March 22, 2017

To: CALIFORNIA CRIME VICTIMS ASSISTANCE ASSOCIATION (CCVAA)

RE: CRISIS RESPONSE TRAINING (CR) PROGRAM CALENDAR YEAR 2017 REQUEST FOR APPLICATION

The California Governor’s Office of Emergency Services (Cal OES) Victim Services & Public Safety Branch is pleased to announce the release of the Crisis Response Training (CR) Program Request for Application (RFA) for calendar year 2017. Enclosed are instructions and forms for completing the CR Program RFA.

Approximately $100,000 of Victims of Crime Act (VOCA) discretionary training funds are available for this Program. The 12-month grant performance period will begin January 1, 2017, and end December 31, 2017.

Funding for the CR Program is to develop and provide comprehensive crisis response training to local Victim/Witness Assistance Programs as well as multi-disciplinary teams for response to mass casualty due to criminal acts.

The application must be received or postmarked by Monday, April 17, 2017. Should you have questions or require assistance, please contact Elizabeth Pollard (916) 845-8997 or Elizabeth.pollard@caloes.ca.gov.

Thank you for your interest and we look forward to working with you.

Sincerely,

GINA BUCCIERI-HARRINGTON
Assistant Director, Grants Management
# CRISIS RESPONSE TRAINING (CR) PROGRAM

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A. INTRODUCTION

This Request for Application (RFA) provides the information and forms necessary to prepare an application for California Governor’s Office of Emergency Services’ (Cal OES) grant funds. The terms and conditions described in this RFA supersede previous RFAs and conflicting provisions stated in the Subrecipient Handbook. The Subrecipient 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.” In addition, all current forms needed to complete this RFA can also be found at www.caloes.ca.gov.

B. CONTACT INFORMATION

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

Elizabeth Pollard, Program Specialist
Phone: 916-845-8997
Elizabeth.pollard@caloes.ca.gov

C. APPLICATION DUE DATE AND SUBMISSION OPTIONS

One original and one copy of the application must be delivered to Cal OES’s Victim Services and Public Safety Branch by the date and time indicated below. Submission options are:

Regular or overnight mail, postmarked by Monday, April 17, 2017 or hand-delivered by 5:00 p.m. on Monday, April 17, 2017, to:

California Governor’s Office of Emergency Services
Victim Services and Public Safety Branch
3650 Schriever Avenue
Mather, CA 95655
Attn: Victim/Witness Unit
D. ELIGIBILITY

The California Crime Victims Assistance Association (CCVAA) is the only agency eligible to apply for funding under the Crisis Response Training (CR) Program for a 12-month grant performance period that begins January 1, 2017, and ends December 31, 2017.

E. FUNDS

1. Fund Source

The Crisis Response (CR) Training Program is supported by Victims of Crime Act (VOCA) Discretionary Training Program funds. Specific information for this fund source is outlined below:

a. Legislative Authority

The VOCA Victim Assistance Formula Grant Program is authorized by the Victims of Crime Act of 1984 as amended, 42 U.S.C. 10601, et seq.

b. Match

VOCA requires a cash and/or in-kind match equal to 20 percent of the Total Project Cost.

c. Restrictions/Guidelines

- Funds may be used for organizational memberships in no more than three national or state criminal justice or victims’ organizations per year.
- Funds are restricted to the provision of direct services for crime victims.
- Funds may be used for administrative costs supporting direct client services, e.g., data collection.
- Funds may be used for costs related to conducting community and school presentations when the primary purpose of the presentation is to identify crime victims and provide services or refer victims to needed services (e.g., salaries, materials, brochures and newspaper notices).
- Subrecipients must use volunteers unless there is a compelling reason to waive this requirement.
- Subrecipients must not charge crime victims for services provided under the Program.
- Subrecipients must promote coordinated public/private efforts to aid crime victims (participate on state/federal/local task forces, commissions, working groups, coalitions, etc.), and develop written agreements contributing to better services for crime victims. These types of activities must benefit crime victims and must be undertaken by victim service organizations in order to be eligible to receive VOCA funds. Therefore,
these types of activities may not be supported with VOCA funds, which are restricted in their use to provide direct victim services.

- Original publications (written, visual or sound) produced in whole or in part with VOCA funds must contain the following statement: “Funding is made possible through the United States Department of Justice, Victims of Crime Act, 2016-VA-GX-58.”

<table>
<thead>
<tr>
<th>VOCA 2016</th>
<th>Match</th>
<th>Total 12-Month Grant Subaward</th>
</tr>
</thead>
<tbody>
<tr>
<td>$100,000</td>
<td>$25,000</td>
<td>$125,000</td>
</tr>
</tbody>
</table>

F. PROGRAM INFORMATION

1. Program Purpose

The purpose of the CR Program is to develop a crisis response curriculum that meets the diverse needs in California that will provide comprehensive crisis response training and technical assistance to local Victim/Witness Assistance Programs and multi-disciplinary teams for response to the aftermath of violent criminal acts.

2. Background

Since 2001, Cal OES has utilized the National Organization for Victim Assistance (NOVA) model for Community Crisis Response. Subsequently, numerous critical incident models have been developed and implemented in communities throughout California. Beginning in 2016, the CR Program was tasked with developing a comprehensive crisis response training curriculum specific to California and conducting statewide crisis response trainings to multi-disciplinary teams for response recovery readiness efforts. These trainings are designed to prepare multi-disciplinary teams throughout California to efficiently meet the immediate needs of crime victims associated with mass casualty crimes.

Under the mutual coordination with Cal OES, California Crisis Response Teams (CCRT) will act as a consortium of trained and skilled professionals; local victim/witness agencies; and trained multi-disciplinary teams responsible for assessing the immediate needs of victims of crime, providing crisis intervention, support services and training to communities in the aftermath of a mass casualty crime.

CCRT teams will be tasked within their own jurisdictions with: crisis response team development, community crisis planning, support and training for community crisis intervention, de-briefings, technical assistance, support of existing local resources and partnering crisis response teams, consultation and assistance in coordinating
disaster/crisis response, telephone consultations, and on-scene assistance to individuals and agencies.

The desired outcome will be the development of a network of highly trained professionals coordinated through a single system who are able to respond in a comprehensive and timely manner to the needs of victims of crime due to mass casualty events to provide crisis response, follow-up consultation, and referrals. All assistance efforts are to be provided free of charge with dignity and respect for individual and cultural differences.

3. Program Requirements
   a. Curriculum Development

   The Subrecipient must compare, review and evaluate existing models and determine whether one model will fit the needs all 58 counties in California.

   If a blending of models or the development of a new curriculum is the desired outcome, the Subrecipient must use subject matter experts (SMES) to guide the curriculum development.

   The SMES must include, but are not limited to, representatives from:

   - Cal OES Staff
   - Law Enforcement
   - First Responders
   - Allied Professionals
   - Victim/Witness Assistance Programs

   Any crisis response curriculum developed must include, but is not limited to:

   - Field-tested crisis response techniques
   - Identification and delivery to special needs of victims
   - Role of first responder responsibilities
   - Trauma-Informed interviewing techniques
   - Structuring a multi-disciplinary response
   - Identification and utilization of available law enforcement resources
   - Identification and utilization of available victim resources
b. Crisis Response Trainings

The trainings are to be offered regionally, to neighboring jurisdictional areas, potential partnering victim services providers, allied professionals, and local government. Trainings must include, but not limited to:

1) Train the Trainers

   During the first year of operation, the Subrecipient must train presenters to provide consistent statewide trainings. Presenters may include, representatives from law enforcement, community-based organizations which focus on crisis response, and other individuals with significant knowledge and experience working in the victim services programs field.

2) Regional Trainings

   Trainings must be free of charge and available to Victim/Witness, local law enforcement personnel and other first responders. The length of the training will be determined once the curriculum is developed. Whenever possible, trainings should be held at Victim/Witness Programs or at local law enforcement agencies.

c. Logistical Responsibilities

In addition to providing trainings to attendees, the Subrecipient will be responsible for the coordination of the following activities:

1) Master scheduling training presentations at a minimum of two to six months in advance.

2) Prepare and market course presentation in collaboration with Cal OES.

3) Maintain direct contact with Victim/Witness Assistance Programs.

4) Assist instructors/trainers in developing and utilizing adult learning techniques that will enhance educational presentations.

5) Screen and evaluate the most desirable instructors; coordinate instructor/trainer travel; and develop and provide appropriate training materials/handouts at each training presentation.

d. Follow-up Evaluations

The Subrecipient must utilize an evaluation component to measure the effectiveness of the trainers and the trainings. The Subrecipient must also provide a participant satisfaction evaluation after each training. The results must be compiled into a spreadsheet to be submitted to Cal OES with the required six-month Progress Reports.
e. Annual Training Needs Assessment

The Subrecipient must develop an annual training needs assessment.

G. PROGRESS REPORTS

Progress Reports serve as a record for the implementation of the project. Statistics for Progress Reports must be collected on a quarterly basis, even when reporting occurs less frequently. The following reports are required:

a. Cal OES Progress Report – Two CR Program Progress Reports shall be submitted throughout the grant performance period no later than their due dates as follows:

<table>
<thead>
<tr>
<th>Report Period</th>
<th>DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Progress Report</td>
<td>Covers the first six months of the grant performance period.</td>
</tr>
<tr>
<td>Final Progress Report</td>
<td>Covers the entire 12-month grant performance period.</td>
</tr>
</tbody>
</table>

b. VOCA Annual Progress Report – the Office for Victims of Crime (OVC) has developed an electronic data collection system for the collection of statistics from Recipients and Subrecipients. VOCA-funded training projects do not serve crime victims, therefore are not required to enter statistics into the OVC data collection system. Subgrant Award Reports (SARs) will be required on one or more occasions during the grant cycle. You will be notified by your Program Specialist with instructions regarding the Subgrant Award Report (SAR).
A. PREPARING AN APPLICATION

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

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

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

- Application Cover Sheet (included in Part IV)
- Grant Subaward 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 2-104g)
- Project Narrative (Cal OES 2-108)
- Project Budget (Including the Budget Narrative (Cal OES 2-107) and the Budget Forms (Cal OES 2-106a))
- Application Appendix (refer to Part II, E)

Click the link below to access the most current 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:


NOTE: Pay special attention to the required forms. Failure to submit the correct, most current forms will result in the application being returned.
Copies of the application must be assembled separately and individually fastened in the upper left corner. *Do not bind or staple the application.*

**B. CERTIFICATION OF ASSURANCE OF COMPLIANCE (Cal OES 2-104F)**

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 Subrecipient 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;
- Civil Rights Compliance;
- Debarment and Suspension requirements; and
- Proof of Authority documentation from the city council/governing board.

This document becomes a part of the Cal OES Grant Subaward. Two individuals must sign the Certification of Assurance of Compliance (Cal OES 2-104). The designated individual authorized to sign the Grant Subaward (see Section 2113) and the individual granting that authority: the City/County Financial Officer, the City/County Manager, or the Governing Board Chair. The second signature is not required for State Agencies. *This form has been recently updated. Please be sure to use the most current form.*

**C. PROJECT NARRATIVE**

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

1. **Problem Statement**

   Describe the need for crisis response training in California. Describe any barriers in training multi-disciplinary community crisis response teams.

2. **Plan**

   Provide a narrative plan for accomplishing the following program components:

   - Implementation of a Curriculum Advisory Committee
   - Train the Trainers
   - Regional Trainings
   - Logistical Responsibilities
Follow-up Evaluations
Annual Training Needs Assessment

3. Capabilities

Describe the Applicant’s distinct ability to implement the CR Program in California including any current or previous experience in implementing victim advocate trainings.

D. PROJECT BUDGET

The purpose of the Project Budget is to demonstrate how the Applicant will implement the Plan with the funds available through this Program. The budget is the basis for management, fiscal review, and audit. Project costs must be directly related to the objectives and activities of the Project. The budget must cover the entire grant performance 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 Subrecipient Handbook for additional information concerning Cal OES budget policy or to determine if specific proposed expenses are allowable. The Subrecipient 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.
The budget pages must clearly delineate the $125,000 project cost for intended expenditures in each of the budget categories.

1. **Budget Narrative**

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

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

2. **Specific Budget Categories**

   On the Cal OES 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 Subrecipient Handbook, Section 4500) in the Operating Expenses Category. Consultant services remain under Operating Expenses (refer to Part II, D.2.b. - Operating Expenses - paragraph two).
2) Benefits

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

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

A line item is required for each different position/classification, but not for each individual employee. If several people will be employed full-time or part-time in the same position/classification, provide the number of full-time equivalents (e.g., three half-time clerical personnel should be itemized as 1.5 clerical positions).

b. Operating Expenses

Operating expenses are defined as necessary expenditures other than personal salaries, benefits, and equipment. Such expenses may include specific items directly charged to the Project, and in some cases, when permitted by the funding source, an indirect cost allowance. The expenses must be grant-related (i.e., to further the Program objectives as defined in the Grant Award) and be encumbered during the grant performance 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 Subrecipient 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 Subrecipient 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 Subrecipient to be operated by another agency, the staff from the second agency will be shown in the Operating Expenses Category. As per the Subrecipient Handbook, Section 3710.1, the maximum rate for independent contractor/consultants is $650 (excluding travel
and per diem cost) 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.

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. Allowable allocations are in the Subrecipient Handbook, Section 2236.2.

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 Subaward Face Sheet.

E. APPLICATION APPENDIX

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

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

- Noncompetitive Bid Request (Cal OES 2-156) [if applicable], accompanied by Justifications per the Subrecipient Handbook, Sections 3500-3530

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

Click here for the link below to access Cal OES forms, or go to www.caloes.ca.gov. 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 is strongly encouraged to review the following sections before preparing the application:

A. FINALIZING THE GRANT SUBAWARD
B. ADMINISTRATIVE REQUIREMENTS
C. BUDGET POLICY

A. FINALIZING THE GRANT SUBAWARD

1. Standard Project Funding Authority

   Cal OES does not have the authority to disburse funds until the Budget is passed and the Grant Subaward is fully executed. Expenditures incurred prior to authorization are made at the Subrecipient’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 Subaward. However, once the Grant Subaward is finalized the Subrecipient may claim reimbursement for expenses incurred on, or subsequent to, the start of the Grant Subaward performance period.

   If, during the term of the Grant Subaward, the state and/or federal funds appropriated for the purposes of the Grant Subaward 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 Subaward by written notice to the Subrecipient. However, no such termination or reduction shall apply to allowable costs already incurred by the Subrecipient to the extent state or federal funds are available for payment of such costs.

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

2. Processing Grant Subawards

   a. Grant Subaward Conditions

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

When the amount of funds available is limited, Cal OES may reduce the amount of the Grant Subaward 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 Subaward. If either of these actions is required, Cal OES will notify the Applicant prior to executing the Grant Subaward.

c. Grant Subaward

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

B. ADMINISTRATIVE REQUIREMENTS

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

1. The Subrecipient Handbook (SRH)

The Subrecipient 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 Subrecipient Handbook contains administrative information and requirements necessary to implement the project. Subrecipients must administer their grants in accordance with the Subrecipient Handbook requirements. Failure to comply with these requirements can result in the withholding or termination of the Grant Subaward.

2. Communications (SRH 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 (SRH 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.

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

5. Technical Assistance and Site Visits (SRH 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 Subaward. Program Specialists are available to assist the Subrecipient in the successful implementation of the project and in meeting the administrative requirements of the Grant Subaward. New projects should expect a site visit from the assigned Program Specialist within the first six months of the performance 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 (SRH 10400)

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

7. Audit Requirements (SRH 8100)

To safeguard Cal OES’s assets and to ensure that all funds are accounted for, Cal OES requires that organizations receiving Cal OES Grant Subaward(s) be audited in accordance with the Subrecipient Handbook.

8. Source Documentation (SRH 10111)

Subrecipients 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 Subaward. Subrecipients are to retain source documentation for Progress Reports on a quarterly basis, regardless of submission requirements. Requirements and definitions for Program specific source documentation are delineated in the RFA instructions. Subrecipients 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 (SRH 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 Subaward. Failure to comply with this requirement may result in the withholding of grant funds or termination of the Grant Subaward. 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 Subaward 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 Subaward and may have a deductible in an amount not to exceed one percent (1%) of the bond.

A bond is not required of a Subrecipient sponsored by units of government. CBOs sponsored by units of government may submit documentation indicating this in lieu of the bond or insurance contract, unless specifically required by terms of the Program or Grant Subaward Conditions.

10. Copyrights, Rights in Data, and Patents (SRH 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 Subaward. These ownership rights are detailed in the Subrecipient Handbook.

C. BUDGET POLICY

This document summarizes information on Cal OES Budget Policy contained in the Subrecipient Handbook. Additional information may be obtained by accessing the Subrecipient 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 (SRH 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 (SRH 6610)

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

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

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

4. Match Requirements (SRH 6500)

The RFA Instructions (Part II) may specify a cash or in-kind match. When used to augment the project, expenditures for items such as Personal Services, Operating Expenses, or Equipment are considered match if not in violation of the prohibition on supplanting. Match must be specified in the budget and will become part of the Grant Subaward. 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 Subrecipient Handbook.

a. State Funds Matching State or Federal Funds (SRH 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 (SRH 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 (SRH 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’s Grant Subaward 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’s current travel policy:

a. Travel and Per Diem (SRH 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 (SRH 2236.21)

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

2) Community-Based Organizations (CBOs) (SRH 2236.22)
A community-based organization may use the state travel policy or the Applicant’s written policy up to the maximum rates allowed by the state travel policy.

3) Out-of-State Travel (SRH 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 (SRH 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 54 cents per mile is allowed, unless a higher rate is justified. Documentation justifying a higher rate must be on file and available for audit, but should not be submitted with the application.

5) Other

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

6. Participating Staff (SRH 4500)

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

7. Independent Contractor/Consultant (SRH 3710)

Services are provided on a contractual basis by individuals or organizations not directly employed by the Applicant. Independent contractors/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 (SRH 3710.1)

The maximum rate for independent contractors/consultants is $650 (excluding travel and per diem costs) for an eight-hour day. An eight-hour day may include preparation, evaluation, and travel time in addition to the time required for actual performance. A request for compensation for over $650 a day must have prior approval from Cal OES and additional justification.

1) Exception to Rates (SRH 3710.1.1)

Compensation to government employees (e.g., federal, state, and local) 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 (SRH 3710.2)

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

• Qualifications, training, and experience of the expert(s), including a statement regarding recognition by the court of the individual as an expert;
• Specialized certification/licensure [e.g., Masters in Social Work (MSW); Licensed Clinical Social Worker (LCSW), Marriage and Family Therapist (MFT); Medical Doctor (MD)];
• Rate of pay per hour including documentation of a survey of the availability of similar consultants, the current “going rate,” and the proposed rate of pay with a cost breakdown if the expert is paid according to services (e.g., mileage, waiting time, court testimony);
8. Facility Rental (SRH 2232)

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

9. Rented or Leased Equipment (SRH 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 Cost Rate Proposal (ICRP) (SRH 2180 & SRH 2188)

Indirect costs are shared costs that cannot be directly assigned to a particular activity, but are 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.

a. Subrecipients do not have to budget for indirect costs.

b. Subrecipients that budget for indirect costs must:

   • use their approved Indirect Cost Rate (ICR) that has been established by the Subrecipient’s cognizant federal agency (Cal OES will not act as a cognizant agency); or

   • use an amount up to the ten percent (10%) de Minimis rate of the Subrecipient’s Modified Total Direct Costs (MTDC) base. MTDC includes the cost of salaries, wages and benefits of personnel that work directly on the
project, and other operational costs that are directly related to the project. The MTDC base cannot include any distorting costs such as equipment, capital expenditures, or any Subawards, contracts, or consultant beyond the first $25,000.

Subrecipients, who request Cal OES funds for indirect costs, must provide a method of calculation that shows what direct costs were used to calculate their indirect budgeted amount. The Subrecipient can then charge up to that budgeted amount on the subaward.

11. Audit Costs (SRH 8150)

Subrecipients expending less than $750,000 in federal funds annually cannot use federal funds to reimburse for costs associated with audits. Subrecipients expending $750,000 or more in federal grant funds annually are required to secure an audit pursuant to 2 CFR Part 200 Uniform Guidance 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 (SRH 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 Subrecipient 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 Subaward Forms Package. Prior approval by Cal OES is required.

b. Computers and Automated Equipment (SRH 2340)
1) Community-Based Organizations (SRH 2342.1)

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

2) Units of Government (SRH 2342.2)

Units of government may budget for computer equipment, software, and related costs. Justification will be required if the proposal is selected for funding. Cal OES will evaluate the proposed purchase on the basis of grant-related need. Cal OES must give approval prior to purchase.

3) Computer Purchase Justification (SRH 2341)

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

c. Automobiles (SRH 2331)

If automobiles are allowable pursuant to the terms of the program, projects must provide substantial justification demonstrating the grant-related need. If not previously approved in the initial Grant Subaward, then a justification must be submitted with a Grant Subaward Modification (Cal OES Form 2-223) and include the following information:

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

13. Prohibited Expense Items (SRH 2240)

a. Bonuses/Commissions (SRH 2241)

Projects are prohibited from paying any bonuses/commissions to any individual, organization, or firm unless specifically authorized by the terms of the Program.
b. Lobbying (SRH 2242)

Refer to SRH 2242.1 for an extensive list of prohibited activities.

c. Fundraising (SRH 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 (SRH 2244)

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

e. Interest (SRH 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 (SRH 2245)

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

g. Food and Beverages (SRH 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 (SRH 2247)

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

i. Membership Dues (SRH 2248)

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

j. Professional License (SRH 2248)
The cost of a professional license is not an allowable expenditure unless specifically authorized in the RFA instructions.

k. Annual Professional Dues or Fees (SRH 2248)
The cost of professional dues or fees is not an allowable expenditure unless it is part of a governmental negotiated benefit package or is specifically authorized by the RFA instructions.

l. Depreciation (SRH 2249)
Equipment costs may not include additional costs calculated for depreciation.
NOTE: The Applicant is strongly encouraged to review the following sections before preparing the application:

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

APPLICATION FORMS

Click the link below to access Cal OES forms or go to www.caloes.ca.gov, Select “Cal OES Divisions”, scroll down to “Grants Management,” on the right-hand side, click on “Criminal Justice, Emergency Management & Victim Services Grant Programs” then select “Forms.” Or, paste the following link into your browser: http://www.caloes.ca.gov/cal-oes-divisions/grants-management/criminal-justice-emergency-management-victim-services-grant-programs/forms
<table>
<thead>
<tr>
<th>TERM</th>
<th>DEFINITION</th>
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<tbody>
<tr>
<td>Activity</td>
<td>The specific steps or actions that a Project takes to achieve a measurable objective.</td>
</tr>
<tr>
<td>Administrative Agency or Subrecipient</td>
<td>The agency or organization designated on the Grant Subaward 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 Subrecipient was formerly referred to as the “Grantee.”</td>
</tr>
<tr>
<td>Application</td>
<td>Once selected for funding, the original proposal plus any additional forms as required by Cal OES becomes the application.</td>
</tr>
<tr>
<td>CFR</td>
<td>Code of Federal Regulations</td>
</tr>
<tr>
<td>Community-based Organization (CBO)</td>
<td>A nonprofit, public benefit corporation.</td>
</tr>
<tr>
<td>Competitive Bid</td>
<td>A contract process used when all suppliers are equally or nearly equally qualified to provide the services.</td>
</tr>
<tr>
<td>Equal Employment Opportunity Plan (EEO)</td>
<td>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.</td>
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<tr>
<td>Equal Employment Opportunity (EEO) Checklists</td>
<td>The EEO Checklist is a document used by Program staff while conducting site/monitoring visits. The checklists (A and B) were prepared to assist Cal OES in verifying that Subrecipients are in compliance with State and Federal Civil Rights Laws.</td>
</tr>
<tr>
<td>Grant Subaward</td>
<td>The signed final agreement between Cal OES and the local government agency or organization authorized to accept grant funding.</td>
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<tr>
<td>Grant Funding Cycle</td>
<td>The number of years a Program may be funded without competition.</td>
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<tr>
<td>Term</td>
<td>Definition</td>
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<tr>
<td>Grant Funding Period</td>
<td>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 Subaward Face Sheet (Cal OES 2-101).</td>
</tr>
<tr>
<td>Implementing Agency</td>
<td>The agency or organization designated on the Grant Subaward Face Sheet that is responsible for the day-to-day operation of the Project (e.g., probation department, district attorney, sheriff).</td>
</tr>
<tr>
<td>Monitoring Report Response Form</td>
<td>Form sent to the Subrecipient with the Monitoring Report. The form is completed by the Subrecipient 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.</td>
</tr>
<tr>
<td>Noncompetitive Bid (NB)</td>
<td>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).</td>
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</tbody>
</table>
| 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 Subrecipients 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. |
<p>| <strong>Objectives</strong> | A set of quantifiable Projections to be carried out in order to accomplish the Program goals. |
| <strong>On Site</strong> | Refers to the location of operation of the Grant Subaward Subrecipient. If multiple sites exist, the site that provides the Project Subrecipients with Program direction qualifies as the “on site location.” |
| <strong>Operational Agreement (OA)</strong> | 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. |
| <strong>Participating Agency</strong> | 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. |
| <strong>Participating Staff</strong> | A salaried employee of a Participating Agency. |
| <strong>Program</strong> | 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. |
| <strong>Project</strong> | The implementation of a Program by a Subrecipient. The Project includes all of the grants implemented by the Subrecipient under that Program regardless of the year of implementation. |
| <strong>Proposal</strong> | The packet of forms and narrative as requested by the RFA and submitted to Cal OES that specified the priorities, strategies, and objectives of the Applicant. |
| <strong>Request for Application (RFA)</strong> | The RFA is a noncompetitive process issued by Cal OES to obtain applications from Applicants previously selected for funding. |
| <strong>Request for Proposal (RFP)</strong> | The RFP is issued by Cal OES to solicit competitive proposals in order to select Projects for funding. |
| <strong>Single Source</strong> | This term has been replaced by the term &quot;noncompetitive bid.&quot; |</p>
<table>
<thead>
<tr>
<th><strong>Sole Source</strong></th>
<th>This term has been replaced by the term &quot;noncompetitive bid.&quot;</th>
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<tr>
<td><strong>Source Documentation</strong></td>
<td>Records that validate Project activities and achievements as they pertain to the objectives outlined in the Grant Subaward.</td>
</tr>
<tr>
<td><strong>Subrecipient or Administering Agency</strong></td>
<td>The agency or organization designated on the Grant Subaward Face sheet that receives the grant funds and is will be responsible for accomplishing the planned objectives and Program goals (e.g., County of Alameda, City of Fresno, State Department of Justice, and Fairfield Youth Services Bureau).</td>
</tr>
<tr>
<td><strong>Subrecipient Handbook</strong></td>
<td>This handbook outlines terms and conditions required of grant Projects. Funded Projects must administer their grants in accordance with these administrative and fiscal conditions. The Subrecipient Handbook 2015-16 is accessible at <a href="http://www.caloes.ca.gov">www.caloes.ca.gov</a>. Select “Cal OES Divisions”, scroll down to “Grants Management,” on the right-hand side, click on “Criminal Justice, Emergency Management &amp; Victim Services Grant Programs” then select “Handbooks, Reports &amp; Publications.”</td>
</tr>
<tr>
<td><strong>Supplanting</strong></td>
<td>To reduce federal, state, or local funds because of the existence of Cal OES funds. Supplanting occurs when a Subrecipient deliberately replaces its non-Cal OES funds with Cal OES funds, thereby reducing the total amount available for the stated purpose.</td>
</tr>
<tr>
<td><strong>Terms of the Program</strong></td>
<td>The applicable Program Guidelines, application requests [Request for Proposal (RFP)/Request for Application (RFA)], Grant Subaward, Cal OES policy statements, and applicable statutes. In the event the Terms of the Program are inconsistent with the provisions of the Subrecipient Handbook, the Terms of the Program shall be interpreted and construed as superseding the provisions of the Subrecipient Handbook.</td>
</tr>
<tr>
<td><strong>USC</strong></td>
<td>United States Code</td>
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