December 28, 2016

To: California District Attorney’s Offices

Subject: ELECTRONIC SUSPECTED CHILD ABUSE REPORT SYSTEM (ES) PROGRAM REQUEST FOR PROPOSAL (RFP) 2016 – 17 FISCAL YEAR

*****Please note that changes have been made to the ES RFP since its initial release on September 12, 2016. Changes will be in RED throughout the ES RFP to allow Applicants to quickly see where changes have been made.*****

The California Governor’s Office of Emergency Services (Cal OES), Victim Services & Public Safety Branch, Children’s Unit is soliciting proposals for the Electronic Suspected Child Abuse Report System (ES) Program for the 2016-17 fiscal year.

The purpose of the ES Program is to establish a database which allows for the sharing of electronic suspected child abuse reports among the district attorney’s office, local law enforcement, and county child welfare departments. Applicants eligible to apply for the ES Program are county district attorney’s offices.

The ES Program will be supported with Children’s Justice Act funds. Up to three proposals will be selected for funding with every effort to fund two rural/suburban counties and one urban county. Up to $200,000 will be available for each rural/suburban project, and up to $300,000 will be available to the urban project. Children’s Justice Act funding does not require match. The ES Program will have a three-year grant cycle, comprising three 12-month performance periods. The first performance period will begin January 1, 2017, and end on December 31, 2017. A non-competitive reapplication for continuation of funding must be submitted for the second and third year of funding.

Questions regarding this RFP must be submitted in writing to Wendy Tully, Human Trafficking & Children’s Division Chief, via email at wendy.tully@caloes.ca.gov.

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

Sincerely,

MARK S. GHILARUCCI
Director

3650 SCHRIEVER AVENUE • MATHER, CA 95655
(916) 845-8506 PHONE • (916) 845-8511 FAX
ELECTRONIC SUSPECTED CHILD ABUSE REPORT SYSTEM (ES) PROGRAM

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ELECTRONIC SUSPECTED CHILD ABUSE REPORT SYSTEM (ES) PROGRAM

PART I – OVERVIEW

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 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.”

B. CONTACT INFORMATION

Questions concerning this RFP, the proposal process, or programmatic issues should be submitted in writing by e-mail to Wendy Tully, Human Trafficking & Children’s Division Chief at wendy.tully@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’s Victim Services & Public Safety 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 Friday, February 3, 2017, OR hand-delivered by 5:00 p.m. on Friday, February 3, 2017, to:

California Governor’s Office of Emergency Services
Victim Services & Public Safety Branch
3650 Schriever Avenue
Mather, CA 95655
Attn: ES Program, Children’s Unit
D. ELIGIBILITY

County district attorney’s offices are the only entities eligible to apply for the Electronic Suspected Child Abuse Report System (ES) Program. The ES Program will require cooperative participation by the county district attorney’s office, the county child welfare departments and law enforcement agencies within the county. To be eligible to receive the ES Program grant, Operational Agreements with the county child welfare department and the county sheriff’s office must be included in the project proposal. **Los Angeles County which currently utilizes an ES platform, is not eligible for this grant.**

Applicants must receive a minimum score of 300 points on the Rating Sheet to be eligible for funding under the ES Program.

E. FUNDS

1. Source of Funds

Children’s Justice Act (CJA) funding is supported by the federal Crime Victim’s Fund, an amalgamation of fines and fees collected from defendants convicted of federal crimes. The United States Department of Justice, Office for Victims of Crime (OVC) administers the Crime Victim’s Fund. The Administration on Children, Youth, and Families, United States Department of Health and Human Services, as authorized by Section 107 of the Child Abuse Prevention and Treatment Act (CAPTA), as amended December 20, 2010, awards the CJA grants. Recipient states must be eligible for the CAPTA Basic State Grant, and establish and maintain a multidisciplinary task force on children’s justice issues.

The CJA is a federal program charged with identifying the need for systematic changes in the area of investigating child abuse. The federal funds provide grants to states to improve the investigation, prosecution, and judicial handling of cases of child abuse and neglect. Since 1993, the CJA funds have supported numerous programs throughout California and propelled much needed change in the system’s response to child abuse. The overall goal of the CJA is to reduce systemic trauma to children who are victims of child abuse, sexual abuse, and exploitation, and preserve the rights of all parties involved in the investigation of such cases. Child fatality cases involving suspected child abuse or neglect also meet CJA criteria.

Subrecipients must comply with Public Law 103-227, Part C – Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994, which requires that smoking not be permitted in any portion of any indoor facility owned, leased, or contracted by any entity and used routinely or regularly for the provision of health, day-care, education, or library services to children under the age of 18, if the services are funded by federal programs either directly or through state or local governments. Federal programs include grants, cooperative agreements, loans or loan guarantees, and contracts.
2. **Funding Amount / Grant Performance Period**

The ES Program will have a three-year grant cycle, comprising three 12-month performance periods. The first performance period will begin January 1, 2017, and end on December 31, 2017. Up to three proposals will be selected for funding, with every effort to fund two rural/suburban counties and one urban county (see below chart). Up to $200,000 will be available for each rural/suburban project, and up to $300,000 will be available to the urban project. Children’s Justice Act funding does not require match.

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F. **PROGRAM INFORMATION**

1. **Program Purpose**

The purpose of the ES Program is to improve the system of information sharing among multidisciplinary agencies: county child welfare departments, local law enforcement agencies, and the local district attorney’s office through a shared database system. The
selected Applicants will provide leadership, oversight, support, training, and technical assistance to other collaborating government agencies.

2. **Background Information**

The Child Abuse and Neglect Reporting Act (CANRA) requires any mandated reporter who has knowledge of or observes a child, in their professional capacity or within the scope of their employment, whom they know or reasonably suspect has been the victim of child abuse or neglect shall report the suspected abuse or neglect to a designated agency immediately or as soon as practically possible by the telephone and shall prepare and send a written report thereof within 36 hours of receiving the information concerning the incident (California Penal Code Section 11166(a)).

Written mandated reports are made by completing the Suspected Child Abuse Report (SCAR) (Form SS-8572), a multi-colored carbon form. Reports of suspected child abuse or neglect are made by mandated reporters to any of the following designated agencies: the police or sheriff’s department, the county probation department, or the county welfare department (California Penal Code Section 11165.9). Once a written SCAR is created, that document must be cross-reported among the county probation or welfare department and the law enforcement agency and the district attorney’s office [Penal Code Sections 11166(j) and (k)].

Although the sharing of the SCAR among local law enforcement agencies, county child welfare departments, and district attorney’s offices is required, the current process of telephone, fax or electronic transmission of the report is antiquated and has not ensured the consistent and timely sharing and coordination of the Form SS-8572. The current system also does not confirm that designated agencies receive or act upon the form.

Neither does the current system allow for the consistent and timely sharing of historical information among designated agencies. Previously submitted reports and previously completed investigations of abuse and neglect by both child welfare and law enforcement agencies help determine the level of risk to children when assessing current reports of suspected child abuse and neglect.

The current system of sharing SCARs among designated agencies contains numerous opportunities for inconsistencies due to human error. The manual system of sharing Form SS-8572 and other pertinent information is currently a process whereby individual staff will cross report the form and, in their assessment, other relevant reports at their discretion. The current process for sharing and coordinating the Form SS-8572 and child abuse and neglect investigations among agencies contains gaps which have the potential to perpetuate unaccountability among coordinating agencies rendering vulnerable children at continued risk of abuse and neglect.

Los Angeles County envisioned, created, and currently utilizes an Electronic Suspected Child Abuse Report System (eSCARS) which facilitates the mandated duty to cross-report allegations of suspected child abuse and neglect among all affected agencies in
order to be in compliance with the CANRA (California Penal Code Section 11166(a)). The eSCARS is a secure, web-based application linking Los Angeles County Department of Children and Family Services (DCFS), the Los Angeles Sheriff’s Department and forty-five independent law enforcement agencies in the County, the district attorney’s office and other relevant government agencies with each other. The eSCARS assists in the elimination of errors and lengthy time delays that transpire when paper-based methods of reporting are employed. eSCARS also expedites the secure electronic transmission and receipt of SCARs amongst all relevant agencies. It has reduced paper costs, printing, clerical and manual processes, and significantly cut backlogs at the agencies.

Additionally, the Los Angeles County eSCARS has a county-wide SCARs Index that all participating agencies can access. The system allows a SCAR to interface with the Los Angeles County DCFS’s Child Welfare Services/Case Management System (CWS/CMS), which in turn creates and/or makes available a SCAR history within the eSCAR System. It allows agencies to track SCAR referrals electronically (e.g., responses, findings, etc.) and facilitates the district attorney’s oversight function of cross-reporting. The SCAR Index is immediately accessible to all users of the ES once a SCAR has been uploaded into the system.

Los Angeles’s eSCARS is highlighted in the Commission to Eliminate Child Abuse and Neglect Fatalities Final Report of 2016, within the article entitled, *Double Protection for Children: Connecting Law Enforcement and CPS*. The article illustrates how the use of eSCARS has improved the consistency and accountability of cross reporting between law enforcement and DCFS in Los Angeles. In some cases the shared information has created a means of alerting the agencies to high risk situations. In addition to the aforementioned accolades, the article provides a brief description of how the ES works, the benefits of the system, and improvements that Los Angeles is planning for their system.

The use of the eSCARS has aided parallel investigations with rapidly developing information between social workers and law enforcement. This can result in potentially fewer victim interviews, as well as more succinct and timely communication among pertinent agencies. Additional eSCARS benefits include, but are not limited to: an agency’s ability to monitor the status of a SCAR, the ability to integrate with dispatching systems, access to historical SCARs, agency performance reports, the ability to provide statistical information and performance reports to management, and ultimately a means to better protect children through information sharing and teamwork.

3. **Program Components**

Proposals should describe the working relationships among the local district attorney’s office, the county child welfare department, and the sheriff’s office, and the Applicant’s ability to take a lead role in the establishment, implementation, and utilization of the
ES Program. The proposal should also describe the Applicant’s ability to administer and manage grant funds in coordination with the other agencies.

The first year of the ES Program will focus on the planning and development of the project. During year one, the participating entities will be identified and Operational Agreements (OAs) will be developed among the county’s district attorney’s office, the county’s child welfare department, and the county’s sheriff’s office. The OAs must be current and include start and end dates encompassing the three-year grant cycle. The OAs with the county child welfare department and the county sheriff’s office must be completed as part of the grant proposal, as stated in the eligibility section of this RFP. The Recipient of the grant should pursue OAs with other law enforcement agencies in the county who would be included in the ES Program.

The Los Angeles County DCFS has already successfully built and is utilizing the eSCARS platform. DCFS has a great deal of expertise, and is willing to assist Applicants in the development of an eSCARS in their counties.

Applicants need to reach out to Los Angeles County DCFS’s John E. Langstaff, Principal Information Systems Analyst, eSCARS Program Lead, when developing their proposals to discuss development, integration, implementation, and utilization of an eSCARS platform. This discussion should include the execution of an OA with Los Angeles County DCFS that clearly defines the roles and responsibilities in regard to acquiring/implementation of the eSCARS platform. Mr. Langstaff can be reached by phone or email at: (562) 345-6615 or langsj@dcfs.lacounty.gov.

Roles and responsibilities regarding the acquisition/implementation of the eSCARS platform include, but are not limited to, the following:

a) Obtain a copy of Los Angeles County DCFS’s eSCARS code and technical documentation to build and implement an eSCARS system within the Applicant’s own systems and infrastructure;

b) Develop an OA between the Applicant and Los Angeles County DCFS regarding agreed upon levels of consultation and support (including annual hours of Los Angeles County DCFS consultation, technical support and guidance, up to 240 hours); the cost of such consultation and support [billable at the total compensation rate (salary and employee benefits) for the staff providing the consultation or support, which is approximately $84 per hour] and the method of funds transfer between the Applicant and Los Angeles County DCFS; and

c) Work with Los Angeles County DCFS in their replication of the Applicant’s technical environment so that LA County consultants can effectively advise and support the Applicant’s development efforts. The cost to develop and maintain this separate environment will require additional hours and will vary per Applicant depending on available personnel; data environment; hardware needs, etc. During proposal development, Applicants must discuss with Mr. Langstaff.
the approximate number of additional hours their county may need for the
development and maintenance stage of the project. The cost of consultation and
support is approximately $84 per hour.

The second and third years of the ES Program should be focused on implementation
and operation of the project. Please note that ongoing collaboration with Los Angeles
County DCFS may continue to be necessary throughout the entire three-year
performance period. During the second and third years of the ES Program, Applicants
must develop a plan to sustain their eSCARS project after their ES Program funding
concludes.

4. Program Objectives

The purpose of the ES Program is to improve the system of information sharing among
the multidisciplinary agencies, and thus, agency response to child abuse and neglect. In
order to establish a successful program, it will be imperative to gain buy-in from the
governmental agencies involved, to build a strong collaborative team of agency
representatives, and to form a clear vision of what your ES Program will include and
how it will perform.

Objectives for the planning and development phase (Year One) of the ES Program are
as follows:

- Build a core collaborative team of representatives, that must include at a
minimum the following: the district attorney’s office, the county child welfare
department and the county sheriff’s office;
- Establish Operational Agreements with additional law enforcement agencies and
other relevant investigative agencies;
- Develop protocols to determine what SCAR information will be shared (in
concert with California Welfare and Institutions Code sections 18961.5 and
18961.6);
- Develop an OA with the Los Angeles County DCFS to build the systems and
infrastructure for the ES Program; and
- Submit an Advance Planning Document (APD) to and receive approval from the
California Department of Social Services (CDSS). CDSS will need to provide the
Applicant with:
  o Datamart of county CWS data required to update eSCARS; and
  o Word Macro or other technology to extract necessary data from fields in
CWS/CMS during the referral creation process in order to create the
eSCAR, SCAR document and to populate fields on the eSCARS website.

The second and third years of the Program will focus on implementation and operation.
Evaluation will be expected during all phases of the ES Program to assist in the success
of the Program. Applicants should implement the steps necessary to sustain their
eSCARS project after ES Program funding concludes.
Objectives for the second and third year will include:

- System Integration and beta-testing of the new eSCARS;
- Training staff for use of the system;
- Transition current SCAR system (e.g. paper) to electronic process for submission of Form SS-8572;
- Implementation and Operation of the eSCAR;
- Evaluation and continual improvement of the eSCAR; and
- Sustainability Plan.

5. Operational Agreements

The ES Program will interconnect with CWS/CMS. The Applicant must have a goal of ensuring the development of the ES into the CWS/CMS database. The Applicant must demonstrate the ability to proactively coordinate and secure OAs with the required collaborative agencies. It is mandatory that an OA be obtained among the local district attorney’s office, the county sheriff’s office, and the county child welfare department as part of the proposal for this grant. OAs with additional law enforcement agencies, and any other involved governmental agencies should be secured during the first three to six months of the first grant performance period.

Operational Agreements must be current for the grant award cycle and include a start and end date. The OAs must be secured to cover the entire three-year grant cycle (January 1, 2017 – December 31, 2019). They must be signed with original signatures by the Applicant agency’s individual authorized to sign the ES Program proposal. Other than the mandatory OAs that must be included with the grant proposal, OAs do not need to be submitted to Cal OES. However, they must be available for review by Cal OES staff during technical assistance visits, performance assessment visits and monitoring visits. All OAs must be listed on the Operational Agreements Summary Form (Cal OES 2-160), which must be completed and submitted to Cal OES within the first three to six months of the first grant performance period.

6. Progress Reports

Subrecipients are required to complete two Progress Reports for Cal OES. See chart below for report periods and due dates.

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<th>Report</th>
<th>Report Period</th>
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<tr>
<td>2nd Progress Report</td>
<td>July 1, 2017 – December 31, 2017</td>
<td>January 31, 2018</td>
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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’s standards. If you create your own Project and/or Budget Narrative forms, the format must duplicate the Cal OES templates which are formatted the following way: 1” margins on top, bottom, right and left; double spaced; Times New Roman 12 point font; and left justified. If a space limitation is specified under the Project Narrative section, strict adherence to the space limitation is required. Information included beyond the space limitation will not be reviewed.

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

It will be imperative that the child welfare department, district attorney’s office and sheriff’s office work together to make the ES Program successful. Communication should begin as early as possible to bring all the agencies on board. Operational Agreements (OAs) among the district attorney’s office, the county child welfare department, and the county sheriff’s office must be included in the proposal. The OAs should include language about how the lead agency will provide leadership and oversight to the project, and illustrate the roles and responsibilities among all pertinent agencies. OAs with other participating agencies should be obtained within the first three to six months of the first grant performance period.

The following ten (10) components are required for a complete proposal:

- Proposal 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 – COAOC Children's Justice Act (CJA) (Cal OES 2-104 c)
- Project Narrative (Cal OES 2-108)
• Project Budget (Including the Budget Narrative (Cal OES 2-107) and the Budget Forms (Cal OES 2-106 b))
• Proposal Appendix (refer to Part II, E)
• Operational Agreement between the district attorney’s office and county child welfare department
• Operational Agreement between the district attorney’s office and the county sheriff’s office

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:


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.

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 2-104c)

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;
• 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.
1. Problem Statement
   a. Describe the current process for cross reporting incidents of child abuse among county governmental agencies and any challenges or gaps that affect the sharing of information.
   b. Describe the current process of receiving Suspected Child Abuse Reports (SCARs) as it relates to the initiation of investigations.
   c. Describe the need for eSCARS and how it would impact and improve the SCAR system for information sharing in your county.
   d. Describe current information sharing among local law enforcement, child welfare, and the district attorney’s office in suspected child abuse cases.
   e. Describe how the implementation of the ES Program would improve protocols related to suspected child abuse reporting and investigations in your county.

2. Plan
   a. Describe steps that will be taken to build the team of required county governmental agencies.
   b. Describe the timeline for the planning and development phase of your ES project.
   c. Describe how the Applicant is collaborating with the Los Angeles County DCFS in its development and implementation of its ES project platform.
   d. Describe the process that will be used to determine what information will be shared and the systems of delivery among the participating agencies.
   e. Describe the efforts that will be made to research, develop and procure the technology necessary to build the infrastructure for the ES Program.
   f. Provide the plan for the implementation and operation of the ES Program in the Applicant’s county.
   g. Describe how the Applicant plans to sustain its eSCARS project after ES Program funding concludes.

3. Capabilities
   a. Describe the Applicant’s ability to act as the lead agency and to administer and manage grant funds in coordination with the other agencies and Los Angeles County DCFS.
b. Describe the roles and responsibilities of representatives from each of the county governmental agencies in the planning and development phase of the ES Program.

c. Describe your capabilities to collaborate with Los Angeles County DCFS in the acquisition/implementation of the eSCARS project.

d. Describe how the project will perform self-evaluation to identify needs and address improvement.

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 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’s 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 ES Program will have a three-year grant cycle, comprising three 12-month performance periods. The first performance period will begin January 1, 2017, and end on
December 31, 2017. Up to three proposals will be selected for funding, with every effort to fund two rural/suburban counties and one urban county (see below chart). Up to $200,000 will be available for each rural/suburban project, and up to $300,000 will be available to the urban project. Children’s Justice Act funding does not require match.

The first year will be focused on the planning and development of the project. Applicants should include in their budget expenses for the required collaboration with Los Angeles County DCFS. Additional expenses may include costs associated with the proposed project’s required participating entities (i.e., county’s district attorney’s office, the county’s child welfare department, and the county’s sheriff’s office).

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

2. Specific Budget Categories

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

a. Personal Services – Salaries/Employer 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, C.2.b. - Operating Expenses - paragraph two).

2) Benefits

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

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

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

b. Operating Expenses

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

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 Subaward 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) Summary Form [Section 4300]:**
  (other than the two mandatory OAs required, see page 9) *(Cal OES 2-160)*
  These documents must demonstrate a formal system of networking and coordination with other agencies and the Applicant. Please refer to the *Subrecipient Handbook*, Section 4300 for the list of required elements.
• Noncompetitive Bid Request (Cal OES 2-156) [if applicable]
• Out-of-State Travel Request (Cal OES 2-158) [if applicable]
• Project Service Area Information (Cal OES 2-154)
• Computer and Automated Systems Purchase Justification Guidelines (Cal OES 2-157) [if applicable]

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

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 SUBAWARD
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. Proposals are only evaluated numerically; no notes are taken during the evaluation. 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 Subaward Conditions may be placed in the Grant Subaward.

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. Please note: the Project Narrative
Electronic Suspected Child Abuse Report System (ES) Program

Cal OES 2-107, Budget Narrative (Cal OES 2-108), and Budget Pages (Cal OES 2-106) for the top-ranked proposal may be posted on the Cal OES website.

B. FINALIZING THE GRANT SUBAWARD

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 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 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 the execution of the Grant Subaward.

2. Processing Grant Subaward

   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/Subrecipient 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. The Applicant is not authorized to incur costs against the grant until a copy of the fully executed Grant Subaward 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 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 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 onsite 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 a 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 RFP 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 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.

D. BUDGET POLICY

This document summarizes information on Cal OES’s 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 RFP instructions. Project income cannot be used as matching funds, unless otherwise specified in the RFP 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 $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 SRH).

4. Match Requirements (SRH 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 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.

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 their 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 2236.1)

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

2) 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 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 (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 $650.00 (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) 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 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);
• 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 2-106b).

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.

• Rental Space for Training, Shelter, Counseling rooms, and Other Required Space (SRH 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 (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) 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.

2) 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.

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 RH 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 RFP 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 RFP 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 RFP instructions.

j. Professional License (SRH 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 (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 RFP 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 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](http://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:

Control #: ____________________  Rater #: ____________________  
Applicant:  ________________________________________________________________  
Funds Requested:___________________________________________________________________  

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>TOTAL POINTS POSSIBLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. PROBLEM STATEMENT</td>
<td>100</td>
</tr>
<tr>
<td>2. PLAN</td>
<td>280</td>
</tr>
<tr>
<td>3. CAPABILITIES</td>
<td>80</td>
</tr>
<tr>
<td>4. BUDGET</td>
<td>40</td>
</tr>
<tr>
<td>5. COMPREHENSIVE ASSESSMENT</td>
<td>100</td>
</tr>
<tr>
<td>TOTAL</td>
<td>600</td>
</tr>
</tbody>
</table>

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.
1. **PROBLEM STATEMENT**
(Maximum 100 points)

<table>
<thead>
<tr>
<th></th>
<th>I</th>
<th>II</th>
<th>III</th>
<th>IV</th>
<th>V</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>0</td>
<td>5</td>
<td>10</td>
<td>15</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>How well does the Applicant describe the current process for cross reporting incidents of child abuse among county governmental agencies and any challenges or gaps that affect the sharing of information?</td>
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<tr>
<th></th>
<th>0</th>
<th>10</th>
<th>20</th>
<th>30</th>
<th>40</th>
</tr>
</thead>
<tbody>
<tr>
<td>b.</td>
<td>How well does the Applicant describe the current process of receiving Suspected Child Abuse Reports (SCARs) as it relates to the initiation of investigations?</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>c.</td>
<td>How well does the Applicant describe the need for eSCARS and how it would impact and improve the SCAR system for information sharing in its county?</td>
<td></td>
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<tr>
<td>d.</td>
<td>How well does the Applicant describe current information sharing among law enforcement, child welfare, and the district attorney’s office in suspected child abuse cases?</td>
<td></td>
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<tr>
<td>e.</td>
<td>How well does the Applicant describe how the implementation of the ES Program would improve protocols related to suspected child abuse reporting and investigations in its county?</td>
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</table>

2. **PLAN**
(Maximum 280 points)

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<th>I</th>
<th>II</th>
<th>III</th>
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<tbody>
<tr>
<td>a.</td>
<td>0</td>
<td>10</td>
<td>20</td>
<td>30</td>
<td>40</td>
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<tr>
<td></td>
<td>How well does the Applicant describe steps that will be taken to build the team of required county governmental agencies?</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th></th>
<th>0</th>
<th>10</th>
<th>20</th>
<th>30</th>
<th>40</th>
</tr>
</thead>
<tbody>
<tr>
<td>b.</td>
<td>How well does the Applicant describe the timeline for the planning and development phase of its ES project?</td>
<td></td>
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<tr>
<td>c.</td>
<td>How well does the Applicant describe how it is collaborating with the Los Angeles County DCFS in its development and implementation of its ES project platform?</td>
<td></td>
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<tr>
<td>d.</td>
<td>How well does the Applicant describe the process that will be used to determine what information will be shared and the systems of delivery among participating agencies?</td>
<td></td>
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<tr>
<td>e.</td>
<td>How well does the Applicant describe the efforts that will be made to research, develop and procure the technology necessary to build the infrastructure for the ES Program?</td>
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</table>
### 3. CAPABILITIES (Maximum 80 points)

<table>
<thead>
<tr>
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<th>I</th>
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</thead>
<tbody>
<tr>
<td>f.</td>
<td>How well does the Applicant provide the plan for the implementation and operation of the ES Program in its county?</td>
<td>0</td>
<td>10</td>
<td>20</td>
<td>30</td>
</tr>
<tr>
<td>g.</td>
<td>How well does the Applicant describe how it plans to sustain its eSCARS project after ES Program funding concludes?</td>
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</table>

### 4. BUDGET, including Budget Narrative (Maximum 40 points)

<table>
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<tr>
<th></th>
<th>I</th>
<th>II</th>
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<th>IV</th>
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</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>How well does the Budget Narrative support the proposal objectives and activities, and the intent and requirements of the Program?</td>
<td>0</td>
<td>5</td>
<td>10</td>
<td>15</td>
</tr>
<tr>
<td>b.</td>
<td>How well are the funds allocated in the Budget Category Forms? How well do the line items support the proposal plan, objectives, and activities of the Program?</td>
<td></td>
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</table>

### 5. COMPREHENSIVE ASSESSMENT (Maximum 100 points)

<table>
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<th>II</th>
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<th>IV</th>
<th>V</th>
</tr>
</thead>
<tbody>
<tr>
<td>How well does this proposal support the overall intent, goals, and purpose of the Program?</td>
<td>0</td>
<td>25</td>
<td>50</td>
<td>75</td>
<td>100</td>
</tr>
<tr>
<td>TERM</td>
<td>DEFINITION</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>-------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
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</tr>
<tr>
<td>Activity</td>
<td>The specific steps or actions that a project takes to achieve a measurable objective.</td>
<td></td>
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</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>
<td></td>
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<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>
<td></td>
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<tr>
<td>CFR</td>
<td>Code of Federal Regulations</td>
<td></td>
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<tr>
<td>Community-based Organization (CBO)</td>
<td>A nonprofit, public benefit corporation.</td>
<td></td>
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<tr>
<td>Competitive Bid</td>
<td>A contract process used when all suppliers are equally or nearly equally qualified to provide the services.</td>
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</tr>
<tr>
<td>Equal Employment Opportunity Plan (EEOP)</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>
<td></td>
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</tr>
<tr>
<td>Equal Employment Opportunity (EEO) Checklists</td>
<td>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 Subrecipients are in compliance with state and federal Civil Rights Laws.</td>
<td></td>
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</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>
<td></td>
<td></td>
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</tr>
<tr>
<td>Grant Funding Cycle</td>
<td>The number of years a program may be funded without competition.</td>
<td></td>
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</tr>
<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>
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<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>
<td></td>
<td></td>
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</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>
<td></td>
<td></td>
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</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>
<td></td>
<td></td>
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</tr>
<tr>
<td>Nonprofit Organization (aka Community-Based Organization)</td>
<td>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:</td>
<td></td>
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</table>

(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
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>nonprofit affiliate.</td>
<td></td>
</tr>
<tr>
<td>Objectives</td>
<td>A set of quantifiable projections to be carried out in order to accomplish the Program goals.</td>
</tr>
<tr>
<td>On Site</td>
<td>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.”</td>
</tr>
<tr>
<td>Operational Agreement (OA)</td>
<td>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.</td>
</tr>
<tr>
<td>Participating Agency</td>
<td>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.</td>
</tr>
<tr>
<td>Participating Staff</td>
<td>A salaried employee of a Participating Agency.</td>
</tr>
<tr>
<td>Program</td>
<td>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.</td>
</tr>
<tr>
<td>Project</td>
<td>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.</td>
</tr>
<tr>
<td>Proposal</td>
<td>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.</td>
</tr>
<tr>
<td>Request for Application (RFA)</td>
<td>The RFA is a noncompetitive process issued by Cal OES to obtain applications from Applicants previously selected for funding.</td>
</tr>
<tr>
<td>Request for Proposal (RFP)</td>
<td>The RFP is issued by Cal OES to solicit competitive proposals in order to select projects for funding.</td>
</tr>
<tr>
<td>Single Source</td>
<td>This term has been replaced by the term &quot;noncompetitive bid.&quot;</td>
</tr>
<tr>
<td>Term</td>
<td>Description</td>
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<tr>
<td>--------------------------</td>
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</tr>
<tr>
<td>Sole Source</td>
<td>This term has been replaced by the term &quot;noncompetitive bid.&quot;</td>
</tr>
<tr>
<td>Source Documentation</td>
<td>Records that validate project activities and achievements as they pertain to the objectives outlined in the Grant Subaward.</td>
</tr>
<tr>
<td>Subrecipient Handbook</td>
<td>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 Subrecipient Handbook 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.” The Subrecipient Handbook was previously called the Grantee Handbook.</td>
</tr>
<tr>
<td>Subrecipient or Administering Agency</td>
<td>The agency or organization designated on the Grant Subaward 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).</td>
</tr>
<tr>
<td>Supplanting</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>Terms of the Program</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>USC</td>
<td>United States Code</td>
</tr>
</tbody>
</table>