



April 24, 2015

TO: CALIFORNIA PARTNERSHIP TO END DOMESTIC VIOLENCE
EXECUTIVE DIRECTOR/FINANCIAL OFFICER

RE: STATEWIDE COALITION TECHNICAL ASSISTANCE AND TRAINING PROGRAM
FISCAL YEAR 2015-2016 REQUEST FOR APPLICATION

The California Governor's Office of Emergency Services (Cal OES), Criminal Justice/Emergency Management and Victim Services Branch is pleased to announce the release of the State Coalition Technical Assistance and Training (BW) Program Request for Application (RFA) for fiscal year 2015-2016.

It is anticipated that approximately \$410,000 in federal funding will be available for the BW Program for 2015-2016, with a grant period beginning July 1, 2015 and ending June 30, 2016. The funding amount is provisional and contingent upon Cal OES' receipt of federal grant awards and the passage of the 2015-2016 State Budget Act.

To receive funding through the BW Program, the application package should be received or postmarked by Tuesday, May 26, 2015.

PLEASE NOTE: Due to the changes in the new OMB Uniform Guidance CFR2, Part 200, (Super Circular), the 2015 Subrecipient Handbook (SRH) will not be released until later this year. Until that time, you may continue to use the 2014 Recipient Handbook (RH). However, some changes that will eventually be included in the 2015 SRH were made to this document; therefore this document supersedes the 2014 RH.

Should you have any questions or need assistance regarding this matter, please contact Nicole Watanabe at (916) 845-8349 or at Nicole.Watanabe@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

STATEWIDE COALITION TECHNICAL ASSISTANCE AND TRAINING PROGRAM

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STATEWIDE COALITION TECHNICAL ASSISTANCE TRAINING 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. Select "Cal OES Divisions", scroll down to "Grants Management," on the right-hand side, click on "Criminal Justice, Emergency Management & Victim Services Grant Programs" then select "Handbooks, Reports & Publications."

B. CONTACT INFORMATION

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

Nicole Watanabe, Program Specialist
Domestic Violence Unit
(916) 845-8349
Nicole.Watanabe@caloes.ca.gov

C. APPLICATION DUE DATE AND SUBMISSION OPTIONS

One original 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 **Tuesday, May 26, 2015, OR** hand-delivered by 5:00 p.m. on **Tuesday, May 26, 2015**, to:

California Governor's Office of Emergency Services
Criminal Justice/Emergency Management & Victim Services Branch
3650 Schriever Avenue
Mather, CA 95655
Attn: BW PROGRAM, DOMESTIC VIOLENCE UNIT – NICOLE WATANABE

D. ELIGIBILITY

The California Partnership to End Domestic Violence (the Partnership) is the only eligible Applicant.

E. FUNDS

1. Source of Funds

Funding for the BW Program is supported with a combination of federal Family Violence Prevention and Services Act (FVPSA) State Grant Program, and Victims of Crime Act (VOCA) Formula Grant Program funds.

a. FVPSA

- 1) Legislative Authority – FVPSA Programs are authorized through Title III of the Child Abuse Amendments of 1984 (Public Law (PL)) 98-457 U.S.C. 10401 *et seq.*) and was first implemented in federal fiscal year 1988. The FVPSA was amended several times between 1988 and the most recent amendment, PL 109-162, the Violence Against Women Department of Justice Reauthorization Act of 2005. FVPSA may be found at 42 U.S.C. 10401 *et seq.*
- 2) Purpose – This FVPSA Program assists states in establishing, maintaining and expanding programs and projects to prevent incidents of family violence and to provide immediate shelter and related assistance to survivors of family violence and their dependents.
- 3) Match – FVPSA Programs require a cash and/or in-kind match equal to 20 percent of the total project cost (FVPSA allocation).
- 4) Restrictions/Guidelines – FVPSA regulations prohibit the use of funds for indirect costs. FVPSA funds cannot be used for compensation of time, salary, travel, or other expenses for Board/Advisory Council members.

b. VOCA

- 1) Legislative Authority – The VOCA Formula Grant Program is authorized by the Victims of Crime Act of 1984 as amended, 42 U.S.C. 10601, *et seq.*
- 2) Purpose – VOCA authorizes federal financial assistance to states for the purpose of compensating and assisting victims of crime, providing funds for training and technical assistance, and assisting victims of federal crimes.
- 3) Match – VOCA requires a cash and/or in-kind match equal to 20 percent of the total project cost.

4) Restrictions/Guidelines

- VOCA regulations prohibit the use of funds for indirect costs.
- VOCA guidelines allow community and school presentations when the primary purpose is to identify crime victims and provide, or refer the victim to, needed services.
- Volunteers must be utilized unless there is a compelling reason to waive this requirement.
- Original publications (written, visual, or sound) produced in whole or in part must contain the following statement: *“Funding made possible through the United States Department of Justice, Victims of Crime Act, 2015-VA-GX-XXXX.”*

2. Funding Amount/Grant Period

There is approximately \$410,000 in federal funding available for the BW Program for 2015-2016. The grant period will commence July 1, 2015 and end June 30, 2016. Applicant must allocate funds for the full twelve-month budget period.

FVPSA	FVPSA MATCH	VOCA	VOCA MATCH	TOTAL PROJECT COST
\$380,000	\$95,000	\$30,000	\$7,500	\$512,500

F. PROGRAM INFORMATION

1. Program Overview

The purpose of the BW Program is to be a resource to the domestic violence field by providing technical assistance, informational resources, and networking opportunities to domestic violence service providers in California. This is accomplished through the provision of technical assistance contact with service providers, the coordination of an annual conference for the domestic violence field, and co-facilitating regional trainings for Cal OES Domestic Violence Assistance (DV) Program grant recipients.

2. Program Components

The following components are mandatory requirements:

a. Statewide Technical Assistance

- 1) The Recipient will provide statewide technical assistance to DV Program recipients, service providers, and clients through Technical Assistance Training (TAT) requests, as well as e-mail and telephone requests. Technical Assistance will be provided to assist agencies with issues pertaining to cultural diversity, client confidentiality requirements, systems advocacy, program and policy development, shelter service standards, trauma-informed services, immigration, legal information, outreach to

underserved communities, employment for survivors/domestic violence victims, and/or economic development.

- 2) When needed, the Recipient will provide technical assistance for Cal OES-selected grant recipients. These grant recipients will be selected by Cal OES based upon the level of difficulty they are experiencing in meeting their goals and objectives, developing the 40-hour domestic violence training, improving fund development, or who are otherwise identified as failing to meet Cal OES grant requirements.
- 3) The Recipient will develop and document a manageable action plan with each agency that requires on-site technical assistance. A copy of each action plan will be kept on file at the Partnership and reviewed with the agency to ensure resolution to the issue. The results of action plans will be reported to Cal OES in the quarterly progress reports. Data reported to Cal OES does not need to include information identifying the specific agency receiving technical assistance.

b. Statewide Domestic Violence Conference and Travel Stipends

- 1) The Recipient will use grant funds to support the facilitation of its biannual statewide Domestic Violence Conference.
- 2) Advertisement for the conference must acknowledge the support from, and collaboration with Cal OES.
- 3) The Recipient may use a portion of the grant funds available through this Program to pay for costs associated with the statewide domestic violence conference.
- 4) The Recipient may also use the grant funds available through this Program to provide travel stipends for DV Program grant recipients to attend the conference.

c. Meet with Cal OES and the Domestic Violence Advisory Council

- 1) The Recipient will attend meetings with Cal OES on an as-needed basis in order to discuss progress made in meeting grant-related requirements as well as critical issues related to the domestic violence field.
- 2) A representative for the Recipient will attend all Domestic Violence Advisory Council (DVAC) meetings to serve as a resource for Cal OES and the DVAC.

d. Co-facilitate webinars or other field trainings with Cal OES

- 1) The Recipient will coordinate and co-facilitate training for Cal OES DV Program Recipients related to the grants management or other critical issue(s) pertaining to Cal OES grants.

- 2) The Recipient will develop and facilitate training for the DV field on topics including, but not limited to: Violence Against Women Act Nondiscrimination Services, Trauma-Informed Services, Voluntary Participation in Services (VSP), non-profit administration/management, and/or other critical issues related to core services of domestic violence service providers. The necessity of the training will be determined via a needs assessment survey of the DV field conducted by the Partnership.
 - 3) The Recipient will develop and facilitate five one-day Nondiscrimination Regional Trainings on the VAWA Nondiscrimination Services based off new requirements in the Domestic Violence Assistance Program RFA. Locations of the training must include Redding, Bay Area, Los Angeles, San Diego, and Fresno. The Recipient should utilize training spaces conducive to learning (i.e., ability to view presentations on screen, room set-up, parking, etc.).
- e. Model Web-based Training Curriculum
- 1) The Recipient will be responsible for maintaining, updating and/or expanding upon the Model Web-Based Training Curriculum related to the Domestic Violence Counselor 40-Hour Training, developed during the 2011-2012 grant cycle. Updates to this curriculum should be done on an as needed basis in order to keep the curriculum information current and relevant.
 - 2) Expansion of the curriculum should focus on developing additional specialized components to supplement and/or complement the components already developed. Priority in the development of expanded components ought to be given to areas where need has been expressed within the domestic violence field. For 2015 the Recipient must develop a module on serving victims with disabilities.
- f. Develop Teams/Resources for Voluntary Participation and Services
- 1) The Recipient will develop teams of professionals who specialize in Voluntary Participation and Services (VPS). The Recipient will be responsible for developing resources and educational materials for distribution related to VPS. The Recipient must promote the availability of the materials to agencies needing VPS assistance.
 - 2) When needed, the Recipient and the VPS team will provide technical assistance for Cal OES-selected grant recipients. These grant recipients will be selected by Cal OES and the Partnership based upon the level of difficulty they are experiencing in meeting the VPS policy.

STATE COALITION TECHNICAL ASSISTANCE AND TRAINING PROGRAM

PART II – RFA INSTRUCTIONS

- A. PREPARING AN APPLICATION
 - B. CERTIFICATION OF ASSURANCE OF COMPLIANCE
 - C. PROJECT NARRATIVE
 - D. PROJECT BUDGET
 - E. 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 eight 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 – FVSPA & VOCA (Cal OES 2-104m)
- Project Narrative (Cal OES 2-108)
- Project Budget (Including the Budget Narrative (Cal OES 2-107) and the Budget Forms (Cal OES 2-106a-c))
- Application Appendix (refer to Part II, E)

Click the link below to access Cal OES forms or go to www.caloes.ca.gov, Select "Cal OES Divisions", scroll down to "Grants Management," on the right-hand side, click on "Criminal Justice, Emergency Management & Victim Services Grant Programs" then select "Forms." Or, paste the following link into your browser:

<http://www.caloes.ca.gov/cal-oes-divisions/grants-management/criminal-justice-emergency-management-victim-services-grant-programs/forms>

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. CERTIFICATION OF ASSURANCE OF COMPLIANCE (Cal OES 2-104m)

Cal OES is required by law to obtain written certifications of compliance. The Certification of Assurance of Compliance form is a binding affirmation that the Recipient will comply with the following regulations and restrictions:

- State and Federal civil rights laws;
- Drug Free Workplace;
- California Environmental Quality Act;
- Federal grant fund requirements;
- Lobbying restrictions;
- Debarment and Suspension requirements; and
- Proof of Authority documentation from the city council/governing board.

This document becomes a part of the Cal OES Grant Award. Two individuals must sign the Certification of Assurance of Compliance (Cal OES 2-104). The designated individual authorized to sign the Grant Award (see Section 2113) and the individual granting that authority: the City/County Financial Officer, the City/County Manager, or the Governing Board Chair. The second signature is not required for State Agencies.

C. 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

Briefly describe the areas for increased training and capacity building needs for the domestic movement, as well as ongoing training and technical assistance needs that are required of the statewide coalition for domestic violence.

2. Plan

Provide a description of the project's plan to accomplish the Program Components identified in Section F of this RFA. Provide a timeline for meeting each component.

D. 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. Select "Cal OES Divisions", scroll down to "Grants Management," on the right-hand side, click on "Criminal Justice, Emergency Management & Victim Services Grant Programs" 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-b) 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, D.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 a cost of less than \$5,000 (excluding tax,) 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. The Recipient will budget for the five one-day Nondiscrimination Regional Trainings on the VAWA Nondiscrimination Services based off new requirements in the Domestic Violence Assistance Program RFA.

c. Equipment

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

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.

E. 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.

- Noncompetitive Bid Request (Cal OES 2-156) [if applicable]
- Out-of-State Travel Request (Cal OES 2-158) [if applicable]
- Project Service Area Information (Cal OES 2-154)
- Computer and Automated Systems Purchase Justification Guidelines (Cal OES 2-157) [if applicable]

Click the link below to access Cal OES forms or go to www.caloes.ca.gov, Select “Cal OES Divisions”, scroll down to “Grants Management,” on the right-hand side, click on “Criminal Justice, Emergency Management & Victim Services Grant Programs” then select “Forms.” Or, paste the following link into your browser:

<http://www.caloes.ca.gov/cal-oes-divisions/grants-management/criminal-justice-emergency-management-victim-services-grant-programs/forms>

STATEWIDE COALITION TECHNICAL ASSISTANCE AND TRAINING 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
 - B. ADMINISTRATIVE REQUIREMENTS
 - C. BUDGET POLICY
-

A. FINALIZING THE GRANT AWARD

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 is fully executed. Expenditures incurred prior to authorization are made at the Recipient'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. However, once the Grant Award 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 Awards 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.

2. Processing Grant Awards

a. Grant Award Conditions

Cal OES may add Grant Award Conditions to the Grant Award 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. 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 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. If either of these actions is required, Cal OES will notify the Applicant prior to executing the Grant Award

c. Grant Award

A copy of the executed Grant Award and pertinent attachments will be sent to the Project Director. When the executed grant is received a Report of Expenditures and Request for Funds (Cal OES 2-201) may be submitted for reimbursement.

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. Select "Cal OES Divisions", scroll down to "Grants Management," on the right-hand side, click on "Criminal Justice, Emergency Management & Victim Services Grant Programs" 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.

PLEASE NOTE: Due to the changes in the new OMB Uniform Guidance CFR 2, Part 200, (Super Circular), the 2015 Subrecipient Handbook (SRH) will not be released until later this year. Until that time, you may continue to use the 2014 Recipient Handbook (RH). However, some changes that will eventually be included in the 2015 SRH were made to this RFP; therefore this RFP supersedes the 2014 RH.

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 seven 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 the Cal OES 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. 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. 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, the Program Guidelines (if applicable), 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 the *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. 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 CBOs 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. Failure to comply with this requirement may result in the withholding of grant funds or termination of the Grant Award. 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 by 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. 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. Select “Cal OES Divisions”, scroll down to “Grants Management,” on the right-hand side, click on “Criminal Justice, Emergency Management & Victim Services Grant Programs” 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 requires 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. 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, is the project's contribution of non-cash outlay of materials or resources to support a percentage of

Cal OES' Grant Award activities. It may include non-cash outlay contributed by other public agencies and institutions, private organizations, and individuals. Examples include donated office supplies, equipment, professional services, and volunteer time. In general, the value of in-kind contributions is determined by fair market value, which must be specifically identified by line item as in-kind match in the budget.

5. Travel Policies

The following is Cal OES' 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

- Statewide (excluding counties identified below): \$90.00, plus tax
- Napa, Riverside, and Sacramento Counties: \$95.00, plus tax
- Los Angeles, excluding the City of Santa Monica, Orange, Ventura Counties and Edwards AFB: \$120.00, plus tax
- Alameda, Monterey, San Diego, San Mateo, and Santa Clara counties: \$125.00, plus tax
- City & County of San Francisco and the City of Santa Monica: \$150.00, plus tax

4) Mileage

When a privately owned vehicle is utilized on project-related business, a maximum of 57.5 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 or Consultant Services (*RH 3710*)

Services are provided on a contractual basis by individuals or organizations not directly employed by the Applicant. Independent contractors or consultants must not be used in lieu of employees and 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 (*RH 3710.1*)

The maximum rate for independent contractors or consultants is \$650 (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 \$650 a day must have **prior approval** from Cal OES and additional justification.

1) Independent Contractors or Consultants Employed by State and Local Government (*RH 3710.1.1*)

Compensation for independent contractors or consultants 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 or consultants 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 10 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 \$24.00 per square foot annually (\$2.00 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 10 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 \$750,000 in federal funds annually cannot use federal funds to reimburse for costs associated with audits. Recipients expending \$750,000 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 a cost of \$5,000 or more per unit (excluding tax).

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*)

CBOs 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.

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*)

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:

- 1) Describe the need for a vehicle, including the size of the service area and the need to provide direct service away from the office;
- 2) Describe the lack of available agency vehicles;
- 3) Describe the lack of available personal vehicles for which mileage can be charged or a reason why the agency will not allow personal vehicle usage during working hours; and
- 4) Include a cost analysis for the vehicle purchase as compared to other options, including lease and personal vehicle use with mileage.

13. Prohibited Expense Items (*RH 2240*)

a. Bonuses or Commissions (*RH 2241*)

Projects are prohibited from paying any bonuses or commissions 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.

PART IV – ATTACHMENTS

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

- A. APPLICATION FORMS (including web links)
 - B. GLOSSARY OF TERMS
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APPLICATION FORMS

Click the link below to access Cal OES forms or go to www.caloes.ca.gov, Select “Cal OES Divisions”, scroll down to “Grants Management,” on the right-hand side, click on “Criminal Justice, Emergency Management & Victim Services Grant Programs” then select “Forms.” Or, paste the following link into your browser:

<http://www.caloes.ca.gov/cal-oes-divisions/grants-management/criminal-justice-emergency-management-victim-services-grant-programs/forms>

STATEWIDE COALITION TECHNICAL ASSISTANCE AND TRAINING 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 (RFP) 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)	<p>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:</p> <p>(1) Proof that the Internal Revenue Service recognizes the Applicant has the status of a 501(c)(3).</p> <p>(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.</p> <p>(3) A certified copy of the Applicant’s certificate of incorporation or similar document that clearly establishes the nonprofit status of the Applicant.</p> <p>(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.</p>
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, and 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 <i>Recipient Handbook</i> 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 <i>Recipient Handbook</i> was previously called the <i>Grantee Handbook</i> .
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.
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, Cal OES policy statements, and applicable statutes. In the event the Terms of the Program are inconsistent with the provisions of the Recipient Handbook, the Terms of the Program shall be interpreted and construed as superseding the provisions of the Recipient Handbook.
USC	United States Code