



September 21, 2015

TO: ALL INTERESTED PARTIES

RE: HUMAN TRAFFICKING VICTIM ASSISTANCE PROGRAM  
FISCAL YEAR 2015-2016 REQUEST FOR PROPOSAL

The California Governor's Office of Emergency Services (Cal OES), Criminal Justice/Emergency Management & Victim Services Branch, is soliciting proposals for the Human Trafficking Victim Assistance (HV) Program for fiscal year 2015-2016.

The purpose of the HV Program is to help human trafficking victims recover from the trauma they experienced and assist with reintegration into society. This will be accomplished by providing safety and supportive services.

Approximately \$10,000,000 is available for 2015-2016. It is anticipated that ten proposals will be selected for funding and receive an allocation of up to \$1,000,000 for a 24-month grant period, beginning January 1, 2016, and ending December 31, 2017.

Proposals will be rated and ranked competitively. Applicants should read the Request for Proposal (RFP) carefully to ensure proposals contain required elements. Please refer to the RFP for the proposal due date and submission options.

**PLEASE NOTE:** Due to the changes in the new Super Circular 2 CFR. 200, the 2015 Recipient Handbook (RH) will not be released until the Fall of 2015. Until that time, you may continue to use the 2014 RH. However, some changes that will eventually be included in the 2015 RH were made to this document; therefore, this document supersedes the 2014 RH.

Questions regarding this RFP must be submitted in writing to Diana Mazuka, Program Specialist, via email at [Diana.Mazuka@caloes.ca.gov](mailto:Diana.Mazuka@caloes.ca.gov). Thank you for your interest in this Program and we look forward to working with you.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark S. Ghilarducci". The signature is fluid and cursive, with a long horizontal stroke at the end.

MARK S. GHILARDUCCI  
Director

# HUMAN TRAFFICKING VICTIM ASSISTANCE PROGRAM

## TABLE OF CONTENTS

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### I. OVERVIEW

A.	INTRODUCTION .....	1
B.	CONTACT INFORMATION .....	1
C.	PROPOSAL DUE DATE AND SUBMISSION OPTIONS .....	1
D.	ELIGIBILITY .....	2
E.	FUNDS.....	2
F.	PROGRAM INFORMATION .....	3

### II. RFP INSTRUCTIONS

A.	PREPARING A PROPOSAL.....	7
B.	CERTIFICATION OF ASSURANCE OF COMPLIANCE .....	8
C.	PROJECT NARRATIVE.....	8
	1. Problem Statement .....	8
	2. Plan.....	8
	3. Capabilities .....	9
D.	PROJECT BUDGET .....	9
	1. Budget Narrative .....	10
	2. Specific Budget Categories.....	10
E.	PROPOSAL APPENDIX .....	12

### III. POLICIES AND PROCEDURES

A.	SELECTION OF PROPOSAL FOR FUNDING .....	14
	1. Proposal Rating .....	14
	2. Funding Recommendation.....	14
	3. Notification Process .....	14
B.	FINALIZING THE GRANT AWARD .....	15
	1. Standard Project Funding Authority .....	15
	2. Processing Grant Awards .....	15
C.	ADMINISTRATIVE REQUIREMENTS .....	16
	1. The <i>Recipient Handbook</i> .....	16
	2. Communications .....	16
	3. Progress Reports and Data Collection.....	16
	4. Monthly/Quarterly Report of Expenditures and Request for Funds .....	16
	5. Technical Assistance and Site Visits .....	17
	6. Monitoring Requirements.....	17
	7. Audit Requirements .....	17
	8. Source Documentation .....	17
	9. Fidelity Bond .....	17
	10. Copyrights, Rights in Data, and Patents .....	18
D.	BUDGET POLICY .....	18
	1. Supplanting Prohibited.....	18
	2. Project Income .....	18
	3. Methods of Contracting and/or Procurement .....	18
	4. Match Requirements.....	19
	5. Travel Policies.....	19
	6. Participating Staff.....	21

7. Independent Contractor or Consultant Services .....	21
8. Facility Rental .....	22
9. Rented or Leased Equipment .....	22
10. Indirect Costs/Administrative Overhead.....	23
11. Audit Costs.....	23
12. Equipment.....	23
13. Prohibited Expense Items .....	25

IV. [ATTACHMENTS](#)

A. <a href="#">PROPOSAL FORMS</a> (including web links).....	27
B. <a href="#">RATING FORM</a> .....	28
C. <a href="#">SUMMARY OF THE PAST PERFORMANCE POLICY</a> .....	32
D. <a href="#">GLOSSARY OF TERMS</a> .....	35

## HUMAN TRAFFICKING VICTIM ASSISTANCE PROGRAM

### PART I – OVERVIEW

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

#### A. INTRODUCTION

This Request for Proposal (RFP) provides the information and forms necessary to prepare a proposal for California Governor’s Office of Emergency Services (Cal OES) grant funds. The terms and conditions described in this RFP supersede previous RFPs and conflicting provisions stated in the *Recipient Handbook*. The *Recipient Handbook* provides helpful information for developing the application and is accessible on our website at [www.caloes.ca.gov](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 “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:

Diana Mazuka, Program Specialist  
Victim/Witness Unit  
[Diana.Mazuka@caloes.ca.gov](mailto:Diana.Mazuka@caloes.ca.gov)

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

#### C. PROPOSAL DUE DATE AND SUBMISSION OPTIONS

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

Regular or overnight mail, postmarked by **Monday, November 9, 2015, OR** hand-delivered by 5:00 p.m. on **Monday, November 9, 2015,** to:

California Governor’s Office of Emergency Services  
Criminal Justice/Emergency Management & Victim Services Branch  
3650 Schriever Avenue  
Mather, CA 95655  
Attn: Human Trafficking Victim Assistance Program – Victim/Witness Unit

## D. ELIGIBILITY

In order to be eligible to receive funding through the Human Trafficking Victim Assistance (HV) Program, agencies must meet the following criteria:

### 1. Active Nonprofit Organization

Applicants must be an active California nonprofit corporation in good standing – the Proposal Appendix must include a copy of one of the following forms:

- IRS Form 990
- State of California Franchise Tax Board Form 199
- State of California Board of Charitable Trust Form

### 2. Human Trafficking Expertise

Applicants must:

- Employ a minimum of one individual who is a Human Trafficking Caseworker, pursuant to Evidence Code § 1038.2; and
- Provide housing assistance and counseling to human trafficking victims.

The Proposal Appendix must include a letter, signed by the Executive Director of the organization, which:

- Certifies the agency employs a minimum of one individual who is a Human Trafficking Caseworker and describes how that individual meets the requirement of Evidence Code § 1038.2; and
- Certifies the agency currently provides housing assistance and counseling to human trafficking victims and briefly describes these services.

### 3. Community Support

The Proposal Appendix must include letters of support from community partners. A maximum of ten letters may be submitted.

### 4. Minimum Score

Only proposals with a score of 300 points or above are eligible to receive funding through the HV Program.

## E. FUNDS

### 1. Funding Amount/Grant Period

Each project will be eligible for up to \$1,000,000 for a 24-month grant period commencing January 1, 2016, and ending December 31, 2017. Applicants should request less when appropriate.

## 2. Source of Funds

The HV Program is supported with state funds through the Human Trafficking Victim Assistance Fund. These funds do not require a local match.

## F. PROGRAM INFORMATION

### 1. Background Information

Human trafficking is the fastest growing criminal enterprise and is estimated to be a \$32 billion-a-year global industry. It is considered to be the world's second most profitable criminal enterprise, falling just after drug trafficking.

Statistics on human trafficking victims and arrests here in California are unreliable because human trafficking is under identified and under reported. Cases that could qualify as human trafficking under Penal Code § 236.1 are often misidentified and investigated and prosecuted under related charges such as prostitution and pimping. In addition, victims are reluctant to come forward out of fear of prosecution, deportation, and/or physical harm to family.

Even with the challenges described above, California's nine regional human trafficking task forces identified more than 1200 human trafficking victims between 2010 and mid-2012. These victims need specialized intensive services to recover and rebuild their lives.

In June 2015 Governor Jerry Brown responded to this need and signed the 2015 Budget Act which included \$10 million dollars of Restitution funds to provide comprehensive services to human trafficking victims in California.

### 2. Program Purpose

The purpose of the HV Program is to help human trafficking victims recover from the trauma they experienced and assist with reintegration into society. This will be accomplished by providing safety and supportive services. Services provided include a 24-hour crisis hotline, emergency shelter, temporary housing, emergency food/clothing, counseling, referrals to existing community resources, transportation, and legal assistance.

For the purposes of this RFP, human trafficking is defined as the control of a person, through force, fraud, or coercion, for the purpose of commercial sex and/or labor.

### 3. Program Components

#### a. Case Management/Services to Victims

Using a trauma-informed, culturally-sensitive approach, Human Trafficking Caseworkers, pursuant to Evidence Code § 1038.2, must provide intensive case management for human trafficking victims and their children. The Human Trafficking Caseworker must do an initial intake assessment to identify the emergency needs of the victim (e.g., food, shelter, and clothing) and any safety

concerns. Victims must then receive assistance from an attorney to identify/evaluate any legal needs and receive information to assist the victim on deciding how to proceed. At a minimum, Recipients **must** offer the following services:

1) Twenty-four Hour Crisis Hotline

Recipients must provide a 24-hour crisis hotline; 7-days per week. Immediate crisis intervention and assistance to human trafficking victims must be provided through this telephone response by agency staff and/or volunteers who are trained as Human Trafficking Case Workers, pursuant to Evidence Code §1038.2. Agencies may collaborate to provide this service.

2) Emergency Shelter

Recipients must provide staffed, confidential emergency shelter services for human trafficking victims or an established referral system for shelter on a 24-hour, seven day a week basis.

3) Temporary Housing

Recipients must provide non-emergency housing for a period of up to 24 months. This requirement may be met by the development and implementation of written Operational Agreements (OAs) with appropriate community organizations.

4) Emergency Food/Clothing

Recipients must provide a means for responding to the immediate food and clothing needs of human trafficking victims and their children. This requirement may be met by the development and implementation of written OAs with appropriate community organizations.

5) Counseling

Recipients must provide individual counseling for human trafficking victims, using a trauma-informed approach. Paid or volunteer Human Trafficking Caseworkers, pursuant to Evidence Code 1038.2, may provide this service. The counseling requirement may also be met by the development and implementation of written procedures for referrals to qualified professional counselors with experience working with human trafficking victims.

6) Referrals to Existing Community Resources

Recipients must maintain knowledge of local community resources and connect victims to these resources as appropriate.

7) Transportation

Recipients must provide a means for emergency transportation to shelters or other places of safety as appropriate for human trafficking victims. The project should also provide a means for human trafficking victims to receive non-emergency transportation.

8) Legal Assistance

Recipients must provide legal services to human trafficking victims. These services need to be provided by an attorney and must include, but are not limited to, the following:

- Establishing eligibility for refugee benefits
- Filing for T-Visas created specifically for victims of trafficking
- Preparation for criminal trials
- Representation in removal proceedings
- Advocacy to protect rights as victim and/or witnesses
- Obtaining restraining orders against traffickers
- Obtaining child custody orders
- Record Expungement

This may be accomplished through coordination with pro bono attorneys or by attorneys employed by the agency.

b. Emergency Financial Assistance

Recipients may use up to five percent of their total grant funds to provide financial intervention for a victim-related need such as relocation expenses, court/legal fees, or medical care. If funds are provided directly to victims, Recipients must follow the procedure outlined in Recipient Handbook § 2235.2.

c. Evaluation

Recipients must develop a method for evaluating the services provided to human trafficking victims and the impact of the HV Program.

d. Training of Staff

Recipients must ensure staff working with human trafficking victims qualify as Human Trafficking Caseworkers pursuant to Evidence Code § 1038.2. Documentation verifying the appropriate training has been received must be kept on file for all paid and volunteer Human Trafficking Caseworkers.

e. Operational Agreements

The Recipient must have Operational Agreements (OAs) with agencies, in the agency’s service area, in the following disciplines:

- Local Law Enforcement
- District Attorney’s Office(s)
- Victim/Witness Assistance Program(s)
- Domestic violence service providers
- Sexual assault service providers
- Community-based organizations that work with human trafficking victims and their children
- Existing or new Cal OES-funded projects that serve human trafficking victims

OAs must contain original signatures, titles and agency names for both parties and include dates effective for the proposed grant period. These documents must demonstrate a formal system of networking and coordination with other agencies and the Applicant.

Submission of a copy of each OA is not required with the grant application. However, the grant award application must include an Operational Agreements Summary (Cal OES 2-160) form which delineates the agencies and timeframes for each operational agreement in effect to support the required services under the HV Program.

**OAs must have an effective period of no more than three years.** OAs must be on file with the project and available for review by Cal OES staff during a site, monitoring and/or technical assistance visit.

f. Progress Reports

Progress Reports serve as a record for the implementation of the project. It documents the project’s progress in achieving the objectives in accordance with the terms of the Program, enables the Recipient to identify problems encountered in the implementation of the project, and provides the opportunity to request technical assistance from Cal OES regarding the HV Program grant. Statistics for Progress Reports must be collected on a quarterly basis, even when reporting occurs less frequently.

Two HV Program Progress Reports must be submitted throughout the grant period no later than the due dates below:

	Report Period	DUE
1st Progress Report	January 2016 – June 2016	July 31, 2016
2 <sup>nd</sup> Progress Report	January 2016 – December 2016	January 31, 2017
3 <sup>rd</sup> Progress Report	January 2017 – June 2017	July 31, 2017
Final Progress Report	January 2017 – December 2017	January 31, 2018

## HUMAN TRAFFICKING VICTIM ASSISTANCE PROGRAM

### PART II – RFP INSTRUCTIONS

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

#### B. 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](http://www.caloes.ca.gov). The forms must be printed on plain white 8½" x 11" paper for the proposal. The Project and Budget Narrative templates provided on the website are formatted to Cal OES standards. If you create your own Project and/or Budget Narrative forms, the format must duplicate the Cal OES templates and not allow for more space than provided by Cal OES. If a space limitation is specified for a component, strict adherence to the space limitation is required.

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

The following nine components are required for a complete proposal:

- Proposal Cover Sheet (included in Part IV)
- Letter Certifying Eligibility
- Grant Award Face Sheet (Cal OES 2-101)
- Project Contact Information (Cal OES 2-102)
- Signature Authorization and Instructions (Cal OES 2-103)
- Certification of Assurance of Compliance – (Cal OES 2-104)
- Project Narrative (Cal OES 2-108)
- Project Budget (Including the Budget Narrative (Cal OES 2-107) and the Budget Forms (Cal OES 2-106 a))
- Proposal Appendix (refer to Part II, E)

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:

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

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

Copies of the proposal must be assembled separately and individually fastened in the upper left corner. ***Do not bind the proposal.***

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

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

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

D. 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 (Maximum 4 Pages)

- a. Define and describe the demographics of your service area.
- b. Describe the problem of human trafficking in your service area including statistics on type of trafficking (e.g., labor or sex).
- c. Describe the specific demographics of human trafficking victims your agency served in the past six months.
- d. Describe the unique challenges in serving human trafficking victims.
- e. Describe the mission and goals of your agency and how that aligns with the goals of the HV Program.

2. Plan (Maximum 10 Pages)

- a. Describe what your agency considers best-practice when providing services to human trafficking victims.
- b. Describe your agency's plan to provide a 24-hour crisis hotline for human trafficking victims and how your agency plans to publicize this service.

- c. Describe your agency's plan to provide shelter to human trafficking victims, including a description of any physical structures, including the number of victims your agency plans to shelter during the first year of operation.
- d. Describe your agency's plan to provide counseling to human trafficking victims, including the number of victims your agency plans to provide counseling to during the first year of operation.
- e. Describe your agency's plan to provide legal services to human trafficking victims, including the number of victims your agency plans to provide legal services to during the first year of operation.
- f. Describe your agency's plan for evaluating the services provided to human trafficking victims and the impact of the HV Program.

### 3. Capabilities (Maximum 6 Pages)

- a. Describe your agency's expertise in serving human trafficking victims.
- b. Describe your agency's capacity to implement each of the Program Components.
- c. Describe how human trafficking victims access your services.
- d. Describe your agency's capacity to provide the required services to human trafficking victims within the first six months of operation.
- e. Describe your agency's existing service protocols.
- f. Describe the qualifications of staff that serve human trafficking victims.
- g. Describe how your agency collaborates with other agencies/organizations in the service area to identify and provide direct services to human trafficking victims.

## E. PROJECT BUDGET

The purpose of the Project Budget is to demonstrate how the Applicant will implement the proposed plan with the funds available through this Program. The budget is the basis for management, fiscal review, and audit. Project costs must be directly related to the objectives and activities of the project. The budget must cover the entire grant period. In the budget, include **only** those items covered by grant funds, including match funds, when applicable. Projects may supplement grant funds with funds from other sources. However, since approved line items are subject to audit, Applicants should not include in the Project Budget matching funds (if applicable) in excess of the required match. Budgets are subject to Cal OES modifications and approval.

Cal OES requires the Applicant to develop a **line-item** budget which will enable the project to meet the intent and requirements of the Program and ensure the successful and cost-effective implementation of the project. The Applicant should prepare a realistic and prudent budget avoiding unnecessary or unusual expenditures which detract from the accomplishment of the objectives and activities of the project.

**Note:** The following information is provided to assist in the preparation of the budget:

- Strict adherence to required and prohibited items is expected.

- Where the Applicant does not budget for a required item, the Applicant assumes responsibility.
- Failure of the Applicant to include required budget items does not eliminate responsibility to comply with those requirements during the implementation of the project.

The Applicant should refer to the *Recipient Handbook* for additional information concerning Cal OES budget policy or to determine if specific proposed expenses are allowable. The *Recipient Handbook* is accessible on our website at [www.caloes.ca.gov](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 “Handbooks, Reports & Publications.” Should you have additional budget questions, contact the person listed in Part I, section B.

## 1. Budget Narrative

The Applicant is required to submit a narrative with the Project Budget. The narrative must be typed and placed in the 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 for each of the following three budget categories:

### a. Personal Services – Salaries/Employee Benefits

#### 1) Salaries

Personal services include services performed by project staff directly employed by the Applicant and must be identified by position and percentage of salaries. They may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must also be budgeted as a part of salaries. If the Applicant’s personnel have accrued sick leave or vacation time prior to the approval

of grant funding, they may not take time off using project funds. Salaries for staff not directly employed by the Applicant must be shown as participating staff (see *Recipient Handbook*, Section 4500) in the Operating Expenses Category. Consultant services remain under Operating Expenses (refer to Part II, C.2.b. - Operating Expenses - paragraph two).

## 2) Benefits

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

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

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

## b. Operating Expenses

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

The following items fall within this category: consultant services such as subcontractors, participating staff who are not employed by the Applicant, travel, office supplies, training materials, research forms, equipment maintenance, software equipment rental/lease, telephone, postage, printing, facility rental, vehicle maintenance, answering service fees, and other consumable items. Furniture and office equipment with a cost of less than \$5,000 (excluding tax,) and/or with a useful life of less than one year fall within this category. Otherwise, these fall under equipment expenses.

Salaries for staff not directly employed by the Applicant must be shown as consultant and/or participating staff costs (whichever is applicable per *Recipient Handbook*, Sections 3710 and 4500), under the Operating Expenses category. These costs must be supported by an Operational Agreement (OA), which must be kept on file by the Recipient and made available for review during a Cal OES site visit, a monitoring visit, or an audit. In the case of grants

being passed through a Recipient to be operated by another agency, the staff from the second agency will be shown in the Operating Expenses Category.

Budget for anticipated training related to the project. The Applicant must include sufficient per diem and travel allocations for person(s) to attend required Cal OES training conferences or workshops.

c. Equipment

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

A line item is required for different types of equipment, but not for each specific piece of equipment (e.g., three laser jet printers must be one line item, not three).

**NOTE:** The left column of each budget category on the spreadsheet requires line-item detail including the calculation and justification for the expense. Enter the **whole dollar amount only** (no cents) on each line item and the match amount (if applicable) in the correct column of the Budget Category form. You may add extra rows if necessary. The spreadsheets automatically calculate the subtotal at the end of each budget category and provide the total of the three spreadsheets at the bottom of the Equipment page. The total of the budget including each funding source and/or match amount must correspond to the amount of the Total Project Cost (Block 12G) on the Grant Award Face Sheet.

F. PROPOSAL APPENDIX

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

- Organizational Chart:  
The Organizational Chart should clearly depict the structure of the Applicant organization and the specific unit within the organization responsible for the implementation of the project. This chart should also depict supporting units within the organization (e.g., the Accounting Unit) and the lines of authority within the organization. Job titles on the Organizational Chart must match those in the Budget and Budget Narrative.
- Operational Agreement (OA) [Section 4300]:  
Operational Agreements with agencies/organizations identified in Part I (page X) of this RFP must be included. Please refer to the Recipient Handbook, Section 4300 for the list of required elements.
- Letters of Support
- Job Descriptions for Proposed Staff  
Job descriptions should match all positions listed in the Budget and Budget Narrative.
- Noncompetitive Bid Request (Cal OES 2-156) [if applicable]

- Out-of-State Travel Request (Cal OES 2-158) [if applicable]
- Emergency Fund Procedures (Cal OES 2-153) [if applicable]
- Computer and Automated Systems Purchase Justification Guidelines (Cal OES 2-157) [if applicable]

Click the link below to access Cal OES forms or go to [www.caloes.ca.gov](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:

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

## HUMAN TRAFFICKING VICTIM ASSISTANCE PROGRAM

### PART III – POLICIES AND PROCEDURES

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

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

#### B. SELECTION OF PROPOSAL FOR FUNDING

##### 1. Proposal Rating

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

##### 2. Funding Recommendation

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

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

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

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

See RFP Appendix for additional information.

##### 3. Notification Process

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

## C. FINALIZING THE GRANT AWARD

### 1. Standard Project Funding Authority

**Allocation of funds is contingent on the enactment of the State Budget.**

Cal OES does not have the authority to disburse funds until the budget is passed and the Grant Award is fully executed. Expenditures incurred prior to authorization are made at the Recipient's own risk and may be disallowed. Cal OES employees are not able to authorize an Applicant to incur expenses or financial obligations prior to the execution of a Grant Award. However, once the Grant Award is finalized the Recipient may claim reimbursement for expenses incurred on, or subsequent to, the start of the grant award period.

If, during the term of the Grant Award, the state and/or federal funds appropriated for the purposes of the Grant Award are reduced or eliminated by the California Legislature or the United States Government, or in the event revenues are not collected at the level appropriated, Cal OES may immediately terminate or reduce the Grant Award by written notice to the Recipient. However, no such termination or reduction shall apply to allowable costs already incurred by the Recipient to the extent state or federal funds are available for payment of such costs.

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

### 2. Processing Grant Awards

#### a. Grant Award Conditions

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

#### b. Grant Award Amounts

When the amount of funds available is limited, Cal OES may reduce the amount of the Grant Award from the amount requested by the Applicant. In addition, Cal OES reserves the right to negotiate budgetary changes with the Applicant prior to executing the Grant Award. If either of these actions is required, Cal OES will notify the Applicant prior to executing the Grant Award.

#### c. Grant Award

A copy of the executed Grant Award and pertinent attachments will be sent to the Project Director. The Applicant is not authorized to incur costs against the grant until a copy of the fully executed Grant Award is received. When the

executed grant is received a Report of Expenditures and Request for Funds (Cal OES 2-201) may be submitted for reimbursement.

#### D. ADMINISTRATIVE REQUIREMENTS

The following requirements apply to projects selected for funding and are explained below for the Recipient's planning purposes.

1. The *Recipient Handbook (RH)*

The *Recipient Handbook* is accessible on our website at [www.caloes.ca.gov](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 "Handbooks, Reports & Publications." The *Recipient Handbook* contains administrative information and requirements necessary to implement the project. Recipients must administer their grants in accordance with the *Recipient Handbook* requirements. Failure to comply with these requirements can result in the withholding or termination of the Grant Award.

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

2. Communications (*RH 11500*)

Projects must maintain a current telephone number and internet access with an e-mail address (see Section 2340.1), as well as a current postal address and physical location within the State of California.

3. Progress Reports and Data Collection (*RH 10100*)

Funded projects are required to participate in data collection and to submit Progress Reports required by the Program. Projects are required to keep accurate records to document the information reported in the Progress Reports. The records must be kept by the project for a period of seven years. During site/monitoring visits, Cal OES will review these records for accuracy and compare them with the reported data submitted on the Progress Reports.

4. Monthly/Quarterly Report of Expenditures and Request for Funds (*RH 6310*)

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

5. Technical Assistance and Site Visits (*RH 10200-10300*)

Funded projects are assigned a Cal OES Program Specialist to oversee the progress of the project in achieving its goals, objectives and compliance with the Grant Award. Program Specialists are available to assist the Recipient in the successful implementation of the project and in meeting the administrative requirements of the Grant Award. New projects should expect a site visit from the assigned Program Specialist within the first six months of the grant period. Follow-up site visits will be conducted periodically throughout the life of the grant. Projects may request a site visit to obtain technical assistance.

6. Monitoring Requirements (*RH 10400*)

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

7. Audit Requirements (*RH 8100*)

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

8. Source Documentation (*RH 10111*)

Recipients will be required to maintain source documentation to support claimed expenditures and project accomplishments. Source documentation is defined as records used to validate project activities and achievements pertaining to the objectives outlined in the Grant Award. Recipients are to retain source documentation for Progress Reports on a quarterly basis, regardless of submission requirements. Requirements and definitions for program-specific source documentation are delineated in the RFP instructions. Recipients will be required to have written job descriptions on file for positions funded by Cal OES detailing specific grant-related activities to achieve project objectives.

9. Fidelity Bond (*RH 2160*)

Private CBOs and American Indian organizations are required to obtain and send to Cal OES a copy of a blanket fidelity bond or equivalent insurance contract applicable to officials and employees of Cal OES-funded projects within 60 days of the signed Grant Award. Failure to comply with this requirement may result in the withholding of grant funds or termination of the Grant Award. The beneficiary named on the bond or an endorsement must include the "State of California, California Governor's Office of Emergency Services" and include the Grant Award number for identification purposes.

The time period covered by the bond must include the effective date and total time period of the grant, including extensions. The bond must be in an amount equal to 50

percent (50%) of the total grant award and may have a deductible in an amount not to exceed one percent (1%) of the bond.

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

10. Copyrights, Rights in Data, and Patents (*RH 5300-5400*)

Cal OES owns rights of and reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, and use, in whole or in part, material produced by activities supported by a Grant Award. These ownership rights are detailed in the *Recipient Handbook*.

E. BUDGET POLICY

This document summarizes information on Cal OES Budget Policy contained in the *Recipient Handbook*. Additional information may be obtained by accessing the *Recipient Handbook* at [www.caloes.ca.gov](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 “Handbooks, Reports & Publications.”

1. Supplanting Prohibited (*RH 1330*)

Grant funds must be used to supplement existing funds for Program activities and *not replace* funds appropriated for the same purpose. If selected for funding, a written certification must be provided to Cal OES indicating grant funds will not be used to supplant existing funds. Potential supplanting will be the subject of application review, post-award monitoring, and audit.

2. Project Income (*RH 6610*)

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

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

A competitive bid process is required to purchase equipment or consultant services with grant funds. Noncompetitive bid contracts are disfavored. Noncompetitive bid request approval by Cal OES program staff is required prior to the purchase of equipment in excess of \$5,000, or to hire a specific consultant charging over \$650 per day. Local units of government may use their approved procurement policy except for contracts over \$50,000 which requires prior Cal OES approval. For organizations without a written procurement policy, a competitive bid process involves determining the specifications for the items needed and obtaining at least

three bids from different vendors. Whenever a specific individual/organization name is identified in the Project Budget, a narrative describing the competitive bid process or a sole-source procurement (noncompetitive bid) request will be required. Cal OES will provide assistance in submitting a noncompetitive bid request if the proposal is selected for funding and if Cal OES determines it is in the best interest of the project. These procedures do not apply to funds shared with participating agencies under the terms of an Operational Agreement (see Section 4500, *Recipient Handbook*).

4. Match Requirements (*RH 6500*)

The RFP Instructions (Part II) may specify a cash or in-kind match. When used to augment the project, expenditures for items such as Personal Services, Operating Expenses, or Equipment are considered match if not in violation of the prohibition on supplanting. Match must be specified in the budget and will become part of the Grant Award. Specific instructions for calculating the match are provided below. There are examples of how to calculate the match requirement in Sections 6550-6550.2 of the *Recipient Handbook*.

5. Travel Policies

The following is Cal OES' current travel policy:

a. Travel and Per Diem (*RH 2236*)

The Applicant may prepare the budget using 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 (*RH 2236.1*)

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

2) Community-Based Organizations (CBOs) (*RH 2236.22*)

A community-based organization may use the State travel policy or the Applicant's written policy up to the maximum rates allowed by the State travel policy.

3) Out-of-State Travel (*RH 2236.11*)

Out-of-state travel is restricted and only allowed in exceptional situations. Requests for approval for out-of-state travel must be submitted for Cal OES approval.

b. State Travel and Per Diem Policy (*RH 2236.2*)

Use the following State travel policy for budgeting travel expenses:

1) Meals and Incidentals

a) Breakfast \$7.00

Breakfast may be claimed when travel commences at or prior to 6:00 a.m. Breakfast may be claimed on the last fractional day of a trip of more than 24 hours if travel terminates at or after 8:00 a.m.

b) Lunch \$11.00

Lunch may not be claimed for travel less than 24 hours. Lunch may be claimed if the trip begins at or before 11:00 a.m. and may be claimed on the last fractional day of a trip of more than 24 hours if the travel terminates at or after 2:00 p.m.

c) Dinner \$23.00

Dinner may be claimed if the trip begins at or before 5:00 p.m. Dinner may be claimed when travel terminates at or after 7:00 p.m., whether on a one-day trip or on the last day of a trip of more than 24 hours.

d) Incidentals \$5.00

Incidentals may be claimed for trips of 24 hours or more.

e) Total Per Diem

The maximum is \$46.00 for a 24-hour period.

2) Lodging

The maximum allowed lodging expense is \$90.00 per night, plus applicable taxes, (except as noted below). All lodging rates are per night and receipts are required for reimbursement.

3) Special Lodging Rates

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

## 4) Mileage

When a privately owned vehicle is utilized on project-related business, a maximum of 57.5 cents per mile is allowed, unless a higher rate is justified. Documentation justifying a higher rate must be on file and available for audit, but should not be submitted with the proposal.

## 5) Other

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

6. Participating Staff (*RH 4500*)

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

7. Independent Contractor or Consultant Services (*RH 3710*)

Services are provided on a contractual basis by individuals or organizations not directly employed by the Applicant. Independent contractors or consultants must not be used in lieu of employees and are defined as individuals or organizations meeting some or all of the following criteria:

- Produce a specific product or service;
- Work independently without direct supervision from the Applicant;
- Work on specific projects;
- Provide services for a limited number of hours or period of time; and/or
- Have no agency management or oversight responsibilities directed toward the financial success or direction of the agency.

a. Rates (*RH 3710.1*)

The maximum rate for independent contractors or consultants is \$650.00 (excluding travel and per diem costs) for an eight-hour day. An eight-hour day may include preparation, evaluation, and travel time in addition to the time required for actual performance. A request for compensation for over \$650 a day must have **prior approval** from Cal OES and additional justification.

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

Compensation for independent contractors or consultants will be allowed when the unit of government will not provide its services without cost. In

these cases, the rate of compensation is not to exceed the daily salary rate paid by the unit of government.

b. Expert Witness Fees (*RH 3710.2*)

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

- Qualifications, training, and experience of the expert(s), including a statement regarding recognition by the court of the individual as an expert;
- Specialized certification/licensure [e.g., Masters in Social Work (MSW); Licensed Clinical Social Worker (LCSW), Marriage and Family Therapist (MFT); Medical Doctor (MD)];
- Rate of pay per hour including documentation of a survey of the availability of similar consultants, the current “going rate,” and the proposed rate of pay with a cost breakdown if expert is paid according to services (e.g., mileage, waiting time, court testimony);
- Proposed services to be provided (e.g., analysis of forensic evidence, psychological evaluation); and
- Justification why this cost cannot be paid with other funds (attach the justification to Cal OES 2-106 a).

8. Facility Rental (*RH 2232*)

Up to \$24.00 per square foot annually (\$2.00 per square foot per month) is allowed for facility rental. If the rental cost for office space exceeds this rate, it must be consistent with the prevailing rate in the local area. This documentation must be on file and available for audit. Exceptions to the above rates and/or square footage must be approved by Cal OES and requires appropriate justification.

- Rental Space for Training, Shelter, Counseling rooms, and other required space (*RH 2232.1*)

Rental space for training and individual and/or group counseling rooms may also be charged to the grant, providing the charge is based on actual costs and not reimbursed by another source.

9. Rented or Leased Equipment (*RH 2233*)

An explanation and cost analysis is required when equipment is rented or leased. This analysis must demonstrate that it is more cost-effective to rent or lease the equipment than it is to purchase it, and must be approved by Cal OES prior to the execution of a rental or lease agreement.

10. Indirect Costs/Administrative Overhead (*RH 2180*)

Indirect costs are those not readily itemized or assignable to a particular project, but necessary to the operation of the organization and the performance of the project. The costs of operating and maintaining facilities, accounting services, and administrative salaries are examples of indirect costs. Flat rates not to exceed ten percent (10%) of direct salaries and wages, either including or excluding benefits; or five percent (5%) of total direct project costs (excluding equipment) may be budgeted by Applicant for indirect costs if allowable by the funding source.

11. Audit Costs (*RH 8150*)

Recipients expending less than \$750,000 in federal funds annually cannot use federal funds to reimburse for costs associated with audits. Recipients expending \$750,000 or more in federal grant funds annually are required to secure an audit pursuant to OMB Circular A-133 and are allowed to utilize federal grant funds to budget for the audit costs.

Specifically, the allowable audit costs are as follows:

- If the total project cost is less than or equal to \$150,000, the project may budget up to \$2,000 for the financial audit cost; or
- If the total project cost is greater than \$150,000, the project may budget up to one and a half percent (1.5%) of the total project cost for financial audit costs.

12. Equipment (*RH 2300*)

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

A line item is required for different types of equipment, but not for each specific piece of equipment (e.g., three laser jet printers should be one line item, not three).

a. Allowable Expenses

Equipment used solely for project activities may be budgeted if it is essential to the implementation of the project. Grant funds may not be used to reimburse the Recipient for equipment already purchased.

Rented or leased equipment must be budgeted as an Operating Expense. Lease-to-purchase agreements are generally not allowable. If a lease-to-purchase is requested, the project will be required to submit justification, including cost-effectiveness, with the Grant Award Forms Package. Prior approval by Cal OES is required.

b. Computers and Automated Equipment (*RH 2340*)

1) Community-Based Organizations (*RH 2342.1*)

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

2) Units of Government (*RH 2342.2*)

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

3) Computer Purchase Justification (*RH 2341*)

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

c. Automobiles (*RH 2331*)

If an automobile is included in the budget, substantial justification demonstrating the grant-related need will be required before finalization of the Grant Award. The justification must:

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

### 13. Prohibited Expense Items (*RH 2240*)

#### a. Bonuses or Commissions (*RH 2241*)

Projects are prohibited from paying any bonuses or commissions to any individual, organization, or firm unless specifically authorized by the terms of the Program.

#### b. Lobbying (*RH 2242*)

Refer to *RH 2242.1* for an extensive list of prohibited activities.

#### c. Fundraising (*RH 2243*)

Cal OES grant funds cannot be used for organized fundraising including financial campaigns, endowment drives, solicitation of gifts and bequests, or similar expenses incurred solely to raise capital or obtain contributions.

#### d. Real Property and Improvements (*RH 2244*)

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

#### e. Interest (*RH 2245*)

The cost of interest payments is only allowable if the cost is a result of a lease/purchase agreement.

#### f. Charges, Fees, and Penalties (*RH 2245*)

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

#### g. Food and Beverages (*RH 2246*)

The cost of food and/or beverages at grant-sponsored conferences, meetings, or office functions is not an allowable expenditure.

#### h. Weapons and Ammunition (*RH 2247*)

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

#### i. Membership Dues (*RH 2248*)

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

j. Professional License (*RH 2248*)

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

k. Annual Professional Dues or Fees (*RH 2248*)

The cost of professional dues or fees is not an allowable expenditure unless it is part of a governmental negotiated benefit package or is specifically authorized by the RFP instructions.

l. Depreciation (*RH 2249*)

Equipment costs may not include additional costs calculated for depreciation.

## HUMAN TRAFFICKING VICTIM ASSISTANCE PROGRAM

### PART IV – ATTACHMENTS

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**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:

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

**HUMAN TRAFFICKING VICTIM ASSISTANCE PROGRAM**

**RATING FORM**

Control #: \_\_\_\_\_

Rater #: \_\_\_\_\_

Applicant: \_\_\_\_\_

Funds Requested: \_\_\_\_\_

<u>CATEGORY</u>	<u>TOTAL POINTS POSSIBLE</u>
1. PROBLEM STATEMENT	<u>100</u>
2. PLAN	<u>140</u>
3. CAPABILITIES	<u>140</u>
3. APPENDIX DOCUMENTS	<u>80</u>
4. BUDGET	<u>80</u>
5. COMPREHENSIVE ASSESSMENT	<u>60</u>
<b>TOTAL</b>	<b><u>600</u></b>

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

- I. ABSENT:** The response does not address the specific question or a response was not provided.
- II. UNSATISFACTORY:** The response does not completely address the question. The information presented does not provide a good understanding of Applicant's intent, does not give the detailed information requested by the RFP, and/or does not adequately support the proposal or the intent of the Program.
- III. SATISFACTORY:** The response addresses the question and provides a good understanding of the Applicant's intent. The response adequately supports the proposal and the intent of the Program.
- IV. ABOVE AVERAGE:** The response is above average and provides a clear and detailed understanding of the Applicant's intent. The response presents a persuasive argument that supports the proposal and the intent of the Program.
- V. EXCELLENT:** The response is outstanding, with clear, detailed and relevant information. The response presents a compelling argument that supports the proposal and the intent of the Program.

	I	II	III	IV	V
<b>1. PROBLEM STATEMENT (Maximum <u>100</u> points)</b>	<b>0</b>	<b>5</b>	<b>10</b>	<b>15</b>	<b>20</b>
a. How well does the proposal define and describe the demographics of the Applicant’s service area?					
b. How well does the proposal describe the problem of human trafficking in the Applicant’s service area including statistics on type of trafficking (e.g., labor or sex)?					
c. How well does the proposal describe the specific demographics of human trafficking victims the Applicant served in the past six months?					
d. How well does the proposal describe the unique challenges in serving human trafficking victims?					
e. How well does the proposal describe the mission and goals of the Applicant’s agency and how that aligns with the intent of the HV Program?					
<b>2. PLAN (Maximum <u>140</u> points)</b>	<b>0</b>	<b>5</b>	<b>10</b>	<b>15</b>	<b>20</b>
a. How well does the proposal describe what the Applicant considers best-practice when providing services to human trafficking victims?					
b. How well does the Applicant’s plan to provide, and publicize, a 24-hour crisis hotline for human trafficking victims support the intent of the HV Program?					
c. How well does the Applicant’s plan to provide shelter to human trafficking victims (including a description of any physical structures and the number of victims the agency plans to shelter during the first year of operation) support the intent of the HV Program?					
d. How well does the Applicant’s plan to provide counseling to human trafficking victims (including the number of victims the agency plans to provide counseling to during the first year of operation) support the intent of the HV Program?					
e. How well does the Applicant’s plan to provide legal services to human trafficking victims (including the number of victims your agency plans to provide legal services to during the first year of operation) support the intent of the HV Program?					
f. How well does the Applicant’s plan to develop a method for evaluating the services provided to human trafficking victims and the impact of the HV Program support the intent of the HV Program?					

	I	II	III	IV	V
<b>3. CAPABILITIES (Maximum 140 points)</b>	<b>0</b>	<b>5</b>	<b>10</b>	<b>15</b>	<b>20</b>
a. How well does the Applicant’s expertise in serving human trafficking victims support the intent of the program?					
b. How well does the Applicant’s describe their capacity to implement each of the Program Components?					
c. How well does the proposal describe how human trafficking victims access the Applicant’s services?					
d. How well does the proposal describe the Applicant’s capacity to provide the required services to human trafficking victims within the first six months of operation?					
e. How well do the Applicant ‘s existing service protocols support the intent of the HV Program?					
f. How well do the qualifications of staff that serve human trafficking victims support the intent of the HV Program?					
g. How well does Applicant’s collaborations (with other agencies/organizations in the service area) to identify and provide direct services to human trafficking victims support the intent of the HV Program?					
<b>4. APPENDIX DOCUMENTS (Maximum 80 points)</b>	<b>0</b>	<b>5</b>	<b>10</b>	<b>15</b>	<b>20</b>
a. How well do the letters of support the intent of the HV Program?					
b. How well does the Organizational Chart support the intent of the HV Program?					
c. How well do the Operational Agreements describe a working relationship that identifies and improves the response to human trafficking victims?					
d. How well do the job descriptions of proposed staff support the intent of the HV Program?					
<b>5. BUDGET, including Budget Narrative (Maximum 80 points)</b>	<b>0</b>	<b>10</b>	<b>20</b>	<b>30</b>	<b>40</b>
a. How well does the Budget Narrative support the proposal objectives and activities, and the intent and requirements of the Program?					

	I	II	III	IV	V
b. 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?					
<b>6. COMPREHENSIVE ASSESSMENT (Maximum 60 points)</b>	<b>0</b>	<b>15</b>	<b>30</b>	<b>45</b>	<b>60</b>
How well does this proposal support the overall intent, goals, and purpose of the Program?					

## HUMAN TRAFFICKING VICTIM ASSISTANCE PROGRAM

### SUMMARY OF THE PAST PERFORMANCE POLICY

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

California Governor's Office of Emergency Services  
Criminal Justice/Emergency Management & Victim Services Branch  
3650 Schriever Avenue  
Mather, CA 95655  
Attn: HUMAN TRAFFICKING PROGRAM – VICTIM/WITNESS UNIT  
Fax: (916) 845-8267

#### 1. General Policy

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

#### 2. Penalty Levels

Level A: Complete disqualification from RFP process.

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

#### 3. Standard for Invoking a Penalty

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

##### a. Serious Performance Problems Eligible For Consideration

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

- 1) Significant failure to account for use of funds, mishandling/misuse of funds, fraud or embezzlement, or other material accounting irregularities or violation(s), as documented in an audit report, monitoring report, police report, or other similar objective documentation.
- 2) Violation(s) of material statutory requirements related to the grant;
- 3) A willful or grossly negligent violation of a Cal OES policy, or Terms of the Program, but **only after** the Recipient had been provided:
  - a) Technical assistance by Cal OES, including a site visit if necessary, to remedy the violation;
  - b) At least one written notice (per violation); and
  - c) A reasonable opportunity to remedy the violation.

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

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

b. Factors Considered

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

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

c. Specific Examples

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

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

A corrective action plan is developed and the Recipient takes steps to address the findings. Communication with the Recipient four months later shows the findings have been corrected.

**Penalty: None**

- 2) One year ago, an audit discovered that a project employee embezzled \$300 of Cal OES funds. The audit concludes this occurred in part due to inadequate management controls and supervision by the project. The employee was fired and the case submitted to the District Attorney's office for prosecution.

The Recipient has implemented new accounting and management policies and procedures, and promises to better supervise its employees. No other problems with the Recipient are known.

**Penalty: Level B**

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

**Penalty: Level A**

#### 4. Notification to the Applicant and Appeal of Decision

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

**HUMAN TRAFFICKING VICTIM ASSISTANCE PROGRAM**

**GLOSSARY OF TERMS**

TERM	DEFINITION
Activity	The specific steps or actions that a project takes to achieve a measurable objective.
Administrative Agency or Recipient	The agency or organization designated on the Grant Award Face Sheet that receives grant funds and is responsible to accomplish the planned objectives and program goals (e.g., County of Alameda, City of Fresno, State Department of Justice, Fairfield Youth Services Bureau). The Recipient was formerly referred to as the “Grantee.”
Application	Once selected for funding, the original proposal plus any additional forms as required by Cal OES becomes the application.
CFR	Code of Federal Regulations
Community-based Organization (CBO)	A nonprofit, public benefit corporation.
Competitive Bid	A contract process used when all suppliers are equally or nearly equally qualified to provide the services.
Equal Employment Opportunity Plan (EEOP)	A comprehensive plan that analyzes the agency’s workforce and all agency employment practices to determine their impact on the basis of ethnicity and gender. The objective of the EEOP is to ensure nondiscrimination in all areas of employment (recruitment, hiring, promotions, etc), and in the delivery of services and benefits.
Equal Employment Opportunity (EEO) Checklists	An EEO Checklist is a document used by program staff while conducting site/monitoring visits. The checklists (A and B) were prepared to assist Cal OES in verifying that Recipients are in compliance with state and federal Civil Rights Laws.
Grant Award	The signed final agreement between Cal OES and the local government agency or organization authorized to accept grant funding.
Grant Funding Cycle	The number of years a program may be funded without competition.

<p>Grant Funding Period</p>	<p>The period of time, determined by the Request for Proposal (RFP) or the Request for Application (RFA), which the Project Narrative, objectives, activities, and budget cover. The time period is usually one year, and is shown on the Grant Award Face Sheet (Cal OES 2-101).</p>
<p>Implementing Agency</p>	<p>The agency or organization designated on the Grant Award Face Sheet that is responsible for the day-to-day operation of the project (e.g., probation department, district attorney, sheriff).</p>
<p>Monitoring Report Response Form</p>	<p>Form sent to the Recipient with the Monitoring Report. The form is completed by the Recipient and returned to the Cal OES Local Assistance Monitoring Branch (LAMB), indicating the Monitoring Report is accurate or inaccurate as of the date of the Monitoring.</p>
<p>Noncompetitive Bid (NB)</p>	<p>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).</p>
<p>Nonprofit Organization (aka Community-Based Organization)</p>	<p>A nonprofit, public benefit corporation as defined in the federal regulation of 28 C.F.R. Part 38, Department of Justice. This modifies the need to be recognized by the Internal Revenue Service as a 501(c)(3) for Recipients of faith-based organizations. All organizations may qualify for nonprofit status using any one of the four following methods:</p> <p>(1) Proof that the Internal Revenue Service recognizes the Applicant has the status of a 501(c)(3).</p> <p>(2) A statement from a state taxing body or the state Secretary of State certifying that (i) the Organization is a nonprofit organization operating within the state; and (ii) No part of its net earnings may lawfully benefit any private shareholder or individual.</p> <p>(3) A certified copy of the Applicant's Certificate of Incorporation or similar document that clearly establishes the nonprofit status of the Applicant.</p> <p>(4) Any item described in (1) through (3) if that item applies to a state or national parent organization, together with a statement by the state or parent organization that the Applicant is a local nonprofit affiliate.</p>

Objectives	A set of quantifiable projections to be carried out in order to accomplish the Program goals.
On Site	Refers to the location of operation of the Grant Award Recipient. If multiple sites exist, the site that provides the project Recipients with Program direction qualifies as the “on-site location.”
Operational Agreement (OA)	A formal agreement between two or more agencies, which specifies the responsibilities of each agency in implementing the project. The term Operational Agreement also includes documents entitled Memorandum of Understanding, Letters of Intent, or other titles that serve the same purpose.
Participating Agency	An organization that receives grant funds through an Operational Agreement to participate in achieving the goals of a project. The participating agency must be a unit of government or a community-based organization.
Participating Staff	A salaried employee of a Participating Agency.
Program	A specific set of goals and objectives established pursuant to legislative, congressional, or administrative action identifying an unmet need of the criminal justice system or victim services and supported by a set appropriation from state or federal funding sources.
Project	The implementation of a Program by a Recipient. The project includes all of the grants implemented by the Recipient under that Program regardless of the year of implementation.
Proposal	The packet of forms and narrative as requested by the RFP and submitted to Cal OES that specified the priorities, strategies, and objectives of the Applicant.
Recipient Handbook	This handbook outlines the terms and conditions required of grant projects. Funded projects must administer their grants in accordance with these administrative and fiscal conditions. The <i>Recipient Handbook</i> 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 & Victim Services Grant Programs” then select “Handbooks, Reports & Publications.” The <i>Recipient Handbook</i> was previously called the <i>Grantee Handbook</i> .

Recipient or Administrating Agency	The agency or organization designated on the Grant Award Face sheet that receives the grant funds and will be responsible for accomplishing the planned objectives and Program goals (e.g., County of Alameda, City of Fresno, State Department of Justice, Fairfield Youth Services Bureau).
Request for Application (RFA)	The RFA is a noncompetitive process issued by Cal OES to obtain applications from Applicants previously selected for funding.
Request for Proposal (RFP)	The RFP is issued by Cal OES to solicit competitive proposals in order to select projects for funding.
Single Source	This term has been replaced by the term "noncompetitive bid."
Sole Source	This term has been replaced by the term "noncompetitive bid."
Source Documentation	Records that validate project activities and achievements as they pertain to the objectives outlined in the Grant Award.
Supplanting	To reduce federal, state, or local funds because of the existence of Cal OES funds. Supplanting occurs when a Recipient deliberately replaces its non-Cal OES funds with Cal OES funds, thereby reducing the total amount available for the stated purpose.
Terms of the Program	The applicable Program Guidelines, application requests [Request for Proposal (RFP)/Request for Application (RFA)], Grant Award, Cal OES policy statements, and applicable statutes. In the event the terms of the Program are inconsistent with the provisions of the <i>Recipient Handbook</i> , the terms of the Program shall be interpreted and construed as superseding the provisions of the <i>Recipient Handbook</i> .
USC	United States Code