

COUNTY VICTIM SERVICES (XC) PROGRAM

CHECKLIST

This checklist is provided to ensure that a complete application is submitted to Cal OES.

- APPLICATION COVER SHEET – Please complete and attach to the front of the application.
- GRANT SUBAWARD FACE SHEET (Cal OES 2-101) – Signed by the official authorized to enter into the Grant Subaward Agreement.
- PROJECT CONTACT INFORMATION (Cal OES 2-102) – Must be submitted with the Grant Subaward Face Sheet.
- SIGNATURE AUTHORIZATION AND INSTRUCTIONS (Cal OES 2-103) – Signatures of the Project Director and Fiscal Officer are required.
- CERTIFICATION OF ASSURANCE OF COMPLIANCE – VOCA (Cal OES 2-104F) – Signed by the official who signed the Grant Subaward Face Sheet and by the official delegating that authority.
- PROJECT SUMMARY FORM (CAL OES 2-150) – Submit with the grant application.
- PROJECT NARRATIVE (Cal OES 2-108)
 - PROBLEM STATEMENT
 - PLAN
 - CAPABILITIES
- VICTIM SERVICES STEERING COMMITTEE (VSSC) PLAN - MUST INCLUDE:
 - The victim services gaps/needs identified by the VSSC;
 - The plan to address the identified victim services gaps/needs (plan must include measurable objectives);
 - The name of the county agency (or in the case of the City of Los Angeles, the city agency) selected to administer the XC Grant Subaward from Cal OES, and act as a single point of contact for the grant. The agency selected must be a county victim services provider (or in the case of the City of Los Angeles, a city victim services provider);
 - The plan should address how the county agency selected to administer the XC Grant Subaward from Cal OES will use a volunteer(s) as part of meeting their objectives. Using a volunteer(s) is a VOCA requirement;
 - Distribution of funds; and
 - Original signatures of all mandatory VSSC members are required on the plan. No exceptions will be made.
- PROJECT BUDGET
 - BUDGET FORMS (EXCEL SPREADSHEET FORMAT) (Cal OES 2-106a With Match)
 - BUDGET NARRATIVE (Cal OES 2-107)
- PROJECT SERVICE AREA INFORMATION (Cal OES 2-154)
- APPLICATION APPENDIX
 - Organizational Chart
 - Operational Agreements
 - Noncompetitive Bid Request (Cal OES 2-156) [if applicable]
 - Out-of-State Travel Request (Cal OES 2-158) [if applicable]
 - Emergency Fund Procedures (Cal OES 2-153) [if applicable]
 - Computer and Automated Systems Purchase Justification Guidelines (Cal OES 2-157) [if applicable]