EDMUND G. BROWN, JR.
GOVERNOR

MARK S. GHILARDUCCI
DIRECTOR

April 14, 2015

To: ALL INTERESTED PARTIES

Subject: SEXUAL ASSAULT LAW ENFORCEMENT SPECIALIZED UNITS PROGRAM
FISCAL YEAR 2015 – 2016 REQUEST FOR PROPOSAL

The California Governor's Office of Emergency Services (Cal OES), Criminal Justice/Emergency Management & Victim Services Branch, is soliciting proposals for the Sexual Assault Law Enforcement Specialized Units (ST) Program for fiscal year (FY) 2015 – 2016.

The purpose of the ST Program is to create or enhance specialized units to provide a coordinated response to adolescent (age 11 and older) and adult victims of sexual assault. This will be accomplished through compassionate investigative interviewing, immediate victim advocacy, training for patrol officers/first responders, and the development/updating of effective protocols and practices that continue after the grant cycle has ended.

Approximately $377,950 is available for the ST Program through Violence Against Women Act (VAWA) Services*Training*Officers*Prosecutors (S*T*O*P) funds. It is anticipated that two proposals will be selected for funding. **PLEASE NOTE: VAWA S*T*O*P funds may not be used for programs that serve child victims (age 10 and under).**

The funding cycle for the ST Program is for three years, beginning July 1, 2015, and ending June 30, 2018. Each grant period will be for 12 months. A noncompetitive reapplication for continuation funding must be submitted for the second and third year.

Proposals will be rated and ranked competitively. Applicants are encouraged to read the entire RFP carefully to ensure proposals contain the required elements. **Proposals must be received or postmarked by Tuesday, May 12, 2015.**

All questions regarding this RFP must be submitted in writing to Regina Anderson, Program Specialist, via email at Regina.Anderson@caloes.ca.gov.

PLEASE NOTE: Due to the changes in the new OMB Uniform Guidance CFR 2, Part 200, (Super Circular), the 2015 Subrecipient Handbook 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 Subrecipient Handbook were made to this RFP; therefore this RFP supersedes the 2014 RH.

Sincerely,

MARK S. GHILARDUCCI
DIRECTOR

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SEXUAL ASSAULT LAW ENFORCEMENT SPECIALIZED UNITS PROGRAM

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SEXUAL ASSAULT LAW ENFORCEMENT SPECIALIZED UNITS PROGRAM

PART I – OVERVIEW

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

A. INTRODUCTION

This Request for Proposal (RFP) provides the information and forms necessary to prepare a proposal for California Governor's Office of Emergency Services (Cal OES) grant funds. The terms and conditions described in this RFP supersede previous RFPs 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 RFP, the proposal process, or programmatic issues should be submitted in writing by e-mail to:

Regina Anderson
Program Specialist
Criminal Justice Unit
Regina.Anderson@caloes.ca.gov

Cal OES staff cannot assist the Applicant with the actual preparation of their proposal. During the period of time between the publication date of the RFP and the date the competitive proposal is due, Cal OES can only respond to technical questions about the RFP.

C. PROPOSAL DUE DATE AND SUBMISSION OPTIONS

One original and three copies of the proposal must be delivered to Cal OES' Criminal Justice/Emergency Management & Victim Services Branch by the date and time indicated below. ***A late proposal will be deemed ineligible for funding*.** Submission options are:

Regular or overnight mail, postmarked by **Tuesday, May 12, 2015, OR** hand-delivered by 5:00 p.m. on **Tuesday, May 12, 2015,** to:

California Governor's Office of Emergency Services
Criminal Justice/Emergency Management & Victim Services Branch
3650 Schriever Avenue
Mather, CA 95655
Attn: ST PROGRAM – Criminal Justice Unit

D. ELIGIBILITY

To be eligible to submit a proposal for the fiscal year (FY) 2015/2016 Sexual Assault Law Enforcement Specialized Units (ST) Program, the Applicant must be a city or county law enforcement department within the State of California, as defined in California Penal Code §830.1.

E. FUNDS

1. Source of Funds

a. Legislative Authority

The VAWA S*T*O*P Formula Grant Program was authorized in 1994 through Title IV of the Violent Crime Control and Enforcement Act of 1994. The Violence Against Women Act (VAWA), Public Law 103-322 was reauthorized in 2000, 2005 and most recently in 2013. The VAWA S*T*O*P Formula Grant Program is administered by the Office on Violence Against Women, Office of Justice Programs, U.S. Department of Justice.

b. Purpose

The VAWA S*T*O*P Formula Grant Program promotes the development and implementation of effective, victim-centered law enforcement, prosecution, and court strategies to address violent crimes against women and the development and enhancement of victim services in cases involving violent crimes against women. States and communities are encouraged to restructure and strengthen the criminal justice system response to domestic violence, sexual assault, and stalking, drawing upon the experience of all participants in the system.

c. Match

VAWA S*T*O*P funds require that all government entity grant recipients provide a 25 percent (cash or in-kind match, see Part III, D, 4) total project cost match (see Part I, E, 2 below).

d. Restrictions/Guidelines

- The purchase of vehicles is prohibited.
- Approval for original publications (written, visual, or sound) produced in whole, or in part, using these funds must be obtained by Cal OES prior to production and distribution.

2. Funding Amount/Grant Period

The funding cycle will begin July 1, 2015, and end June 30, 2018. Each grant period will be for 12 months. A noncompetitive reapplication for continuation of funding must be submitted for the second and third year.

It is anticipated that two proposals will be selected for funding. Applicants will need to receive a minimum score of 260 points to be eligible for funding. Successful Applicants will receive an annual allocation of approximately $188,975 (excluding match) in federal VAWA funding (CFDA# 16.588); Applicants may request less if desired.

VAWA	VAWA Match	Total
$188,975	$62,992	$251,967

F. PROGRAM INFORMATION

1. Program Purpose

The purpose of the ST Program is to create or enhance specialized units to provide a coordinated response to adolescent (age 11 and older) and adult victims of sexual assault. This will be accomplished through compassionate investigative interviewing, immediate victim advocacy, training for patrol officers/first responders, and the development/updating of effective protocols and practices that continue after the grant cycle has ended.

2. Background Information

Individuals suffering from the impact of a traumatic event have heightened vulnerability to stressful events. For many sexual assault victims the criminal justice process is foreign, invasive, and stressful. Interacting with the victim in a compassionate manner, throughout the criminal justice process, is extremely important.

a. First Responders

Research indicates that the interaction with the first responder, often a patrol officer, can greatly impact a victim's ability to cope with the emotional effects of the crime and his/her desire to cooperate with the investigation/prosecution. A negative interaction can sabotage an investigation and re-traumatize the victim so it is critical that the first responder interview/assist the victim in a compassionate manner. First responders must not treat victims with suspicion and interrogate them when confronted with gaps in their story.

First Responders must receive training on the impact of sexual assault and understand:

- Trauma can impact short-term memory;
- Victims may make statements that are inconsistent or incomplete; and
- Victims may hide or minimize unflattering behavior out of fear that they will not be believed or that they will be blamed for their assault.

First responders should limit the amount of information gathered from a sexual assault victim immediately after the assault. He or she should address any safety and medical concerns, collect just enough information to establish the elements

of the crime, identify potential witnesses and suspect(s), and identify and secure evidence.[1]

b. Follow-Up Interview

The follow-up interview should be delayed, barring urgent circumstances that require the immediate identification and arrest of the accused.[2] The possible impact of trauma on short term memory means that it is preferable to give the victim one, or even two, sleep cycles before conducting the interview.[3]

Delay may be advisable for other reasons too: the victim may be under the influence of drugs or alcohol at the time of the initial report; they may need a chance to rest, change clothes, or bathe after a forensic exam; and they may require some time to process what has happened and make arrangements for childcare or transportation.[4]

Departments should make every effort to have one detective conduct all follow-up interviews. Contact with multiple detectives is not helpful to the victim as it forces him/her to recount parts, or all, of their story a number of times and this can be stressful and further traumatize the victim.

c. Victim Advocacy/Sexual Assault Counselor

California is one of eight states that has enacted laws ensuring victims of sexual assault have the right to have a Sexual Assault Counselor present during the forensic medical exam and criminal justice process unless the law enforcement officer or medical provider determines that the presence of this person is detrimental to the purpose of the examination (California Penal Code §264.2).

The role of the Sexual Assault Counselor is to provide emotional support, counseling, and advocacy to ensure that the victim's needs are met to the fullest extent possible and assist the victim with the process of healing. The Sexual Assault Counselor should not assist law enforcement with the questioning of a victim or provide translation services. Similarly, the Sexual Assault Counselor should not assist the medical examiner in any way (e.g., packaging evidence, labeling evidence, holding rulers for photos).

Cal OES funds 84 Rape Crisis Centers in California through the Rape Crisis (RC) Program. Advocacy for sexual assault victims is provided by certified Sexual Assault Counselors, which can offer victims confidential communications pursuant to Penal Code §1035.23.

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[1] IACP, "Investigating Sexual Assaults," http://www.theiacp.org/LinkClick.aspx?fileticket=z5xGuy0ksGo%3d&tabid=87, pp. 2, 6.

[2] IACP, "Investigating Sexual Assaults Model Policy," http://www.theiacp.org/LinkClick.aspx?fileticket=iGMHlNOfZzo%3d&tabid=87, p. 6.

[3] EVAWI, "Interviewing the Victim," p. 52; Louise Ellison, "Closing the credibility gap: The prosecutorial use of expert testimony in sexual assault cases," The International Journal of Evidence & Proof, vol. 9, no. 4 (2005), pp. 243-44.

[4] Ibid.

Having an advocate or counselor assist victims through the investigative process can be beneficial to both victims and law enforcement.[5] Law Enforcement must ask sensitive questions when investigating sexual assault crimes and victims can, at times, take offense. Sexual Assault Counselors can help prepare victims by explaining what to expect throughout the process and the purpose and necessity of asking sensitive questions. This process can reduce the stress of the victim, improve the relationship between victim and law enforcement and produce a more thorough report.

3. Program Components

a. Investigation and Coordination

Prior Cal OES-funded programs demonstrated the value of an experienced investigator as the driving force of law enforcement specialized units programs. The Recipient must fund, or commit to the specialized unit, at least 0.5 full-time equivalent (FTE) Investigator (one Investigator must be dedicated to this Program at least half time).

The Investigator assigned to the specialized unit must have at least an intermediate POST certificate and have received specialized training beyond the academy level, related to the investigation of sexual assault.

The Investigator must attend the Commission on Peace Officer Standards and Training (POST) “Advanced Sexual Assault for Investigators” training within the first six-months of the grant, unless the Investigator has previously completed the training. Recipients may use funds to send one additional law enforcement officer to any of POST’s sexual assault trainings (e.g., Sexual Assault for First Responders or Advanced Sexual Assault for Investigator).

This Investigator assigned to the specialized unit will act in both an investigative and coordinating capacity. The Investigator must:

1) Review arrest and preliminary investigation reports and conduct follow-up interviews.
2) Assist with the development and/or revision of protocols for responding to adolescent and adult victims of sexual assault.
3) Provide or facilitate training of patrol officers/first responders, and other relevant department personnel, on responding to adolescent and adult victims of sexual assault.
4) Respond to adolescent and adult sexual assault case follow-up requests or evidence requests from the District Attorney’s Office.
5) Serve as a point of contact with the Rape Crisis Center and/or Sexual Assault Counselor for developing and initiating mechanisms of interagency accountability.

[5] Dr. Kim Lonsway and Sgt. Joanne Archambault, “Advocates and Law Enforcement: Oil and Water?,” Sexual Assault Report, vol. 11, no. 6, pp. 81-82, 86-95; Rebecca Campbell, “Rape Survivors’ Experiences With the Legal and Medical Systems: Do Rape Victim Advocates Make a Difference?,” Violence Against Women, vol. 12, no. 1 (January 2006).

Investigators must be assigned to the specialized unit for a minimum of one year; longer assignments are desirable.

b. Victim Advocacy

Recipients must contract with a local Cal OES-funded Rape Crisis (RC) Program recipient (See Attachment A for a list of CalOES-funded RC Program recipients) for at least one full-time equivalent (FTE) Sexual Assault Counselor per California Penal Code §1035.23. The Sexual Assault Counselor must:

1) Provide immediate in-person response to requests for victim advocacy by the Recipient.
2) Provide the following services, as described in the "Service Standards" of the RC Program:
   - Crisis Intervention Services
   - Follow-Up Services
   - Individual Counseling Services
   - Accompaniment Services
   - Advocacy Services
   - Information/Referral Services
3) Provide consultation, resource materials and outreach materials to the Recipient for the purpose of assisting patrol officers/first responders and other relevant law enforcement employees.
4) Assist with the development and/or revision of protocols for responding to adult and adolescent victims of sexual assault.
5) Assist with the training of patrol officers/first responders, and other relevant department personnel, on responding to victims of adolescent and adult sexual assault.
6) Serve as a point of contact with the Recipient for developing and initiating mechanisms of interagency accountability.

c. Training

Recipients must collaborate with the Rape Crisis Center to provide training to patrol officers/first responders, and other relevant department personnel, on effective response to adolescent and adult victims of sexual assault, including, but not limited to:

- Misconceptions and realities of sexual assault
- Existing agency protocols
- Responsibilities of first responders – including what they should and shouldn't ask
- Importance of a compassionate initial response
- Rights of victims – including right to an advocate and support person
- Forensic medical examination/evidence collection and transportation
- Community resources and referrals

Recipients must evaluate the effectiveness of the training by having participants complete a post training written evaluation. Written evaluations must be submitted to Cal OES upon request.

d. Co-location

Recipients must provide a reasonable work space at the police or sheriff's department for the Sexual Assault Counselor contracted through this Program. By allowing for co-location of responders, it is the intent of the ST Program to foster positive relationships between the local RC Program and the Recipient.

e. Community Collaboration

Recipients must have established, documented working relationships with community organizations relevant to the goals and objectives of the ST Program. These relationships must be demonstrated through Operational Agreements (OAs). At a minimum, the Recipient must have an OA with:

- All Cal OES-funded RC Program(s) within the Recipient's jurisdiction (See Attachment A)
- All Cal OES-funded Domestic Violence Assistance (DV) Program(s) within the Recipient's jurisdiction (See Attachment B for a list of Cal OES-funded DV Program recipients)
- The Cal OES-funded Victim/Witness Assistance (VW) Program(s) in the Recipient's jurisdiction (See Attachment C for a list of Cal OES-funded VW Program recipients)

This collaboration must be formalized in an Operational Agreement. The OA should clearly articulate the roles of each partner in providing response and intervention services to victims of sexual assault. Additional information on OAs can be found in Part II, D.

f. Reporting Requirements

1) Recipients will be required to report progress to Cal OES every three months. Reporting requirements included, but are not limited to:

- Statistical information on cases referred to the specialized unit
- Statistical information on cases investigated
- Demographics of victims served
- Services provided to victims
- Statistical information on personnel trained
- Training syllabuses
- Training evaluations
- Narrative reports on progress

Report #	Reporting Periods:	Due:
Paper Progress Report #1	July 1, – September 30, 2015	October 31, 2015
Paper Progress Report #2	October 1 – December 31, 2015	January 31, 2016
Paper Progress Report #3	January 1 – March 31, 2016	April 30, 2016
Paper Progress Report #4	April 1 – June 30, 2016	July 31, 2016

2) Recipients are required to complete the federal VAWA S*T*O*P Annual Progress Report. This report covers the calendar year (January 1 – December 31) and is due annually to Cal OES no later than January 15.

SEXUAL ASSAULT LAW ENFORCEMENT SPECIALIZED UNITS PROGRAM

PART II – RFP INSTRUCTIONS

A. PREPARING A PROPOSAL
B. CERTIFICATION OF ASSURANCE OF COMPLIANCE
C. PROJECT NARRATIVE
D. PROJECT BUDGET
E.. PROPOSAL APPENDIX

A. PREPARING A PROPOSAL

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

The Applicant must use the forms provided in Part IV of this RFP or on our website at www.caloes.ca.gov. The forms must be printed on plain white 8½" x 11" paper for the proposal. 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.

NOTE: Failure to comply with the spacing/formatting requirements is one of the factors that may negatively impact the Applicant's comprehensive assessment score.

The following nine components are required for a complete proposal:

- Proposal 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 – VAWA (Cal OES 2-104 g)
- Project Narrative (Cal OES 2-108)
- Budget Narrative (Cal OES 2-107)
- Budget Forms (Cal OES 2-106 a)
- Proposal Appendix (refer to Part II, D)

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: The Applicant must ensure that all information requested by the RFP is included in the appropriate section of the proposal in order to receive credit. Failure to include the required components may result in a reduced score or disqualification. Cal OES will *not*

advise the Applicant if the proposal is incorrect and/or incomplete prior to rating or disqualification.

One original and three copies of the proposal must be delivered to Cal OES. Copies of the proposal must be assembled separately and individually fastened in the upper left corner. ***Do not bind the proposal.***

B. CERTIFICATION OF ASSURANCE OF COMPLIANCE (Cal OES FORM 2-104 g)

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.

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 proposed plan.

The Applicant must provide a written narrative response addressing the issues identified in the Problem Statement and Plan. The Applicant must strictly adhere to the limitations placed on each section. Any information including reference material provided in excess of the limitations will not be evaluated.

1. Problem Statement (Maximum 10 pages)

    - Describe the incidence of adolescent and adult sexual assault in the Applicant's jurisdiction.
    - Describe the history of involvement and collaboration with sexual assault service providers in the Applicant's jurisdiction.
    - Describe the need for expansion of collaborative efforts with sexual assault service providers in the Applicant's jurisdiction.
    - Describe the need for a more effectively coordinated response to adolescent and adult sexual assault victims in the Applicant's jurisdiction.
    - Describe the absence of, or improvement needed, regarding advocacy for adolescent and adult victims of sexual assault in the Applicant's jurisdiction.
    - Describe the need for additional sexual assault-specific training for patrol officers/first responders and other relevant personnel.

- Describe the need for mechanisms of interagency accountability between the Applicant and the contracted Rape Crisis Center.

2. Plan (Maximum 10 pages)

- Describe the Applicant's current response to sexual assault against adolescent and adult victims.
- Describe the improvements the Applicant plans to achieve through the ST Program.
- Describe the Applicant's plan for utilizing the Sexual Assault Counselor for the purpose of services to victims.
- Describe the Applicant's plan for providing sexual assault-specific training to patrol officers/first responders and other relevant department personnel.
- Describe the Applicant's plan for evaluating the training provided to patrol officers/first responders and other relevant department personnel.
- Describe the Applicant's plan to institute mechanisms of interagency accountability between the Applicant and the contracted Rape Crisis Center.
- Describe the Applicant's plan for developing and/or enhancing protocols for responding to adolescent and adult victims of sexual assault that will remain sustainable after the grant cycle has ended.

3. Capabilities (Maximum 5 pages)

- Describe the qualifications and/or educational levels necessary for the job assignment of the Investigator and the Sexual Assault Counselor that will be assigned to the specialized unit and articulate how those qualifications/education levels meet the requirements.
- Describe the Applicant's experience at effectively training patrol officers/first responders and other relevant department personnel.
- Describe the Applicant's experience working with victim service providers in the community.

D. PROJECT BUDGET

The purpose of the Project Budget is to demonstrate how the Applicant will implement the proposed 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.

Match Requirement: A grant proposal under this Program may not cover more than 75 percent of the total costs of the project being funded. The Applicant must clearly identify the source of the 25 percent non-federal portion of the budget and how the match funds will be used. Applicants may satisfy this match requirement with either cash or in-kind services. The formula for calculating total project match is demonstrated in the example below:

For an award amount of $188,975, match would be calculated as follows:

$188,975 / 0.75 = $251,967 (Total Project Cost). $251,967 X 0.25 = 62,992 (Match)

1. Budget Narrative

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

   - How the project's budget supports the proposed objectives and activities;
   - How funds are allocated to minimize administrative costs and support direct services;
   - Describe the terms and conditions of the contract with the sexual assault service provider including the reasonableness of the funding provided to support the advocate position;
   - Describe the duties of project-funded staff and how these duties support the proposed objectives and activities (this does not take the place of the brief justification required in the line-item budget);
   - 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 RFP, or on our website, you can access Excel spreadsheets (Cal OES 2-106a) 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).

NOTE: 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).

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.

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 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.

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. PROPOSAL APPENDIX

The Proposal Appendix provides Cal OES with additional information from the Applicant to support components of the proposal. 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.

- Operational Agreement (OA) [Section 4300]:

  These documents must demonstrate a formal system of networking and coordination with other agencies and the Applicant. Please refer to the Recipient Handbook, Section 4300 for the list of required elements.
- Project Summary (Cal OES 2-150)
- Project Service Area Information (Cal OES 2-154)
- Noncompetitive Bid Request (Cal OES 2-156) [if applicable]
- Out-of-State Travel Request (Cal OES 2-158) [if applicable]
- 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

SEXUAL ASSAULT LAW ENFORCEMENT SPECIALIZED UNITS PROGRAM

PART III – POLICIES AND PROCEDURES

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

A. SELECTION OF PROPOSAL FOR FUNDING
B. FINALIZING THE GRANT AWARD
C. ADMINISTRATIVE REQUIREMENTS
D. BUDGET POLICY

A. SELECTION OF PROPOSAL FOR FUNDING

1. Proposal Rating

   Eligible proposals received by the deadline are generally rated by a three member team. The rater scores are averaged and then ranked numerically. The Rating Form used for this process is included in Part IV of this RFP and is for informational purposes only.

2. Funding Recommendation

   Final funding decisions are made by the Director of Cal OES. Funding recommendations are based on the following:

   - The ranked score of the proposal;
   - Consideration of funding priorities or geographical distribution specific to this RFP; and
   - Prior negative administrative and programmatic performance, if applicable.

   Projects previously funded by Cal OES will be reviewed for poor past compliance, including fiscal management, progress and annual reports, audit reports, and other relevant documentation or information. This review may result in one or more of the following actions:

   a. The project may not be selected for funding;
   b. The amount of funding may be reduced; or
   c. Grant award conditions may be placed in the Grant Award.

   See RFP Appendix for additional information.

3. Notification Process

   Applicants will be notified in writing of the results of the rating process. Applicants not selected for funding will receive a denial letter containing their average score and information on the appeal process.

B. 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 the 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/Recipient 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. The Applicant is not authorized to incur costs against the grant until a copy of the fully executed Grant Award 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. 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 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 Subrecipient Handbook 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 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 onsite 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 a 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 RFP 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 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*.

D. 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 RFP instructions. Project income cannot be used as matching funds, unless otherwise specified in the RFP 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 $650

per day. 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 RFP 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* 2236.1)

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

2) 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 proposal.

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 $650.00 (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 $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 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 a).

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 to exceed 10% percent of direct salaries and wages, either including or excluding benefits; or five percent (5%) of 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) 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.

2) 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.

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 RFP 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 RFP 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 RFP instructions.

j. Professional License (*RH* 2248)

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

l. Depreciation (*RH* 2249)

Equipment costs may not include additional costs calculated for depreciation.

m. Automobiles (RH 2331)

Automobiles are not allowed under this Program.

SEXUAL ASSAULT LAW ENFORCEMENT SPECIALIZED UNITS PROGRAM

PART IV – ATTACHMENTS

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

A. PROPOSAL FORMS (including web links)
B. RATING FORM
C. SUMMARY OF THE PAST PERFORMANCE POLICY
D. GLOSSARY OF TERMS

PROPOSAL 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

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SEXUAL ASSAULT LAW ENFORCEMENT SPECIALIZED UNITS PROGRAM

RATING FORM

Control #: _____
Rater #: _____

Applicant:

_____

Funds Requested:

_____

CATEGORY		TOTAL POINTS POSSIBLE
1.	PROBLEM STATEMENT	**140**
2.	PLAN AND IMPLEMENTATION	**140**
3.	CAPABILITIES	**90**
4.	BUDGET	**75**
5.	COMPREHENSIVE ASSESSMENT	**75**
	TOTAL	**520**

Each of the above categories contain questions assigned a point value. The point scale is divided into five columns labeled **I, II, III, IV,** and **V**. The Applicant's response to each question is evaluated on the following criteria:

I. **ABSENT:** The response does not address the specific question or a response was not provided.

II. **UNSATISFACTORY:** The response does not completely address the question. The information presented does not provide a good understanding of Applicant's intent, does not give the detailed information requested by the RFP, and/or does not adequately support the proposal or the intent of the Program.

III. **SATISFACTORY:** The response addresses the question and provides a good understanding of the Applicant's intent. The response adequately supports the proposal and the intent of the Program.

IV. **ABOVE AVERAGE:** The response is above average and provides a clear and detailed understanding of the Applicant's intent. The response presents a persuasive argument that supports the proposal and the intent of the Program.

V. **EXCELLENT:** The response is outstanding, with clear, detailed and relevant information. The response presents a compelling argument that supports the proposal and the intent of the Program.

	I	II	III	IV	V
1. PROBLEM STATEMENT (Maximum 140 points)	**0**	**5**	**10**	**15**	**20**
How well does the Applicant describe the incidence of adolescent and adult sexual assault in their jurisdiction?					
How well does the Applicant describe the history of involvement and collaboration with sexual assault service providers in the Applicant's jurisdiction?					
How well does the Applicant describe the need for expansion of collaborative efforts with sexual assault service providers in their jurisdiction?					
How well does the Applicant describe the need for a more effectively coordinated response to adolescent and adult sexual assault victims in their jurisdiction?					
How well does the Applicant describe the absence of, or improvement needed, regarding advocacy for adolescent and adult victims of sexual assault in their jurisdiction?					
How well does the Applicant describe the need for additional sexual assault-specific training for patrol officers/first responders and other relevant personnel?					
How well does the Applicant describe the need for mechanisms of interagency accountability between the Applicant and the contracted Rape Crisis Center?					
2. PLAN (Maximum 140 points)	**0**	**5**	**10**	**15**	**20**
How well does the Applicant describe their current response to sexual assault against adolescent and adult victims?					
How well does the Applicant describe the improvements they plan to achieve through the ST Program?					
How well does the Applicant describe their plan for utilizing the Sexual Assault Counselor for the purpose of services to victims?					
How well does the Applicant describe their plan for providing sexual assault-specific training to patrol officers/first responders and other relevant department personnel?					
How well does the Applicant describe their plan for evaluating the training provided to patrol officers/first responders and other relevant department personnel?					
How well does the Applicant describe their plan to institute mechanisms of interagency accountability between their department and the contracted Rape Crisis Center?					
How well does the Applicant describe their plan for developing and/or enhancing protocols for responding to adolescent and adult victims of sexual assault that will remain sustainable after the grant cycle has ended?					

	I	II	III	IV	V
3. CAPABILITIES (Maximum 90 points)	**0**	**7**	**15**	**22**	**30**
How well does the Applicant describe the qualifications and/or educational levels necessary for the job assignment of the Investigator and the Sexual Assault Counselor that will be assigned to the specialized unit and articulate how those qualifications/education levels meet the requirements?					
How well does the Applicant describe their experience at effectively training patrol officers/first responders and other relevant department personnel?					
How well does the Applicant describe their experience working with victim service providers in the community?					
4. BUDGET, including Budget Narrative (Maximum 75 points)	**0**	**3**	**7**	**11**	**15**
How well does the Applicant describe how the project's budget supports the proposed objectives and activities, as well as the intent and requirements of the ST Program?					
How well does the Applicant identify how the funds are allocated to minimize administrative costs and support direct services?					
How well does the Applicant describe the terms and conditions of the contract with the sexual assault service provider including the reasonableness of the funding provided to support the advocate position?					
How well does the Applicant describe how project-funded staff duties and time commitments support the proposed objectives and activities?					
How well does the Applicant describe the necessity for subcontracts and unusual expenditures?					
5. COMPREHENSIVE ASSESSMENT (Maximum 75 points)	**0**	**19**	**38**	**57**	**75**
How well does this proposal support the overall intent, goals, and purpose of the Program?					

SEXUAL ASSAULT LAW ENFORCEMENT SPECIALIZED UNITS PROGRAM

SUMMARY OF THE PAST PERFORMANCE POLICY

The following is a summary of the Cal OES Past Performance Policy. A complete copy may be obtained by sending a written request to the Assistant Director, Grants Management, at:

California Governor's Office of Emergency Services
Criminal Justice/Emergency Management & Victim Services Branch
3650 Schriever Avenue
Mather, CA 95655
Attn: ST RFP – Criminal Justice Unit
Fax: (916) 636-3770

1. General Policy

This policy is intended to penalize existing Recipients having serious performance problems and will be utilized only in connection with the RFP process on the awarding of grants for new funding cycles. It was developed in consultation with Cal OES advisory groups.

2. Penalty Levels

Level A: Complete disqualification from RFP process.

Level B: 10% point reduction of total possible points from an Applicant's score.

3. Standard for Invoking a Penalty

The standard for invoking either penalty is dependent upon the Recipient's compliance with grant terms and conditions (excluding minor incident(s) of noncompliance).

a. Serious Performance Problems Eligible For Consideration

Performance problems which would qualify under this policy include, but are not limited to:

1) Significant failure to account for use of funds, mishandling/misuse of funds, fraud or embezzlement, or other material accounting irregularities or violation(s), as documented in an audit report, monitoring report, police report, or other similar objective documentation.

2) Violation(s) of material statutory requirements related to the grant;

3) A willful or grossly negligent violation of a Cal OES policy, or Terms of the Program, but ***only after*** the Recipient had been provided:

   a) Technical assistance by Cal OES, including a site visit if necessary, to remedy the violation;

   b) At least one written notice (per violation); and

   c) A reasonable opportunity to remedy the violation.

Written notice of serious performance problems will be provided to the Recipient's Executive Officer. Failure to remedy the violation may negatively impact the Recipient's eligibility for future funding.

It is not necessary for a criminal conviction to have occurred for Cal OES to consider actions appearing to constitute fraud, embezzlement, mishandling of funds or other types of statutory violations. Cal OES must only have reliable evidence this conduct occurred. Moreover, only properly documented performance problems will be considered.

b. Factors Considered

In determining an appropriate penalty, factors to be considered include, but are not limited to:

1) The seriousness of the problem;
2) Whether the problem identified was intentional;
3) Whether the problem revealed dishonest behavior by the Applicant;
4) Whether the interests of the State or the public were harmed by the problem;
5) Whether the problem or problems were a one-time occurrence or represent an ongoing pattern of behavior;
6) Whether the problem was documented objectively; and
7) Whether Cal OES attempted to assist the Recipient in remedying the problem.

c. Specific Examples

Performance problems are considered on a case-by-case basis and take the totality of the circumstances into consideration. The following examples are not intended to be binding or restrictive of Cal OES authority to determine the appropriate penalty in a particular case:

1) Cal OES conducts a visit of a project and makes the following findings:
   a) The shelter failed to pay overtime on two occasions;
   b) Three timesheets did not contain a supervisor's approval; and
   c) The project's doors opened at 9:30 a.m. instead of 9:00 a.m. as stated on its RFP proposal.

   A corrective action plan is developed and the Recipient takes steps to address the findings. Communication with the Recipient four months later shows the findings have been corrected.
   Penalty: None

2) One year ago, an audit discovered that a project employee embezzled $300 of Cal OES funds. The audit concludes this occurred in part due to inadequate management controls and supervision by the project. The employee was fired and the case submitted to the district attorney's office for prosecution. The Recipient has implemented new accounting and management policies and procedures, and promises to better supervise its employees. No other problems with the Recipient are known.
   Penalty: Level B

3) A project has agreed to provide victim advocacy services in County X. The Recipient spends $40,000 on non grant-related expenses and does not provide the services. This is documented in the Site Visit Report. The project's Progress Reports to Cal OES report that the services are being provided. Cal OES refers the matter to the district attorney for prosecution, but no additional steps have yet to be taken.
Penalty: Level A

4. Notification to the Applicant and Appeal of Decision

A letter will be sent by certified mail to the Applicants that are denied funding due to past performance problem(s). The Applicant shall be provided with a summary of why the performance problem penalty was invoked. The Applicant is entitled to appeal the denial of funding on the same basis as other appeals of denial of funding, pursuant to the Appeals Guidelines.

SEXUAL ASSAULT LAW ENFORCEMENT SPECIALIZED UNITS 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	An 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)	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. (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 RFP and submitted to Cal OES that specified the priorities, strategies, and objectives of the Applicant.
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.*
Recipient or Administrating Agency	The agency or organization designated on the Grant Award Face sheet that receives the grant funds and 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).
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

ATTACHMENT A: Cal OES-funded Rape Crisis Centers

COUNTY	RAPE CRISIS PROJECTS	BUSINESS CENTER PHONE NUMBER
Alameda	Alameda County Medical Center	(510) 437-8319
Alameda	Bay Area Women Against Rape (BAWAR) - Oakland	(510) 430-1298
Alameda	Tri-Valley Haven for Women - Livermore	(925) 449-5845
Alpine	Live Violence Free - Alpine (Womenspace Unlimited, Inc.)	(530) 542-7627
Amador	Operation Care - Jackson	(209) 223-2897
Butte/Glenn	Rape Crisis Intervention - Butte/Glenn	(530) 891-1331
Calaveras	Resource Connection (Human Resources Council)	(209) 754-1300
Contra Costa	Community Violence Solutions - Antioch (East)	(510) 307-4121
Contra Costa	Community Violence Solutions - San Pablo (West)	(510) 307-4121
Del Norte	North Coast Rape Crisis - Del Norte	(707) 443-2737
El Dorado	Center for Violence-Free Relationships	(530) 626-1450
El Dorado	Live Violence Free - El Dorado (Womenspace Unlimited, Inc.)	(530) 542-7627
Fresno	Resource Center for Survivors of S/A & Family Violence - Metro	(559) 497-2900
Fresno	Resource Center for Survivors of S/A & Family Violence - West	(559) 659-0232
Humboldt	North Coast Rape Crisis - Humboldt	(707) 443-2737
Imperial	SURE Helpline Center - El Centro	(760) 352-7878
Inyo	Wild Iris Women Services - Inyo	(760) 873-6601
Kern	Alliance Against Family Violence & Sexual Assault	(661) 322-0931
Kern	Women's Center High Desert - Ridgecrest	(760) 371-1969
Kings	Kings Community Action Organization - Hanford	(559) 585-1018
Lake	Lake Family Resource Center	(707) 262-1612
Lassen	Lassen Family Services, Inc.	(530) 257-5459
Los Angeles	Antelope Valley Domestic Violence Council dba Valley Oasis	(661) 949-1916
Los Angeles	Center for Pacific Asian Family - Los Angeles	(323) 653-4045
Los Angeles	East Los Angeles Women's Center	(323) 526-5819
Los Angeles	Peace Over Violence - Main	(213) 955-9090
Los Angeles	Peace Over Violence- SGV	(626) 585-9166
Los Angeles	Project Sister Family Services - Pomona	(909) 623-1619
Los Angeles	Regents of the University of CA- UCLA Medical Center- Rape Treatment Center- Santa Monica	(310) 319-4503
Los Angeles	University Corporation-Valley Trauma	(818) 756-5330
Los Angeles	University Corporation-Valley Trauma Center (NWLA)	(818) 756-5330
Los Angeles	YWCA Greater Los Angeles - Compton	(310) 763-9995
Los Angeles	YWCA Greater Los Angeles - South Bay	(310) 763-9995
Los Angeles	YWCA Greater Los Angeles - South LA	(310) 763-9995
Madera	Community Action Partnership Agency of Madera County	(559) 661-1000
Marin	Community Violence Solutions - San Rafael (Marin)	(510) 307-4121
Mariposa	Alliance for Community Transformation - Mariposa/Merced	(209) 742-5865
Mendocino	Project Sanctuary - Coast (Ft. Bragg)	(707) 961-1507
Mendocino	Project Sanctuary - Inland (Ukiah)	(707) 462-9196

COUNTY	RAPE CRISIS PROJECTS	BUSINESS CENTER PHONE NUMBER
Modoc	T.E.A.C.H. - Alturas	(530) 233-3121
Mono	Wild Iris Women Services - Bishop	(760) 873-6601
Monterey	Monterey Rape Crisis Center - North	(831) 373-3955
Monterey	Monterey Rape Crisis Center - South (Salinas)	(831) 373-3955
Napa	Napa Emergency Women's Services (NEWS)	(707) 252-3687
Nevada	Community Service Programs - South	(949) 975-0244
Nevada	Domestic Violence & Sexual Assault Coalition - Grass Valley	(530) 272-2046
Placer	Stand Up Placer	(530) 823-6224
Placer	Tahoe SAFE Alliance - Kings Beach	(530) 546-7804
Plumas	Plumas Crisis Intervention - Quincy	(530) 283-5515
Riverside	Center Against Sexual Assault (CASA) of SW Riverside Co.	(909) 652-8300
Riverside	Riverside Area Rape Crisis	(951) 686-7273
Riverside	San Bernardino S/A Services - Riverside	(909) 885-8884
Sacramento	W.E.A.V.E., Inc.	(916) 319-4987
San Benito	Community Solutions for Children, Families and Individuals	(408) 846-4797
San Bernardino	San Bernardino Sexual Assault Services - Indio (East)	(909) 885-8884
San Bernardino	San Bernardino Sexual Assault Services (Main)	(909) 885-8884
San Diego	Center for Community Solutions - East	(858) 272-5777
San Diego	Center for Community Solutions - Main	(858) 272-5777
San Diego	Center for Community Solutions - Northeast	(858) 272-5777
San Diego	Women's Resource Center - Oceanside	(760) 757-3500
San Francisco	San Francisco Women Against Rape	(415) 861-2024
San Joaquin	Women's Center of San Joaquin County	(209) 941-2612
San Luis Obispo	S/A Recovery & Prevention Center (RISE)	(805) 545-8888
San Mateo	Rape Trauma Svcs: Center for Healing/Violence Prevention	(650) 652-0598
Santa Barbara	North County Rape Crisis and Child Protection Center	(805) 736-8535
Santa Barbara	Santa Barbara Rape Crisis Center	(805) 963-6832
Santa Clara	Community Solutions for Children, Families and Individuals	(408) 846-4797
Santa Clara	YWCA of Silicon Valley - Central	(408) 295-4012
Santa Clara	YWCA of Silicon Valley - North	(408) 295-4012
Santa Cruz	Women's Crisis Support/Defensa de Mujeras - Santa Cruz	(831) 425-4030
Shasta	Shasta Women's Refuge - Redding	(530) 244-0128
Sierra	Plumas Crisis Intervention - Loyalton	(530) 993-1237
Siskiyou	Siskiyou Domestic Violence & Crisis Center - Yreka	(530) 842-6629
Solano	SafeQuest Solano, Inc. - Fairfield	(707) 422-7345
Sonoma	Verity - Compassion. Safety. Support	(707) 545-7270
Stanislaus	Haven Women's Center of Stanislaus - Modesto	(209) 524-4331
Sutter	Casa de Esperanza - Yuba City	(530) 674-5400
Tehama	Rape Crisis Intervention - Tehama	(530) 891-1331
Trinity	Human Response Network - Weaverville	(530) 623-2024
Tulare	Community Service Programs - North	(949) 975-0244
Tulare	Family Services of Tulare County - Visalia	(559) 732-7371
Tuolumne	Center for a Non Violent Community	(209) 588-9305
Ventura	Coalition for Family Harmony - Oxnard	(805) 983-6014
Yolo	Empower Yolo	(530) 661-6336

ATTACHMENT B: Cal OES-funded Domestic Violence Assistance Programs

COUNTY	DOMESTIC VIOLENCE ASSISTANCE PROJECT	BUSINESS CENTER PHONE NUMBER
Alameda	A Safe Place	(510) 986-8600
Alameda	Building Futures with Women & Children	(510) 357-0250
Alameda	Emergency Shelter Program, Inc.	(510) 581-5626
Alameda	Safe Alternatives to Violent Environments	(510) 574-2250
Alameda	Tri-Valley Haven for Women	(925) 449-5845
Amador	Operation Care	(209) 223-2897
Butte	Catalyst Domestic Violence Services	(530) 343-7711
Calaveras	The Resource Connection	(209) 754-1300
Contra Costa	STAND! For Families Free of Violence	(925) 676-2845
Del Norte	Rural Human Services	(707) 464-7447
El Dorado	Live Violence Free	(530) 544-2118
El Dorado	The Center for Violence Free Relationships	(530) 626-1450
Fresno	Marjaree Mason Center, Inc.	(559) 237-4706
Humboldt	Humboldt Domestic Violence Services	(707) 444-9255
Imperial	WomanHaven, Inc.	(760) 353-6922
Inyo	Wild Iris Women's Services of Bishop, Inc.	(760) 873-6601
Kern	Alliance Against Family Violence & Sexual Assault	(661) 322-0931
Kern	Women's Center - High Desert, Inc.	(760) 371-1969
Kings	Kings Community Action Organization, Inc.	(559) 585-1018
Lake	Lake Family Resource Center	(707) 279-0563
Lassen	Lassen Family Services, Inc.	(530) 257-4599
Los Angeles	1736 Family Crisis Center	(323) 737-3900
Los Angeles	Antelope Valley Domestic Violence Council	(661) 723-7772
Los Angeles	Center for the Pacific Asian Family, Inc.	(323) 653-4045
Los Angeles	Domestic Violence Center of the Santa Clarita Valley	(661) 259-8175
Los Angeles	Haven Hills, Inc.	(818) 887-7481
Los Angeles	House of Ruth, Inc.	(909) 623-4364
Los Angeles	Jenesse Center, Inc.	(323) 299-9496
Los Angeles	Jewish Family Services of Los Angeles (10)	(626) 564-8880
Los Angeles	Jewish Family Services of Los Angeles (13)	(818) 789-1293
Los Angeles	Ocean Park Community Center	(310) 264-6646
Los Angeles	Rainbow Services, Ltd.	(310) 548-5450
Los Angeles	Southern California Alcohol & Drug Programs, Inc.	(562) 949-5358
Los Angeles	Su Casa Ending Domestic Violence	(562) 421-6537
Los Angeles	Women's and Children's Crisis Shelter	(562) 945-3937
Los Angeles	WomenShelter of Long Beach	(562) 437-7233
Los Angeles	YWCA Glendale	(888) 242-4155
Los Angeles	YWCA of San Gabriel Valley	(626) 960-2995

COUNTY	DOMESTIC VIOLENCE ASSISTANCE PROJECT	BUSINESS CENTER PHONE NUMBER
Madera	Community Action Partnership of Madera County, Inc.	(559) 661-1000
Marin	Center for Domestic Peace	(415) 457-2464
Mariposa	Alliance for Community Transformations, Inc. (13)	(209) 742-5865
Mendocino	Project Sanctuary, Inc.	(707) 462-9196
Merced	Alliance for Community Transformation, Inc. (06)	(209) 725-7900
Modoc	Training, Employment & Community Help, Inc.	(530) 233-4575
Monterey	Shelter Outreach Plus	(831) 384-3388
Monterey	YWCA of Monterey County	(831) 655-9222
Napa	Napa Emergency Women's Services	(707) 252-3687
Nevada	Domestic Violence & Sexual Assault Coalition, Inc.	(530) 272-2046
Orange	Human Options, Inc.	(949) 737-5242
Orange	Interval House Crisis Shelters	(562) 594-9492
Orange	Laura's House	(848) 240-0360
Orange	Women's Transitional Living Center, Inc.	(714) 992-1939
Placer	Stand Up Placer	(916) 773-7273
Placer	Tahoe SAFE Alliance	(530) 546-7804
Plumas	Plumas Rural Services, Inc.	(530) 283-5765
Riverside	Alternatives to Domestic Violence	(951) 320-1370
Riverside	Shelter From The Storm	(760) 674-0400
Sacramento	A Community for Peace	(916) 728-5613
Sacramento	My Sister's House	(916) 930-0626
Sacramento	Women Escaping a Violent Environment, Inc.	(916) 448-2321
San Bernardino	Desert Sanctuary, Inc.	(760) 256-3733
San Bernardino	DOVES of Big Bear Valley, Inc.	(909) 866-1546
San Bernardino	Family Assistance Program	(760) 843-0701
San Bernardino	Morongo Basin Unity Home Incorporated	(760) 366-1247
San Bernardino	Option House, Inc.	(909) 383-1602
San Bernardino	Victor Valley Domestic Violence, Inc.	(760) 955-8010
San Diego	Center for Community Solutions	(858) 272-5777
San Diego	Community Resource Center	(760) 753-2300
San Diego	South Bay Community Services	(619) 420-3620
San Diego	Women's Resource Center	(760) 757-3500
San Diego	YWCA of San Diego County	(619) 239-0355
San Francisco	Asian Women's Shelter	(415) 567-6255
San Francisco	La Casa de las Madres	(415) 503-0500
San Francisco	St. Vincent De Paul Society of San Francisco	(415) 552-2943
San Joaquin	Women's Center - Youth & Family Services	(209) 941-2611
San Luis Obispo	RISE San Luis Obispo County	(805) 226-5400
San Luis Obispo	Women's Shelter Program of San Luis Obispo County	(805) 781-6401
San Mateo	Community Overcoming Relationship Abuse	(650) 652-0800
Santa Barbara	Domestic Violence Solutions for Santa Barbara County	(805) 963-4458

COUNTY	DOMESTIC VIOLENCE ASSISTANCE PROJECT	BUSINESS CENTER PHONE NUMBER
Santa Clara	Asian Americans for Community Involvement	(408) 975-2730
Santa Clara	Community Solutions for Children Families and Individuals	(408) 842-7138
Santa Clara	Next Door Solutions to Domestic Violence	(408) 501-7550
Santa Clara	YWCA of Silicon Valley	(408) 295-4011
Santa Cruz	Walnut Ave. Women's Center	(831) 426-3062
Santa Cruz	Women's Crisis Support - Defensa de Mujeres	(831) 722-4532
Shasta	Shasta Women's Refuge, Inc.	(530) 244-0117
Siskiyou	Siskiyou Domestic Violence & Crisis Center	(530) 842-6629
Solano	LIFT3 Support Group	(707) 398-6865
Solano	SafeQuest Solano, Inc.	(707) 422-7345
Sonoma	YWCA of Sonoma County	(707) 546-9922
Stanislaus	Haven Women's Center of Stanislaus	(209) 524-4331
Tehama	Alternatives to Violence	(530) 528-0300
Trinity	Human Response Network	(530) 623-2024
Tulare	Central California Family Crisis Center, Inc.	(559) 781-7462
Tulare	Family Services of Tulare County	(559) 741-7310
Tuolumne	Center for a Non Violent Community	(209) 588-9305
Ventura	Coalition for Family Harmony	(805) 983-6014
Ventura	Interface Children Family Services	(805) 485-6114
Yolo	Empower Yolo	(530) 661-6336
Yuba	Casa de Esperanza, Inc.	(530) 674-5400

ATTACHMENT C: Cal OES-funded Victim/Witness Assistance Centers

COUNTY	COUNTY VICTIM/WITNESS ASSISTANCE CENTERS	BUSINESS CENTER PHONE NUMBER
Alameda	Alameda County District Attorney's Office Victim/Witness Assistance Center	(510) 272-6180
Alpine	Alpine County District Attorney's Office Victim/Witness Assistance Center	(530) 694-2971
Amador	Amador County District Attorney's Office Victim/Witness Assistance Center	(209) 223-6474
Butte	Butte County District Attorney's Office Victim/Witness Assistance Center	(530) 538-7340
Calaveras	Calaveras County District Attorney's Office Victim/Witness Assistance Center	(209) 754-6565
Colusa	Colusa County District Attorney's Office Victim/Witness Assistance Center	(530) 458-0449
Contra Costa	Contra Costa County District Attorney's Office Victim/Witness Assistance Center	(925) 957-8601
Del Norte	Del Norte County District Attorney's Office Victim/Witness Assistance Center	(707) 464-7273
El Dorado	El Dorado County District Attorney's Office Victim/Witness Assistance Center	(530) 642-4760
Fresno	Fresno County Probation Department Victim/Witness Assistance Center	(559) 600-2822
Glenn	Glenn County Health and Human Services Agency Victim/Witness Assistance Center	(530) 934-1481
Humboldt	Humboldt County District Attorney's Office Victim/Witness Assistance Center	(707) 445-7417
Imperial	Imperial County District Attorney's Office Victim/Witness Assistance Center	(760) 339-6874
Inyo	Inyo County District Attorney's Office Victim/Witness Assistance Center	(760) 873-6669
Kern	Kern County District Attorney's Office Victim Services Unit	(661) 868-2340
Kings	Kings County Probation Department Victim/Witness Assistance Center	(559) 852-2640
Lake	Lake County District Attorney's Office Victim/Witness Assistance Center	(707) 262-4282
Lassen	Lassen County District Attorney's Office Victim/Witness Assistance Center	(530) 251-8284
Los Angeles	Los Angeles County District Attorney's Office Victim/Witness Assistance Center	(626) 927-2500
Madera	Community Action Partnership of Madera County, Inc. Victim/Witness Assistance Center	(559) 661-1000

COUNTY	COUNTY VICTIM/WITNESS ASSISTANCE CENTERS	BUSINESS CENTER PHONE NUMBER
Marin	Marin County District Attorney's Office Victim/Witness Assistance Center	(415) 473-6450
Mariposa	Mariposa County District Attorney's Office Victim/Witness Assistance Center	(209) 742-7441
Mendocino	Mendocino County District Attorney's Office Victim/Witness Assistance Center	(707) 463-4583
Merced	Merced County District Attorney's Office Victim/Witness Assistance Center	(209) 385-7381
Modoc	Modoc County District Attorney's Office Victim/Witness Assistance Center	(530) 233-3311
Mono	Mono County District Attorney's Office Victim/Witness Assistance Center	(760) 924-1710
Monterey	Monterey County District Attorney's Office Victim/Witness Assistance Center	(831) 755-5072
Napa	Napa County District Attorney's Office Victim/Witness Assistance Center	(707) 299-1409
Nevada	Nevada County District Attorney's Office Victim/Witness Assistance Center	(530) 265-1301
Orange	Orange County Community Service Programs, Inc. Victim/Witness Assistance Administrative Center	(949) 250-4058
Placer	Placer County District Attorney's Office Victim/Witness Assistance Program	(916) 543-8000
Plumas	Plumas County Sheriff's Department Victim/Witness Program	(530) 283-6285
Riverside	Riverside County District Attorney's Office Division of Victim Services	(951) 955-5450
Sacramento	Sacramento County District Attorney's Office Victim/Witness Assistance Center	(916) 874-5701
San Benito	San Benito County District Attorney's Office Victim/Witness Assistance Center	(831) 634-1397
San Bernardino	San Bernardino County District Attorney's Office Victim/Witness Assistance Center	(909) 387-6540
San Diego	San Diego County District Attorney's Office Victim/Witness Assistance Center	(619) 531-4041
San Francisco	San Francisco City and County District Attorney's Office Victim/Witness Assistance Center	(415) 553-9044
San Joaquin	San Joaquin County District Attorney's Office Victim/Witness Assistance Center	(209) 468-2500
San Luis Obispo	San Luis Obispo County District Attorney's Office Victim/Witness Assistance Center	(805) 781-5822

COUNTY	COUNTY VICTIM/WITNESS ASSISTANCE CENTERS	BUSINESS CENTER PHONE NUMBER
San Mateo	San Mateo County District Attorney's Office Victim/Witness Assistance Center	(650) 599-7479
Santa Barbara	Santa Barbara County District Attorney's Office Victim/Witness Assistance Center	(805) 568-2400
Santa Clara	Santa Clara County District Attorney's Office Silicon Valley FACES	(408) 295-2656
Santa Cruz	Santa Cruz County District Attorney's Office Victim/Witness Assistance Center	(831) 454-2010
Shasta	Shasta County District Attorney's Office Crime Victims Assistance Center	(530) 225-5220
Sierra	Sierra County District Attorney's Office Victim/Witness Assistance Center	(530) 993-4617
Siskiyou	Siskiyou County District Attorney's Office Victim/Witness Assistance Center	(530) 842-8229
Solano	Solano County District Attorney's Office Victim/Witness Assistance Center	(707) 784-7691
Sonoma	Sonoma County District Attorney's Office Victim Services Division	(707) 565-2822
Stanislaus	Stanislaus County District Attorney's Office Victim/Witness Assistance Center	(209) 525-5541
Sutter County	Sutter County District Attorney's Office Victim/Witness Assistance Center	(530) 822-7345
Tehama County	Tehama County District Attorney's Office Victim/Witness Assistance Center	(530) 527-4296
Trinity	Trinity County District Attorney's Office Victim/Witness Office	(530) 623-8357
Tulare	Tulare County District Attorney's Office Victim/Witness Assistance Center	(559) 636-5471
Tuolumne	Tuolumne County District Attorney's Office Victim/Witness Assistance Center	(209) 588-5440
Ventura	Ventura County District Attorney's Office Victim/Witness Assistance Center	(805) 654-3919
Yolo	Yolo County District Attorney's Office Victim Services Assistance Center	(530) 666-8187
Yuba	Yuba County Probation Department Victim/Witness Assistance Center	(530) 741-6275