E. FUNDS
F. PROGRAM INFORMATION

A. INTRODUCTION

This Request for Application (RFA) provides the information and forms necessary to prepare an application for California Governor's Office of Emergency Services' (Cal OES) grant funds. The terms and conditions described in this RFA supersede previous RFAs and conflicting provisions stated in the *Recipient Handbook*. The *Recipient Handbook* provides helpful information for developing the application and is accessible on our website at www.caloes.ca.gov. Scroll over the "Grants and Funding" tab, select "Public Safety & Victim Services," then select "Handbooks, Reports & Publications."

B. CONTACT INFORMATION

Questions concerning this RFA, the application process, or programmatic issues should be submitted by telephone, fax or e-mail to:

Program Specialist:	Alan Logan
Phone:	(916) 845-8209
Fax:	(916) 636-3770
Email:	alan.logan@caloes.ca.gov

C. APPLICATION DUE DATE AND SUBMISSION OPTIONS

One original and one copy of the application must be delivered to Cal OES' Criminal Justice/ Emergency Management & Victim Services Branch by the date and time indicated below. Submission options are:

Regular or overnight mail, postmarked by **SEPTEMBER 19, 2014** **OR** hand-delivered by 5:00 p.m. on **SEPTEMBER 19, 2014** to:

California Governor's Office of Emergency Services
Criminal Justice/Emergency Management & Victim Services Branch
3650 Schriever Avenue
Mather, CA 95655
Attn: MEDICAL TRAINING CENTER PROGRAM, CHILDREN'S UNIT

D. ELIGIBILITY

The California District Attorneys Association is the only Applicant eligible to apply.

E. FUNDS

The project must budget for a 12-month grant period beginning October 1, 2014 and ending September 30, 2015. For FY 2014/2015, a total of $736,154 is available in Violence Against Women Act (VAWA)

Services*Training*Officers*Prosecutors (S*T*O*P) funds, with an additional $25,000 in Victims of Crime Act (VOCA) funds, for a total of $761,154.

1. Fund Information

   Per 42 U.S.C Section 3796gg, the purpose of the VAWA S*T*O*P is to assist and strengthen law enforcement and prosecution strategies to combat violent crimes against women and to develop and strengthen victim services in cases involving violent crimes against women. However, nothing in this title shall be construed to prohibit male victims of these crimes from receiving benefits and services under this title.

   The Medical Training Center Program meets the following VAWA S*T*O*P purposes:

   - Supporting formal and informal statewide, multidisciplinary efforts to coordinate the response of state law enforcement agencies, prosecutors, courts, victim services agencies and other state agencies and departments to violent crimes against women, including sexual assault, domestic violence and dating violence.

   - Training sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention and providing expert testimony and treatment of trauma related to sexual assault. NOTE: These VAWA S*T*O*P funds may be used only for efforts and activities related to adult and adolescent (age 11 or older) sexual assault.

   Instructor Fee Exception Justification:

   - The VOCA and VAWA allowable speaker fee is $650 per eight-hour day, excluding preparation and travel, or $81.25 per hour (partial hours must be prorated).

   - If a higher rate is needed, a thorough justification must be submitted for each fund source with the application, in addition to a sole source justification. You must receive prior approval prior to a person doing work with these funds above the standard rate. Be advised it is highly likely approval will need to go to the federal program specialist for review.

2. Match Requirements

   VAWA S*T*O*P* requires a 25% match. Cal OES, as the State grantee and administrator of VAWA S*T*O*P funds, is currently meeting the match requirement and intends to continue doing so to the extent possible. However, if this is not possible in the future, the grant Applicant will be notified and the budget will need to be modified to incorporate the 25% cash and/or in-kind match requirement. A 20% Total Project Cost match ($6,250) is required for the VOCA funding.

3. Publications

   Original publications (written, visual, or sound) produced in whole or in part with S*T*O*P funds must contain the following statement:

   "This project was supported by Grant No. _____ awarded by the Office on Violence Against Women, U.S. Department of Justice, and through Grant Award Number _____ from the California Governor's Office of Emergency Services (Cal OES). Points of view, opinions, findings and conclusions in this publication are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice or of Cal OES. Cal OES reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, and use these materials and to authorize others to do so."

The *Recipient Handbook*, Section 5120, advises projects to notify Cal OES 60 calendar days in advance of intended publication. For this particular grant program, all such original publications must be submitted to Cal OES for review and approval. Cal OES is required to submit one copy of all reports and proposed publication resulting from this grant award to the Office on Violence Against Women twenty days prior to public release.

4. Fund Reversion Policy and Procedures

Beginning in fiscal year 2013/2014, Cal OES initiated a reversion policy and advised Applicants who revert more than $2,500 each year over two consecutive years with the following guidelines:

- Cal OES may deduct Applicant's grant award funding to the lesser amount of reverted funds within the last two-year period;
- The deduction penalty may be for at least one year;
- When the Applicant's grant award is decreased, the Applicant must work with Cal OES to develop and implement a plan to prevent future reversions; and
- Applicants who have reverted more than $2,500 each year for two consecutive years and received a decrease in awarded funds may not be eligible to receive any additional VAWA or VOCA funds during the temporarily reduced grant award period.

Upon successful implementation of plans to prevent future reversions, Cal OES will reinstate the Applicant to the original funding level and apply any applicable EM Program-wide increases.

F. PROGRAM INFORMATION

Statutory Authority

The Medical Training Center (EM) Program is authorized by Penal Code §13823.93. Statutory requirements include, but are not limited to:

(1) Training for forensic examiners in cases of child physical abuse and neglect, child sexual abuse, sexual assault, domestic violence, elder and dependent adult abuse and domestic violence or sexual assault of persons with disabilities;

(2) Training for law enforcement, prosecutors, public defenders, investigative social workers and judges on medical evidentiary exam procedures and interpretation of findings;

(3) Promotion of an interdisciplinary approach in the assessment and management of child abuse and neglect, sexual assault, elder abuse, domestic violence and abuse or assault against persons with disabilities;

(4) Maintaining and updating the guidelines for reporting and managing child physical abuse and neglect, domestic violence and elder abuse; and

(5) Maintaining the existing network for case consultations.

NOTE: While Penal Code §13823.93 requires the five above areas to be addressed, State General Fund monies previously allocated for this Program have been eliminated. Thus, the number of requirements have been reduced and the focus is on sexual assault. The VAWA S*T*O*P funds currently supporting the EM grant may **only** be used for adult/adolescent sexual assault, including sexual assault against elder/dependent adults and persons with disabilities. VOCA funds may be used for child sexual assault.

Other Medical Training Center Program Mandates

(1) Supporting the development, coordination and improvement of Sexual Assault Response Team (SART) systems and efforts; identifying key SART procedures and protocols; coordination of SART policy needs; and informing and training on effective SART systems for sexual assault victims;

(2) Ensuring qualified staff are available to respond to questions regarding sexual assault forensic medical exams and the use of Cal OES Forms 2-923, 2-924, 2-925, 2-930, and 2-950; and

(3) Developing and maintaining telemedicine capability.

MEDICAL TRAINING CENTER PROGRAM

PART II – RFA INSTRUCTIONS

A. PREPARING AN APPLICATION
B. PROJECT NARRATIVE
C. PROJECT BUDGET
D. APPLICATION APPENDIX

A. PREPARING AN APPLICATION

The instructions in this section correspond to each of the application components and to the forms required to complete the application.

The Applicant must use the forms provided in Part IV of this RFA or on our website at www.caloes.ca.gov. The forms must be printed on plain white 8½" x 11" paper for the application. The Project and Budget Narrative templates provided on the website are formatted to Cal OES standards. If you create your own Project and/or Budget Narrative forms, the format must duplicate the Cal OES templates and not allow for more space than provided by Cal OES. If a space limitation is specified for a component, strict adherence to the space limitation is required.

Please provide the nine required application components in the order listed below:

- Application Cover Sheet (included in Part IV)
- Grant Award Face Sheet (Cal OES 2-101)
- Project Contact Information (Cal OES 2-102)
- Signature Authorization and Instructions (Cal OES 2-103)
- Certification of Assurance of Compliance – VOCA and VAWA (Cal OES 2-104h)
- Project Narrative (Cal OES 2-108)
- Budget Forms (Cal OES 2-106)
- Budget Narrative (Cal OES 2-107)
- Application Appendix (refer to Part II, D)

Click the link below to access Cal OES forms or go to www.caloes.ca.gov, scroll over the "Grants & Funding" tab, select "Public Safety & Victim Services", and then look on the right-hand side for "Forms." Or, paste the following link into your browser:

http://www.oes.ca.gov/PublicSafetyandVictimServices/Pages/Forms.aspx

NOTE: Pay special attention to the required forms. Failure to submit the correct forms will result in the application being returned.

Copies of the application must be assembled separately and individually fastened in the upper left corner. ***Do not bind the application.***

B. PROJECT NARRATIVE

The project narrative is the main body of information describing the problem to be addressed, the plan to address the identified problem through appropriate and achievable objectives and activities, and the ability of the Applicant to implement the plan.

1. Problem Statement

   Provide a brief update of the problem to be addressed, including changes since the original application was submitted, the target area, target population and/or crime statistics.

2. Plan: Objectives and Activities

   The project is to submit objectives and activities as specified below. Activities must demonstrate a well-developed, reasonable, and realistic plan for completion. Display objectives and activities as follows:

   Column Format: Numbered objective on the left; activities on the right (use provided template).
   Separate Page(s): Display objectives on separate pages.
   Activity Detail: Include title of staff responsible and anticipated time frame for completion; if the time frame is anticipated to go into the next fiscal year, indicate the date. Break down the steps needed to complete the activities below.

   1. Deliver training programs on adult/adolescent sexual assault medical/evidentiary examinations for healthcare providers using six training modalities: traditional classroom instruction, online education, webinars, telemedicine, publications, website blogs and informational documents; and provide continuing medical and/or nursing education when applicable to the training modality.
      a. Two (2) classroom training programs for an estimated 60 healthcare providers which includes hands-on skills stations.
      b. Eight (8) hours of online education for an estimated 60 healthcare providers.
      c. Three (3) webinars for an average of 30 attendees per webinar.
      d. Telemedicine coaching and mentoring an average of four (4) times per year
      e. Complete the SAFE/SANE Manual for team development and maintenance, distribute manuals through classroom trainings for every participant, and make available through the website.
      f. Submit the completed sexual assault forensic glossary of terms and definitions to the American College of Emergency Physicians in the appropriate format, publish and distribute the document through classroom trainings for every participant and make available through the website.
      g. Continue building the SAFENet telemedicine program by holding eight (8) monthly meetings per year with a core group of seven (7) teams, and continue building the network of teams.
      h. Continue development of the sexual assault literary database and increase it from 800 to 900 articles.
      i. Distribute the California SART Manual through classroom trainings and make it available through the website.

   2. Deliver training programs on child sexual abuse for healthcare providers using six (6) training modalities: traditional classroom instruction, online education, webinars, telemedicine, publications, website blogs and informational documents; and provide continuing medical and/or nursing education when applicable to the training modality.
      a. Two (2) classroom training programs for an estimated 60 healthcare providers which includes hands-on skills stations.
      b. 14 hours of online education for an estimated 60 healthcare providers.
      c. Three (3) webinars for an average of 30 attendees per webinar.
      d. Telemedicine coaching and mentoring for an average of four (4) times per year.
      e. Continue building the SAFENet telemedicine program by including and establishing a minimum of two (2) child sexual abuse examiner programs.
      f. Provide copies of the SAFE/SANE Manual, the sexual assault forensic glossary of terms and definitions, and the California SART Manual through classroom trainings and make it available through the website.

3. Provide a minimum of three (3) types of advanced training programs.
   a. Conduct two 1-day Forensic Photography Training Programs for an estimate attendance of 40.
   b. Conduct two 2-day Courtroom Communications courses for an estimated attendance of eight (8) sexual assault forensic medical examiners. One day is didactic (lecture) training and the second day is a moot court experience for each examiner.
   c. Co-sponsor and collaborate with the California Sexual Assault Investigators Association to offer a separate series of workshops on advanced topics in sexual assault and child sexual abuse forensic medicine which may also include SART operations.

3. Perform retrospective data entry of the Cal OES 2-923 Sexual Assault Forensic Exam Form for an estimated 1500 cases.

4. Plan and conduct the Fourth Annual SART Summit for an estimated attendance of 180.

5. Complete the electronic version of the revised Cal OES 2-923 sexual assault forensic medical report form.

7. Provide training, technical assistance and leadership to the field by attending meetings, conducting surveys, and providing a minimum of eight (8) educational programs to multi-disciplinary audiences for an estimated 100 professionals.

C. PROJECT BUDGET

The purpose of the project budget is to demonstrate how the Applicant will implement the plan with the funds available through this Program. The budget is the basis for management, fiscal review, and audit. Project costs must be directly related to the objectives and activities of the project. The budget must cover the entire grant period. In the budget, include ***only*** those items covered by grant funds, including match funds when applicable. Projects may supplement grant funds with funds from other sources. However, since approved line items are subject to audit, Applicants should not include in the project budget matching funds (if applicable) in excess of the required match. Budgets are subject to Cal OES modifications and approval.

Cal OES requires the Applicant to develop a ***line-item*** budget which will enable the project to meet the intent and requirements of the Program and ensure the successful and cost-effective implementation of the project. The Applicant should prepare a realistic and prudent budget avoiding unnecessary or unusual expenditures which detract from the accomplishment of the objectives and activities of the project.

Note: The following information is provided to assist in the preparation of the budget:

- Strict adherence to required and prohibited items is expected.
- Where the Applicant does not budget for a required item, the Applicant assumes responsibility.
- Failure of the Applicant to include required budget items does not eliminate responsibility to comply with those requirements during the implementation of the project.

The Applicant should refer to the *Recipient Handbook* for additional information concerning Cal OES budget policy or to determine if specific proposed expenses are allowable. The *Recipient Handbook* is accessible on our website at www.caloes.ca.gov. Scroll over the “Grants and Funding” tab, select “Public Safety & Victim Services”, and then select “Handbooks, Reports & Publications.” Should you have additional budget questions, contact the person listed in Part I, Section B.

1. Budget Narrative

The Applicant is required to submit a narrative with the project budget. The narrative must be typed and placed in the application preceding the budget pages, describing:

- How the project's proposed budget supports the Program's objectives and activities;
- How funds are allocated to minimize administrative costs and support direct services;
- The duties of project-funded staff, including qualifications or education level necessary for the job assignment (this does not take the place of the brief justification required in the line-item budget);
- How project-funded staff duties and time commitments support the proposed objectives and activities;
- Proposed staff commitment/percentage of time to other efforts, in addition to time allocated to this project;
- The necessity for subcontracts and unusual expenditures; and
- The mid-year salary range adjustments.

2. Specific Budget Categories

In Part IV of this RFA, or on our website, you can access Excel spreadsheets (Cal OES 2-106 a-c) for each of the following three budget categories:

a. Personal Services – Salaries/Employee Benefits

1) Salaries

Personal services include services performed by project staff directly employed by the Applicant and must be identified by position and percentage of salaries. They may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must also be budgeted as a part of salaries. If the Applicant's personnel have accrued sick leave or vacation time prior to the approval of grant funding, they may not take time off using project funds. Salaries for staff not directly employed by the Applicant must be shown as participating staff (see *Recipient Handbook,* Section 4500) in the Operating Expenses Category. Consultant services remain under Operating Expenses (refer to Part II, C.2.b. - Operating Expenses - paragraph two.)

2) Benefits

Employee benefits must be identified by type and percentage of salaries. The Applicant may use fixed percentages of salaries to calculate benefits. Budgeted benefits cannot exceed those already established by the Applicant.

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable budget items. Benefits, such as uniforms or California Bar Association dues are allowable budget items if negotiated as a part of an employee benefit package.

A line item is required for each different position/classification, but not for each individual employee. If several people will be employed full-time or part-time in the same

position/classification, provide the number of full-time equivalents (e.g., three half-time clerical personnel should be itemized as 1.5 clerical positions).

b. Operating Expenses

Operating expenses are defined as necessary expenditures other than personal salaries, benefits and equipment. Such expenses may include specific items directly charged to the project, and in some cases, when permitted by the funding source, an indirect cost allowance. The expenses must be grant-related (i.e., to further the program objectives as defined in the grant award) and be encumbered during the grant period.

The following items fall within this category: consultant services such as subcontractors, participating staff who are not employed by the Applicant, travel, office supplies, training materials, research forms, equipment maintenance, software equipment rental/lease, telephone, postage, printing, facility rental, vehicle maintenance, answering service fees and other consumable items. Furniture and office equipment with an acquisition cost of less than $5,000 (including tax, installation, and freight) and/or with a useful life of less than one year fall within this category. Otherwise, these fall under equipment expenses.

Salaries for staff not directly employed by the Applicant must be shown as consultant and/or participating staff costs (whichever is applicable per *Recipient Handbook,* Sections 3710 and 4500), under the Operating Expenses category. These costs must be supported by an Operational Agreement (OA), which must be kept on file by the Recipient and made available for review during a Cal OES site visit, a monitoring visit, or an audit. In the case of grants being passed through a Recipient to be operated by another agency, the staff from the second agency will be shown in the Operating Expenses Category.

Budget for anticipated training related to the project. The Applicant must include sufficient per diem and travel allocations for person(s) to attend required Cal OES training conferences or workshops.

c. Equipment

Equipment is defined as nonexpendable tangible personal property having a useful life of more than one year and an acquisition cost of $5,000 or more per unit (including tax, installation, and freight).

A line item is required for different types of equipment, but not for each specific piece of equipment (e.g., three laser jet printers must be one line item, not three).

NOTE: The left column of each budget category on the Spreadsheet requires line-item detail including the calculation and justification for the expense. Enter the ***whole dollar amount only*** (no cents) on each line item and the match amount (if applicable) in the correct column of the Budget Category form. You may add extra rows if necessary. The spreadsheets automatically calculate the subtotal at the end of each budget category and provide the total of the three spreadsheets at the bottom of the Equipment page. The total of the budget including each funding source and/or match amount must correspond to the amount of the Total Project Cost (Block 12G) on the Grant Award Face Sheet.

D. APPLICATION APPENDIX

The application appendix provides Cal OES with additional information from the Applicant to support components of the application. The following must be included:

- Organizational Chart:

The Organizational Chart should clearly depict the structure of the Applicant organization and the specific unit within the organization responsible for the implementation of the project. This chart should also depict supporting units within the organization (e.g., the Accounting Unit) and the lines of authority within the organization. Job titles on the Organizational Chart must match those in the Budget and Budget Narrative.

- Project Summary (Cal OES 2-150)
- Noncompetitive Bid Request (Cal OES 2-156)
- Out-of-State Travel Request (Cal OES 2-158)
- Other Funding Sources (new version, 7/14)
- Project Service Area Information (Cal OES 2-154)
- Computer and Automated Systems Purchase Justification Guidelines (Cal OES 2-157) [if applicable]
- Rent/Lease Exception Rate Justification

Click the link below to access Cal OES forms or go to www.caloes.ca.gov, scroll over the "Grants & Funding" tab, select "Public Safety & Victim Services", and then look on the right-hand side for "Forms." Or, paste the following link into your browser:

http://www.oes.ca.gov/PublicSafetyandVictimServices/Pages/Forms.aspx

MEDICAL TRAINING CENTER PROGRAM

PART III – POLICIES AND PROCEDURES

NOTE: The Applicant is strongly encouraged to review the following sections before preparing the application:

A. FINALIZING THE GRANT AWARD AGREEMENT
B. ADMINISTRATIVE REQUIREMENTS
C. BUDGET POLICY

A. FINALIZING THE GRANT AWARD AGREEMENT

1. Standard Project Funding Authority

Allocation of funds is contingent on the enactment of the State Budget. Cal OES does not have the authority to disburse funds until the budget is passed and the Grant Award Agreement is fully executed. Expenditures incurred prior to authorization are made at the project's own risk and may be disallowed. Cal OES employees are not able to authorize an Applicant to incur expenses or financial obligations prior to the execution of a Grant Award Agreement. However, once the Grant Award Agreement is finalized the Recipient may claim reimbursement for expenses incurred on, or subsequent to, the start of the grant award period.

If, during the term of the grant award, the state and/or federal funds appropriated for the purposes of the grant award are reduced or eliminated by the California Legislature or the United States Government, or in the event revenues are not collected at the level appropriated, Cal OES may immediately terminate or reduce the grant award by written notice to the Recipient. However, no such termination or reduction shall apply to allowable costs already incurred by the Recipient to the extent state or federal funds are available for payment of such costs.

Cal OES Grant Award Agreements are subject to applicable restrictions, limitations, or conditions enacted by the California Legislature and/or the United States Government, subsequent to execution of the Grant Award Agreement.

2. Processing Grant Awards

a. Grant Award Conditions

Cal OES may add grant award conditions to the Grant Award Agreement prior to or after funding. If conditions are added, these will be discussed with the Applicant and a copy of the conditions will be sent to the Recipient when the conditions are made part of the Grant Award Agreement. Grant award conditions may include requirements for sole source justification, a computer feasibility study, or other requirements deemed necessary by Cal OES.

b. Grant Award Agreement

A copy of the executed Grant Award Agreement and pertinent attachments will be sent to the Project Director. The Applicant is not authorized to incur costs against the grant until a copy of the fully executed Grant Award Agreement is received. When the executed grant is received a Report of Expenditures and Request for Funds (Cal OES 2-201) may be submitted for reimbursement.

c. Grant Award Amounts

When the amount of funds available is limited, Cal OES may reduce the amount of the grant award from the amount requested by the Applicant. In addition, Cal OES reserves the right to negotiate budgetary changes with the Applicant prior to executing the Grant Award Agreement. If either of these actions is required, Cal OES will notify the Applicant prior to executing the Grant Award Agreement.

B. ADMINISTRATIVE REQUIREMENTS

The following requirements apply to projects selected for funding and are explained below for the Recipient's planning purposes:

1. The *Recipient Handbook* (*RH*)

The *Recipient Handbook* is accessible on our website at www.caloes.ca.gov. Scroll over the "Grants and Funding" tab, select "Public Safety & Victim Services", and then select "Handbooks, Reports & Publications." The *Recipient Handbook* contains administrative information and requirements necessary to implement the project. Recipients must administer their grants in accordance with the *Recipient Handbook* requirements. Failure to comply with these requirements can result in the withholding or termination of the grant award.

2. Communications (*RH* 11500)

Projects must maintain a current telephone number and internet access with an e-mail address (see Section 2340.1), as well as a current postal address and physical location within the State of California.

3. Progress Reports and Data Collection (*RH* 10100)

Funded projects are required to participate in data collection and to submit progress reports required by the program. Projects are required to keep accurate records to document the information reported in the progress reports. The records must be kept by the project for a period of three years. During site/monitoring visits, Cal OES will review these records for accuracy and compare them with the reported data submitted on the progress reports.

4. Monthly/Quarterly Report of Expenditures and Request for Funds (*RH* 6310)

Community-based organizations (CBOs) shall submit a monthly Report of Expenditures and Request for Funds (Cal OES 2-201) unless they request a quarterly reporting period. Government and education agencies receiving funds will be required to report on a quarterly basis. This form is due within 30 calendar days of the end of the reporting period and must be submitted whether or not the project has incurred expenses. Delays in submitting the form Cal OES 2-201 will result in the withholding of funds and may result in the recommendation to Cal OES's Director for termination of the grant award.

5. Technical Assistance and Site Visits (*RH* 10200/10300)

Funded projects are assigned a Cal OES Program Specialist to oversee the progress of the project in achieving its goals, objectives and compliance with the Grant Award Agreement. Program Specialists are available to assist the Recipient in the successful implementation of the project and in meeting the administrative requirements of the Grant Award Agreement. New projects should expect a site visit from the assigned Program Specialist within the first six months of the grant

period. Follow-up site visits will be conducted periodically throughout the life of the grant. Projects may request a site visit to obtain technical assistance.

6. Monitoring Requirements (*RH* 10400)

A monitoring visit is an on-site assessment by staff to determine if the project is in compliance with the terms of the program, the Grant Award Agreement, the Program Guidelines, the RFA/RFP, and the *Recipient Handbook*. Projects will be monitored on a random or as-needed basis.

7. Audit Requirements (*RH* 8100)

To safeguard Cal OES assets and to ensure that all funds are accounted for, Cal OES requires that organizations receiving Cal OES grant award(s) be audited in accordance with *Recipient Handbook*.

8. Source Documentation (*RH* 10111)

Recipients will be required to maintain source documentation to support claimed expenditures and project accomplishments. Source documentation is defined as records used to validate project activities and achievements pertaining to the objectives outlined in the Grant Award Agreement. Recipients are to retain source documentation for progress reports on a quarterly basis, regardless of submission requirements. Requirements and definitions for program specific source documentation are delineated in the RFA instructions. Recipients will be required to have written job descriptions on file for positions funded by Cal OES detailing specific grant-related activities to achieve project objectives.

9. Fidelity Bond (*RH* 2160)

Private community-based organizations and American Indian organizations are required to obtain and send to Cal OES a copy of a blanket fidelity bond or equivalent insurance contract applicable to officials and employees of Cal OES-funded projects within 60 days of the signed Grant Award Agreement. Failure to comply with this requirement may result in the withholding of grant funds or termination of the Grant Award Agreement. The beneficiary named on the bond or an endorsement must include the “State of California, California Governor’s Office of Emergency Services” and include the Grant Award number for identification purposes.

The time period covered by the bond must include the effective date and total time period of the grant, including extensions. The bond must be in an amount equal to 50 percent (50%) of the total grant award and may have a deductible in an amount not to exceed one percent (1%) of the bond.

A bond is not required of a Recipient sponsored by units of government. CBOs sponsored by units of government may submit documentation indicating this in lieu of the bond or insurance contract, unless specifically required terms of the program or grant award conditions.

10. Copyrights, Rights in Data, and Patents (*RH* 5300-5400)

Cal OES owns rights of and reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, and use, in whole or in part, material produced by activities supported by a Grant Award Agreement. These ownership rights are detailed in the *Recipient Handbook*.

C. BUDGET POLICY

This document summarizes information on Cal OES Budget Policy contained in the *Recipient Handbook*. Additional information may be obtained by accessing the *Recipient Handbook* at www.caloes.ca.gov. Scroll over the "Grants and Funding" tab, select "Public Safety & Victim Services", and then select "Handbooks, Reports & Publications."

1. Supplanting Prohibited (*RH* 1330)

   Grant funds must be used to supplement existing funds for program activities and *not replace* funds appropriated for the same purpose. If selected for funding, a written certification must be provided to Cal OES indicating grant funds will not be used to supplant existing funds. Potential supplanting will be the subject of application review, post-award monitoring, and audit.

2. Project Income (*RH* 6610)

   Project income, such as client fees and fees for services provided by the Recipient (i.e., training, presentations, etc.), asset forfeitures, profits from the sale of project products, and conference proceeds as the result of a direct trade of time or products for money must be used to offset or augment the grant, unless otherwise specified in the RFA instructions. Project income cannot be used as matching funds, unless otherwise specified in the RFA instructions.

3. Methods of Contracting and/or Procurement (*RH* 3400)

   A competitive bid process is required to purchase equipment or consultant services with grant funds. Noncompetitive bid contracts are disfavored. Noncompetitive bid request approval by Cal OES program staff is required prior to the purchase of equipment in excess of $5,000, or to hire a specific consultant charging over $5,000. Local units of government may use their approved procurement policy except for contracts over $50,000 which require prior Cal OES approval. For organizations without a written procurement policy, a competitive bid process involves determining the specifications for the items needed and obtaining at least three bids from different vendors. Whenever a specific individual/organization name is identified in the project budget, a narrative describing the competitive bid process or a sole-source procurement (noncompetitive bid) request will be required. Cal OES will provide assistance in submitting a noncompetitive bid request if the proposal is selected for funding and if Cal OES determines it is in the best interest of the project. These procedures do not apply to funds shared with participating agencies under the terms of an Operational Agreement (see Section 4500, *Recipient Handbook).*

4. Match Requirements (*RH* 6500)

   The RFA Instructions (Part II) may specify a cash or in-kind match. When used to augment the project, expenditures for items such as Personal Services, Operating Expenses or Equipment are considered match if not in violation of the prohibition on supplanting. Match must be specified in the budget and will become part of the Grant Award Agreement. Specific instructions for calculating the match are provided below. There are examples of how to calculate the match requirement in Sections 6550-6550.2 of the *Recipient Handbook*.

   a. State Funds Matching State or Federal Funds (*RH* 6522)

      State and/or federal funds can be used to match other state and/or federal funds *only* if the following conditions have been met:

      1) The other funding source does not prohibit this practice;

2) The funds are to be used for identical activities (e.g., to augment the project); and
3) The project has obtained prior written approval from Cal OES or the terms of the program allow this practice.

b. Type of Match

1) Cash Match (*RH* 6511)

Cash match, also known as hard match, is often derived from the local funding resources committed to a project such as county general fund revenue, United Way contributions, private donations or profits from fund-raising events. When used to augment the project, cash expenditures for items such as personnel, facilities and supplies may be considered cash match if not in violation of the prohibition on supplanting. A cash match must be specifically identified by line item as match in the budget.

2) In-Kind Match (*RH* 6512)

In-kind match, also known as soft match, refers to goods and services which are contributed to the project, have a dollar value attached to them, and are also budgeted. In-kind contributions represent the project's non-cash outlay, including the non-cash outlay contributed by other public agencies and institutions, private organizations, and individuals. Examples include the donation of goods and volunteer time. In general, the value of in-kind contributions is determined by fair market value, which must be separately identified in the budget.

5. Travel Policies

The following is Cal OES's current travel policy:

a. Travel and Per Diem (*RH* 2236)

The Applicant may prepare the budget using its own travel policy or the state travel policy according to the following guidelines. Travel reimbursement will only be allowed based on actual costs.

1) Units of Government (*RH* 2236.21)

Units of government may use their own written travel policy or the state policy.

2) Community-Based Organizations (CBOs) (*RH* 2236.22)

A community-based organization may use the state travel policy or the Applicant's written policy up to the maximum rates allowed by the state travel policy.

3) Out-of-State Travel (*RH* 2236.11)

Out-of-state travel is restricted and only allowed in exceptional situations. Requests for approval for out-of-state travel must be submitted for Cal OES approval.

b. State Travel and Per Diem Policy (*RH* 2236.2)

Use the following state travel policy for budgeting travel expenses:

1) Meals and Incidentals

a) Breakfast $7.00

Breakfast may be claimed when travel commences at or prior to 6:00 a.m. Breakfast may be claimed on the last fractional day of a trip of more than 24 hours if travel terminates at or after 8:00 a.m.

b) Lunch $11.00

Lunch may not be claimed for travel less than 24 hours. Lunch may be claimed if the trip begins at or before 11:00 a.m. and may be claimed on the last fractional day of a trip of more than 24 hours if the travel terminates at or after 2:00 p.m.

c) Dinner $23.00

Dinner may be claimed if the trip begins at or before 5:00 p.m. Dinner may be claimed when travel terminates at or after 7:00 p.m., whether on a one-day trip or on the last day of a trip of more than 24 hours.

d) Incidentals $5.00

Incidentals may be claimed for trips of 24 hours or more.

e) Total Per Diem

The maximum is $46.00 for a 24-hour period.

2) Lodging

The maximum allowed lodging expense is $90.00 per night, plus applicable taxes, (except as noted below). All lodging rates are per night and receipts are required for reimbursement.

3) Special Lodging Rates

The maximum allowed lodging rate in Napa, Riverside and Sacramento Counties is $95.00 plus applicable taxes. Los Angeles, Orange, and Ventura Counties and Edwards AFB, excluding the City of Santa Monica, are $120.00 plus applicable taxes. Alameda, Monterey, San Diego, San Mateo, and Santa Clara Counties are $125.00, plus applicable taxes. The maximum for San Francisco County and the City of Santa Monica is $150.00, plus applicable taxes.

4) Mileage

When a privately owned vehicle is utilized on project-related business, a maximum of 56.0 cents per mile is allowed, unless a higher rate is justified. Documentation justifying a higher rate must be on file and available for audit, but should not be submitted with the application.

5) Other

Taxi, airport shuttle, etc., which exceed $3.50 must be supported by receipt. Parking in excess of $10.00 must be supported by receipt.

6. Participating Staff (*RH* 4500)

The term "participating staff" refers to salaried employees of a participating agency assigned to work with the Recipient on the implementation of a project. The agreement between the Recipient and the participating agency concerning participating staff must be reflected in the OA. Grant-related costs associated with participating staff must be itemized in the Operating Expenses category of the grant budget.

7. Independent Contractor/Consultant Services (*RH* 3710)

Consultant services are provided on a contractual basis by individuals or organizations not directly employed by the Applicant. Independent contractors must not be used in lieu of employees. Independent contractors are defined as individuals or organizations meeting some or all of the following criteria:

- Produce a specific product or service;
- Work independently without direct supervision from the Applicant;
- Work on specific projects;
- Provide services for a limited number of hours or period of time; and/or
- Have no agency management or oversight responsibilities directed toward the financial success or direction of the agency.

a. Rates (3710.1)

The maximum rate for independent contractors is $450.00 (excluding travel and per diem costs) for an eight hour day. An eight hour day may include preparation, evaluation and travel time in addition to the time required for actual performance. A request for compensation for over $450 a day must have ***prior approval*** from Cal OES and additional justification.

1) Independent Contractors Employed by State and Local Government (*RH* 3710.11)

Compensation for independent contractors will be allowed when the unit of government will not provide its services without cost. In these cases, the rate of compensation is not to exceed the daily salary rate paid by the unit of government.

b. Expert Witness Fees (*RH* 3710.2)

Projects, which routinely utilize "expert witnesses" as independent contractors to conduct evaluations and provide expert testimony in the courtroom, may budget for this expense. However, the project may only be charged for costs above what the jurisdiction is required to cover. Unless, otherwise prohibited, the maximum allowable rate for such witness fees is $250 per hour, and is not to exceed $2,000 per day. The total amount budgeted for expert witness fees must not exceed ten percent (10%) of the project's total budget. Requests for proposed expert witness costs must be accompanied by written justification indicating the following:

- Qualifications, training, and experience of the expert(s), including a statement regarding recognition by the court of the individual as an expert;
- Specialized certification/licensure [e.g., Masters in Social Work (MSW); Licensed Clinical Social Worker (LCSW), Marriage and Family Therapist (MFT); Medical Doctor (MD)];
- Rate of pay per hour including documentation of a survey of the availability of similar consultants, the current "going rate," and the proposed rate of pay with a cost

breakdown if expert is paid according to services (e.g., mileage, waiting time, court testimony);

- Proposed services to be provided (e.g., analysis of forensic evidence, psychological evaluation); and
- Justification why this cost cannot be paid with other funds (attach the justification to Cal OES 2-106).

8. Facility Rental (*RH* 2232)

Up to $21.00 per square foot annually ($1.75 per square foot per month) is allowed for facility rental. If the rental cost for office space exceeds this rate, it must be consistent with the prevailing rate in the local area. This documentation must be on file and available for audit. Exceptions to the above rates and/or square footage must be approved by Cal OES and requires appropriate justification.

- Rental Space for Training, Shelter, Counseling Rooms, and other required space (*RH* 2232.1)

  Rental space for training and individual and/or group counseling rooms may also be charged to the grant, providing the charge is based on actual costs and not reimbursed by another source.

9. Rented or Leased Equipment (*RH* 2233)

An explanation and cost analysis is required when equipment is rented or leased. This analysis must demonstrate that it is more cost-effective to rent or lease the equipment than it is to purchase it, and must be approved by Cal OES prior to the execution of a rental or lease agreement.

10. Indirect Costs/Administrative Overhead (*RH* 2180)

Indirect costs are those not readily itemized or assignable to a particular project, but necessary to the operation of the organization and the performance of the project. The costs of operating and maintaining facilities, accounting services, and administrative salaries are examples of indirect costs. Flat rates not exceeding ten percent (10%) of direct salaries and wages, either including or excluding benefits; or an amount not to exceed five percent (5%) of the actual total direct project costs, excluding equipment may be budgeted by Applicant for indirect costs if allowable by the funding source.

11. Audit Costs (*RH* 8150)

Recipients expending less than $500,000 in federal funds annually cannot use federal funds to reimburse for costs associated with audits. Recipients expending $500,000 or more in federal grant funds annually are required to secure an audit pursuant to OMB Circular A-133 and are allowed to utilize federal grant funds to budget for the audit costs.
Specifically, the allowable audit costs are as follows:

- If the total project cost is less than or equal to $150,000, the project may budget up to $2,000 for the financial audit cost; or
- If the total project cost is greater than $150,000, the project may budget up to one and a half percent (1.5%) of the total project cost for financial audit costs.

12. Equipment (*RH* 2300)

Equipment is defined as nonexpendable tangible personal property having a useful life of more than one year and an acquisition cost of $5,000 or more per unit (including tax, installation and freight).

A line item is required for different types of equipment, but not for each specific piece of equipment (e.g., three laser jet printers should be one line item, not three).

a. Allowable Expenses

Equipment used solely for project activities may be budgeted if it is essential to the implementation of the project. Grant funds may not be used to reimburse the Recipient for equipment already purchased.

Rented or leased equipment must be budgeted as an Operating Expense. Lease-to-purchase agreements are generally not allowable. If a lease-to-purchase is requested, the project will be required to submit justification, including cost-effectiveness, with the Grant Award Forms Package. Prior approval by Cal OES is required.

b. Computers and Automated Equipment (*RH* 2340)

1) Community-Based Organizations (*RH* 2342.1)

Community-based organizations may budget up to $25,000 in computer equipment, software, and related costs. Justification will be required if the proposal is selected for funding. Cal OES will evaluate the proposed purchase on the basis of grant-related need. Prior approval by Cal OES is required.

2) Units of Government (*RH* 2342.2)

Units of government may budget for computer equipment, software, and related costs. Justification will be required if the proposal is selected for funding. Cal OES will evaluate the proposed purchase on the basis of grant-related need. Cal OES must give approval prior to purchase. If federal grant funds totaling in excess of $100,000 are used for automated data processing purchases, prior federal approval is also required.

3) Computer Purchase Justification (*RH* 2341)

Approval for purchases of computers and automated equipment is contingent on the Applicant's ability to demonstrate cost-effective, project-related need which is best demonstrated by clearly relating each computer system or component to the grant objectives and activities. If selected for funding, the Applicant will be sent instructions for preparing the justification.

c. Automobiles (*RH* 2331)

Automobiles are not allowable items unless permitted by the terms of the program. If an automobile is included in the budget, substantial justification demonstrating the grant-related need will be required before finalization of the Grant Award Agreement. The justification must describe the need for the automobile, including the size of service area, the need to provide direct service away from the office, and the reason why the agency will not allow personal automobile usage during work hours. A cost analysis for automobile purchase, as compared to other options including lease and personal automobile use and mileage, must be done and

kept on file for review by Cal OES program staff during a site visit, monitoring visit, and/or audit.

13. Prohibited Expense Items (*RH* 2240)

a. Bonuses and Commissions (*RH* 2241)

Projects are prohibited from paying any bonus or commission to any individual, organization or firm unless specifically authorized by the terms of the program

b. Lobbying (*RH* 2242)

Refer to *RH* 2242.1 for an extensive list of prohibited activities.

c. Fundraising (*RH* 2243)

Cal OES grant funds cannot be used for organized fundraising including financial campaigns, endowment drives, solicitation of gifts and bequests, or similar expenses incurred solely to raise capital or obtain contributions.

d. Real Property and Improvements *(RH* 2244)

Real property, including land, land improvements, structures and their attachments, and structural improvements and alterations are not allowable expenditures unless specifically authorized in the RFA instructions.

e. Interest (*RH* 2245)

The cost of interest payments is only allowable if the cost is a result of a lease/purchase agreement.

f. Charges, Fees, and Penalties (*RH* 2245)

Finance charges, late payment fees, penalties, and returned check charges are not allowable expenditures.

g. Food and Beverages (*RH* 2246)

The cost of food and/or beverages at grant-sponsored conferences, meetings or office functions is not an allowable expenditure.

h. Weapons and Ammunition (*RH* 2247)

The cost of weapons and/or ammunition of any type is not an allowable expenditure, unless it is part of a governmental negotiated benefit package or is specifically authorized in the RFA instructions.

i. Membership Dues (*RH* 2248)

The cost of membership dues for the licensing or credentialing of professional personnel is not an allowable expenditure unless it is part of a governmental negotiated benefit package or is specifically authorized in the RFA instructions.

j. Professional License (*RH* 2248)

The cost of a professional license is not an allowable expenditure unless specifically authorized in the RFA instructions.

k. Annual Professional Dues or Fees (*RH* 2248)

The cost of professional dues or fees is not an allowable expenditure unless it is part of a governmental negotiated benefit package or is specifically authorized by the RFA instructions.

l. Depreciation (*RH* 2249)

Equipment costs may not include additional costs calculated for depreciation.

MEDICAL TRAINING CENTER PROGRAM

APPLICATION FORMS

Click the link below to access Cal OES forms or go to www.caloes.ca.gov, scroll over the "Grants & Funding" tab, select "Public Safety & Victim Services", and then look on the right-hand side for "Forms." Or, paste the following link into your browser:

http://www.oes.ca.gov/PublicSafetyandVictimServices/Pages/Forms.aspx

MEDICAL TRAINING CENTER PROGRAM

GLOSSARY OF TERMS

TERM	DEFINITION
Activity	The specific steps or actions that a project takes to achieve a measurable objective.
Administrative Agency or Recipient	The agency or organization designated on the Grant Award Face Sheet that receives grant funds and is responsible to accomplish the planned objectives and program goals (e.g., County of Alameda, City of Fresno, State Department of Justice, Fairfield Youth Services Bureau). The Recipient was formerly referred to as the "Grantee".
Application	Once selected for funding, the original proposal plus any additional forms as required by Cal OES becomes the application.
CFR	Code of Federal Regulations
Community-based Organization (CBO)	A nonprofit, public benefit corporation.
Competitive Bid	A contract process used when all suppliers are equally or nearly equally qualified to provide the services.
Equal Employment Opportunity Plan (EEOP)	A comprehensive plan that analyzes the agency's workforce and all agency employment practices to determine their impact on the basis of ethnicity and gender. The objective of the EEOP is to ensure nondiscrimination in all areas of employment (recruitment, hiring, promotions, etc), and in the delivery of services and benefits.
Equal Employment Opportunity (EEO) Checklists	The EEO Checklist is a document used by program staff while conducting site/monitoring visits. The checklists (A and B) were prepared to assist Cal OES in verifying that Recipients are in compliance with State and Federal Civil Rights Laws.
Grant Award	The signed final agreement between Cal OES and the local government agency or organization authorized to accept grant funding.
Grant Funding Cycle	The number of years a program may be funded without competition.
Grant Funding Period	The period of time, determined by the Request for Proposal (RFA) or the Request for Application (RFA), which the project narrative, objectives, activities, and budget cover. The time period is usually one year, and is shown on the Grant Award Face Sheet (Cal OES 2-101).
Implementing Agency	The agency or organization designated on the Grant Award Face Sheet that is responsible for the day-to-day operation of the project (e.g., probation department, district attorney, sheriff).
Monitoring Report Response Form	Form sent to the Recipient with the Monitoring report. The form is completed by the Recipient and returned to the Cal OES Local Assistance Monitoring Branch (LAMB), indicating the Monitoring Report is accurate or

	inaccurate as of the date of the Monitoring.
Noncompetitive Bid (NB)	A contract for goods or services, where only a single source that can provide the services or goods is afforded the opportunity to offer a price for the specified services or goods. (Contracts sometimes include goods as well as services, and this definition will also apply to those circumstances).
Nonprofit Organization (aka Community-Based Organization)	A nonprofit, public benefit corporation as defined in the federal regulation of 28 C.F.R. Part 38, Department of Justice. This modifies the need to be recognized by the Internal Revenue Service as a 501(c)(3) for Recipients of faith-based organizations. All organizations may qualify for nonprofit status using any one of the four following methods: (1) Proof that the Internal Revenue Service recognizes the Applicant has the status of a 501(c)(3). (2) A statement from a State taxing body or the State Secretary of State certifying that (i) the Organization is a nonprofit organization operating within the State; and (ii) No part of its net earnings may lawfully benefit any private shareholder or individual: (3) A certified copy of the Applicant's certificate of incorporation or similar document that clearly establishes the nonprofit status of the Applicant; or (4) Any item described in (1) through (3) if that item applies to a State or national parent organization, together with a statement by the State or parent organization that the Applicant is a local nonprofit affiliate.
Objectives	A set of quantifiable projections to be carried out in order to accomplish the program goals.
On Site	Refers to the location of operation of the grant award Recipient. If multiple sites exist, the site that provides the project Recipients with program direction qualifies as the "on site location."
Operational Agreement (OA)	A formal agreement between two or more agencies, which specifies the responsibilities of each agency in implementing the project. The term Operational Agreement also includes documents entitled Memorandum of Understanding, Letters of Intent, or other titles that serve the same purpose.
Participating Agency	An organization that receives grant funds through an Operational Agreement to participate in achieving the goals of a project. The participating agency must be a unit of government or a community-based organization.
Participating Staff	A salaried employee of a Participating Agency.
Program	A specific set of goals and objectives established pursuant to legislative, congressional, or administrative action identifying an unmet need of the criminal justice system or victim services and supported by a set appropriation from state or federal funding sources.

Project	The implementation of a Program by a Recipient. The project includes all of the grants implemented by the Recipient under that Program regardless of the year of implementation.
Proposal	The packet of forms and narrative as requested by the RFA and submitted to Cal OES that specified the priorities, strategies, and objectives of the Applicant.
Recipient or Administrating Agency	The agency or organization designated on the Grant Award Face sheet that receives the grant funds and is will be responsible for accomplishing the planned objectives and program goals (e.g., County of Alameda, City of Fresno, State Department of Justice, Fairfield Youth Services Bureau).
Recipient Handbook	This handbook outlines the terms and conditions required of grant projects. Funded projects must administer their grants in accordance with these administrative and fiscal conditions. The *Recipient Handbook* is accessible at www.caloes.ca.gov. Scroll over the "Grants and Funding" tab, select "Public Safety & Victim Services", then select "Handbooks, Reports & Publications." The *Recipient Handbook* was previously called the *Grantee Handbook.*
Request for Application (RFA)	The RFA is a noncompetitive process issued by Cal OES to obtain applications from Applicants previously selected for funding.
Request for Proposal (RFP)	The RFP is issued by Cal OES to solicit competitive proposals in order to select projects for funding.
Single Source	This term has been replaced by the term "noncompetitive bid."
Sole Source	This term has been replaced by the term "noncompetitive bid."
Source Documentation	Records that validate project activities and achievements as they pertain to the objectives outlined in the Grant Award Agreement.
Supplanting	To reduce federal, state, or local funds because of the existence of Cal OES funds. Supplanting occurs when a Recipient deliberately replaces its non-Cal OES funds with Cal OES funds, thereby reducing the total amount available for the stated purpose.
Terms of the Program	The applicable Program Guidelines, application requests [Request for Proposal (RFP)/Request for Application (RFA)], grant award agreement, Cal OES policy statements, and applicable statutes. In the event the terms of the program are inconsistent with the provisions of this handbook, the terms of the program shall be interpreted and construed as superseding the provisions of this handbook.
USC	United States Code