



April 13, 2016

To: ALL INTERESTED PARTIES

Subject: DOMESTIC VIOLENCE RESPONSE TEAM PROGRAM
FISCAL YEAR 2016 – 2017 REQUEST FOR APPLICATION

The California Governor's Office of Emergency Services (Cal OES), Criminal Justice/Emergency Management & Victim Services Branch, is pleased to announce the release of the Domestic Violence Response Team (VA) Program Request for Application for fiscal year 2016 – 2017.

The purpose of the VA Program is to fund agencies to build protocols and practices for responding to domestic violence emergencies that exceed the standard response mandated in the Domestic Violence Assistance Program. Additionally, the focus is to build the capacity for response in areas with a demonstrated need for greater collaboration and coordination throughout the State in three-year intervals.

Subrecipients are required to collaborate with local law enforcement to develop protocols and policies that guide the actions of law enforcement and domestic violence service providers in responding to victims of domestic violence. **A copy of your agency's protocols are due to Cal OES with the first Progress Report, no later than October 31, 2016.**

The VA Program is supported with Services*Training*Officers*Prosecutors (STOP) Violence Against Women Formula Grant Program (STOP Formula Grant Program) funds. Approximately \$500,000 is available for 2016 – 2017. The funding amount is provisional and contingent upon Cal OES's receipt of the federal grant award and passage of the 2016 – 2017 State Budget Act.

Fiscal year 2016 – 2017 will be the final grant year. It is anticipated that a competitive Request for Proposal (RFP) will be released for fiscal year 2017– 2018. In an effort to build capacity throughout the State, Subrecipients previously selected through the RFP process will not be eligible to compete in the 2017 – 2018 competitive process.

Should you have questions, please contact Cassandra Burgess-Alex at (916) 845-8282, or via e-mail at Cassandra.Burgess-Alex@caloes.ca.gov. Thank you for your interest in the VA Program. We look forward to working with you.

Sincerely,

GINA BUCCIERI-HARRINGTON
Assistant Director, Grants Management

DOMESTIC VIOLENCE RESPONSE TEAM PROGRAM

TABLE OF CONTENTS

I. OVERVIEW

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

II. RFA INSTRUCTIONS

A.	PREPARING AN APPLICATION.....	8
B.	CERTIFICATION OF ASSURANCE OF COMPLIANCE.....	9
C.	PROJECT NARRATIVE	9
1.	Problem Statement	9
2.	Plan	9
D.	PROJECT BUDGET	10
1.	Budget Narrative	10
2.	Specific Budget Categories	11
E.	APPLICATION APPENDIX	13

III. POLICIES AND PROCEDURES

A.	FINALIZING THE GRANT SUBAWARD.....	14
1.	Standard Project Funding Authority	14
2.	Processing Grant Subaward	14
B.	ADMINISTRATIVE REQUIREMENTS	15
1.	The <i>Subrecipient Handbook</i>	15
2.	Communications	15
3.	Progress Reports and Data Collection.....	15
4.	Monthly/Quarterly Report of Expenditures and Request for Funds	16
5.	Technical Assistance and Site Visits.....	16
6.	Monitoring Requirements	16
7.	Audit Requirements	16
8.	Source Documentation	16
9.	Fidelity Bond.....	17
10.	Copyrights, Rights in Data, and Patents.....	17
C.	BUDGET POLICY	17
1.	Supplanting Prohibited.....	17
2.	Project Income	18
3.	Methods of Contracting and/or Procurement	18
4.	Match Requirements	18
5.	Travel Policies.....	18
6.	Participating Staff.....	20
7.	Independent Contractor/Consultant Services	21
8.	Facility Rental	22
9.	Rented or Leased Equipment	22
10.	Indirect Cost Rate Proposal.....	22

11. Audit Costs.....	23
12. Equipment	23
13. Prohibited Expense Items.....	25

IV. ATTACHMENTS

A. APPLICATION FORMS (including web links).....	27
B. GLOSSARY OF TERMS	28

**DOMESTIC VIOLENCE RESPONSE TEAM PROGRAM
PART I – OVERVIEW**

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

A. INTRODUCTION

This Request for Application (RFA) provides the information and forms necessary to prepare an application for California Governor’s Office of Emergency Services’s (Cal OES) grant funds. The terms and conditions described in this RFA supersede previous RFAs and conflicting provisions stated in the *Subrecipient Handbook*. The *Subrecipient Handbook* provides helpful information for developing the application and is accessible on our website at www.caloes.ca.gov. Select “Cal OES Divisions” scroll down to “Grants Management,” on the right-hand side, click on “Criminal Justice, Emergency Management & Victim Services Grant Programs” then select “Handbooks, Reports & Publications.”

B. CONTACT INFORMATION

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

Cassandra Burgess-Alex
Domestic Violence Unit
Phone: (916) 845-8282
Cassandra.Burgess-Alex@caloes.ca.gov

C. APPLICATION DUE DATE AND SUBMISSION OPTIONS

One original of the application must be delivered to Cal OES’s Criminal Justice/Emergency Management & Victim Services Branch, by the date and time indicated below. Submission options are:

Regular or overnight mail, postmarked by **Monday, May 16, 2016, OR** hand-delivered by 5:00 p.m. on **Monday, May 16, 2016** to:

California Governor’s Office of Emergency Services
Criminal Justice/Emergency Management & Victim Services Branch
3650 Schriever Avenue
Mather, CA 95655
Attn: Domestic Violence Response Team Program, Domestic Violence Unit

D. ELIGIBILITY

To be eligible to apply, Applicants must be operational and have received funding through the Domestic Violence Response Team (VA) Program in fiscal year 2014-2015.

E. FUNDS

1. Funding Amount/Grant Performance Period

The funding will begin July 1, 2016, and ends June 30, 2017. Each project will be eligible for \$125,000; Applicants may request less if appropriate.

SUBRECIPIENT	14 VAWA	16 VAWA	TOTAL
VA16031043	\$0	\$125,000	\$125,000
VA16031414	\$0	\$125,000	\$125,000
VA16031657	\$0	\$125,000	\$125,000
VA16031205	\$29,734	\$95,266	\$125,000

2. Source of Funds

The VA Program is supported with Services*Training*Officers*Prosecutors (STOP) Violence Against Women Formula Grant Program (STOP Formula Grant Program) funds, also known as Violence Against Women Act (VAWA) funds. Specific information for the fund source is outlined below.

a. Legislative Authority

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

b. Purpose

The STOP Formula Grants Program promotes the development and implementation of effective, victim-centered law enforcement, prosecution, and court strategies to address violent crimes against women and the development and enhancement of victim services in cases involving violent crimes against women.

c. Match

No Match requirement is required for community-based organizations.

d. Restrictions/Guidelines

- Funds may not be used to purchase vehicles.
- Funds can be used to provide services to incarcerated women.
- Approval for original publications (written, visual, or sound) produced in whole, or in part, using these funds must be obtained by Cal OES prior to production and distribution.

F. PROGRAM INFORMATION

1. PROGRAM PURPOSE

The VA Program is designed to:

- Provide support for the coordination of services between domestic violence service providers and law enforcement organizations.
- Provide training by local domestic violence service providers to law enforcement officers and 9-1-1 dispatchers on how to most effectively assist victims and connect them with domestic violence services and advocacy.
- Establish and implement practical and sustainable protocols that put victims seeking resources in face-to-face contact with a domestic violence advocate as soon as possible after the crime has been committed.

2. PROGRAM COMPONENTS

a. Advocacy Liaison

Subrecipients must commit a minimum of a 0.5 Full-Time-Equivalent (FTE) domestic violence advocate to work as a liaison to law enforcement and other community partners. The advocate must:

- Meet the requirements of a “domestic violence counselor” pursuant to Evidence Code §1037.1(a)(1).
- Assist with the development, improvement, and achievement of protocols for responding to domestic violence calls.
- Coordinate training of law enforcement officers and 9-1-1 dispatchers.
- Serve as a point of contact for the law enforcement agency in initiating mechanisms of inter-agency accountability.
- Collaborate in the creation of practical administrative tools/resources for officers responding to domestic violence calls (resource lists, checklists, handouts, etc.).

- Collaborate in the creation of practical outreach materials that will be available for distribution by law enforcement officers.

b. Law Enforcement Liaison

Subrecipients must contract for a portion of a law enforcement officer position. The officer will act as a liaison between the law enforcement organization and other partnering agencies. The officer selected must:

- Assist with the development, improvement, and achievement of protocols for responding to domestic violence calls throughout the officer's organization.
- Assist the domestic violence service provider with coordinating training for law enforcement officers and 9-1-1 dispatchers.
- Serve as a point of contact for the domestic violence service provider in initiating mechanisms of inter-agency accountability.
- Collaborate to develop administrative tools/resources that will serve as a resource for officers responding to domestic violence calls (resource lists, checklists, handouts, etc.).
- Collaborate to create practical outreach materials that will be available for distribution by law enforcement officers to domestic violence victims.

c. Domestic Violence Protocols

Subrecipients must collaborate with local law enforcement to develop protocols and policies that will guide the actions of law enforcement and the domestic violence service provider in responding to victims of domestic violence. Please submit a copy of your agency's protocols, including any updates, with your first Progress Report, due October 31, 2016. At a minimum, the protocols should include the following:

- Identification of each agency's mission, purpose and specific function or task at each point of intervention;
- A system for tracking responses to victims so that in the event of future/repeat response, each responder (both officer and advocate) is informed about what types of services/interventions have already been provided and offered;
- A comprehensive victim-centered strategy for addressing the needs of victims within the domestic violence service provider's service area, including culturally competent components for addressing victims in unserved and underserved populations; and

- A mechanism for inter-agency accountability that clearly identifies a procedure for both the law enforcement organization and the domestic violence service provider to address concerns and conflicts with the other organization.

d. Community Response

Subrecipients must ensure an in-person response, as soon as possible, to calls from law enforcement seeking assistance for a victim. Specifically:

- Advocates must be physically available to respond in person on a 24-hour basis.
- Advocates may respond to any safe location agreed upon by both the advocate and the officer requesting the assistance of the advocate.

e. Training

Subrecipients must collaborate with local law enforcement to provide regular and ongoing training for officers and 9-1-1 dispatchers on effective and efficient ways of responding to domestic violence calls. Training curricula must be relevant to the duties, mission, and scope of the audience being trained and conducted jointly by the law enforcement and advocacy liaisons. In addition, funds may be used to bring in experts to provide training to law enforcement personnel.

f. Tools and Materials

Subrecipients must collaborate with local law enforcement to produce administrative tools/resources for distribution to law enforcement officers and outreach materials for victims:

- Administrative tools/resources for officers can include flyers, handouts, referral lists, and any other relevant materials that will assist officers in providing information to victims as efficiently and effectively as possible.
- Outreach materials for victims should be designed to be distributed by officers for use by victims and should include a relevant list of resources and services available within the service area.

g. Capacity Building Plan

Given that the funds for the VA Program are available for three years, it is the intent of the VA Program to allow agencies to develop a long-term plan for continuing services after the grant cycle has ended on June 30, 2017. The Applicant should collaborate with law enforcement in developing a strategy for continuing a coordinated response to domestic violence that will extend beyond the grant cycle and will be required to report efforts to secure ongoing funding.

h. Co-location

While not mandated as a component of the VA Program, it is strongly recommended the DV advocate assigned to collaborate with the law enforcement organization be provided with a work space in the law enforcement organization's office. By allowing for co-location of responders, it is the intent of the VA Program to foster relationship building capabilities between the Recipient and the law enforcement organization.

i. 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 Program participants to identify problems encountered in the implementation of the project, and provides the opportunity to request technical assistance from Cal OES regarding the DV Program grant.

1) Two Cal OES VA Program Progress Reports shall be submitted throughout the grant performance period no later than their due dates as follows:

	Report Period	Due
1 st Progress Report	Covers the first three months of the grant period.	October 31, 2016
Final Progress Report	Covers the entire 12-month grant period.	July 31, 2017

2) Two STOP Violence Against Women Formula Grant Program Annual Progress Reports are required for the VA Program. The first report, for calendar year 2016, will cover the last six months of the 2015-2016 grant period (January 1, 2016 – June 30, 2016) and the first six months of the 2016 – 2017 grant period (July 1, 2016 – December 31, 2016). **This report is due to Cal OES no later than January 31, 2017.** The second progress report, for calendar year 2017, will cover the last six months of the 2016 – 2017 grant periods (January 1, 2017 – June 30, 2017). **This report is due to Cal OES no later than July 31, 2017.**

j. Operational Agreements

The project must have Operational Agreements (OAs) with agencies in the following disciplines:

- Local law enforcement
- District attorney's office(s)

- Victim/Witness Assistance Program(s)
- Other domestic violence agencies with overlapping service areas
- Hospitals/medical treatment facilities

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 Recipient.

Submission of a copy of each OA is not required with the grant application. However, the grant subaward 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 DV 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.

DOMESTIC VIOLENCE RESPONSE TEAM PROGRAM

PART II – RFA INSTRUCTIONS

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

A. PREPARING AN APPLICATION

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

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

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

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

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

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

NOTE: Pay special attention to the required forms. Failure to submit the correct forms will result in the application being returned.

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

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

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.

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

C. PROJECT NARRATIVE

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

1. Problem Statement

There is no Problem Statement required for this RFA.

2. Plan

Describe how the project has begun implementing the Plan to accomplish the Program Components identified in Section F of the RFA and identified in the project's timeline for meeting each component. Please include an updated timeline. Describe activities that the project will complete during the 2016-2017 grant performance period.

D. PROJECT BUDGET

The purpose of the Project Budget is to demonstrate how the Applicant will implement the Plan with the funds available through this Program. The budget is the basis for management, fiscal review, and audit. Project costs must be directly related to the objectives and activities of the project. The budget must cover the entire 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.

1. Budget Narrative

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

- How the project's proposed budget supports the Program's objectives and activities;
- How funds are allocated to minimize administrative costs and support direct services;

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

2. Specific Budget Categories

In Part IV of this RFA, or on our website, you can access Excel spreadsheets (Cal OES 2-106 b) for each of the following three budget categories:

a. Personal Services – Salaries/Employee Benefits

1) Salaries

Personal services include services performed by project staff directly employed by the Applicant and must be identified by position and percentage of salaries. They may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must also be budgeted as a part of salaries. If the Applicant's personnel have accrued sick leave or vacation time prior to the approval of grant funding, they may not take time off using project funds. Salaries for staff not directly employed by the Applicant must be shown as participating staff (see *Subrecipient Handbook*, Section 4500) in the Operating Expenses Category. Consultant services remain under Operating Expenses (refer to Part II, D.2.b. - Operating Expenses - paragraph two).

2) Benefits

Employee benefits must be identified by type and percentage of 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. APPLICATION APPENDIX

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

- **Organizational Chart:**
The Organizational Chart should clearly depict the structure of the Applicant organization and the specific unit within the organization responsible for the implementation of the project. This chart should also depict supporting units within the organization (e.g., the Accounting Unit) and the lines of authority within the organization. Job titles on the Organizational Chart must match those in the Budget and Budget Narrative.
- **Operational Agreement (OA) [Section 4300]:**
These documents must demonstrate a formal system of networking and coordination with other agencies and the Applicant. Please refer to the 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]**
- **Emergency Fund Procedures (Cal OES 2-153) [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:

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

DOMESTIC VIOLENCE RESPONSE TEAM PROGRAM

PART III – POLICIES AND PROCEDURES

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

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

A. FINALIZING THE GRANT SUBAWARD

1. Standard Project Funding Authority

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 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 and a copy of the conditions will be sent to the Subrecipient when the conditions are made part of the Grant Subaward. Grant Subaward Conditions may include requirements for sole source justification, a computer feasibility study, or other requirements deemed necessary by Cal OES.

b. Grant Subaward Amounts

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

c. Grant Subaward

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

B. ADMINISTRATIVE REQUIREMENTS

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

1. The *Subrecipient Handbook (SRH)*

The *Subrecipient Handbook* is accessible on our website at www.caloes.ca.gov. Select "Cal OES Divisions," scroll down to "Grants Management," on the right-hand side, click on "Criminal Justice, Emergency Management & Victim Services Grant Programs" then select "Handbooks, Reports & Publications." The *Subrecipient Handbook* contains administrative information and requirements necessary to implement the project. Subrecipients must administer their grants in accordance with the *Subrecipient Handbook* requirements. Failure to comply with these requirements can result in the withholding or termination of the Grant Subaward.

2. Communications (*SRH 11500*)

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

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

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

4. Monthly/Quarterly Report of Expenditures and Request for Funds (*SRH 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 the Cal OES Director for termination of the Grant Subaward.

5. Technical Assistance and Site Visits (*SRH 10200/10300*)

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

6. Monitoring Requirements (*SRH 10400*)

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

7. Audit Requirements (*SRH 8100*)

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

8. Source Documentation (*SRH 10111*)

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

9. Fidelity Bond (*SRH 2160*)

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

The time period covered by the bond must include the effective date and total time period of the grant, including extensions. The bond must be in an amount equal to 50 percent (50%) of the total Grant Subaward and may have a deductible in an amount not to exceed one percent (1%) of the bond.

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

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

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

C. BUDGET POLICY

This document summarizes information on Cal OES Budget Policy contained in the *Subrecipient Handbook*. Additional information may be obtained by accessing the *Subrecipient Handbook* at www.caloes.ca.gov. Select “Cal OES Divisions,” scroll down to “Grants Management,” on the right-hand side, click on “Criminal Justice, Emergency Management & Victim Services Grant Programs” then select “Handbooks, Reports & Publications.”

1. Supplanting Prohibited (*SRH 1330*)

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

2. Project Income (*SRH 6610*)

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

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

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

4. Match Requirements (*SRH 6500*)

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

5. Travel Policies

The following is Cal OES's current travel policy:

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

The Applicant may prepare the budget using its own travel policy or the state travel policy according to the following guidelines. Travel reimbursement will only be allowed based on actual costs.

1) Units of Government (*SRH 2236.21*)

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

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

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

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

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

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

Use the following state travel policy for budgeting travel expenses:

1) Meals and Incidentals

a) Breakfast \$7.00

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

b) Lunch \$11.00

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

c) Dinner \$23.00

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

d) Incidentals \$5.00

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

e) Total Per Diem

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

2) Lodging

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

3) Special Lodging Rates

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

4) Mileage

When a privately owned vehicle is utilized on project-related business, a maximum of 54 cents per mile is allowed, unless a higher rate is justified. Documentation justifying a higher rate must be on file and available for audit, but should not be submitted with the application.

5) Other

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

6. Participating Staff (*SRH 4500*)

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

7. Independent Contractor/Consultant Services (*SRH 3710*)

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

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

a. Rates (*SRH 3710.1*)

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

1) Exception to Rates (*SRH 3710.1.1*)

Compensation to government employees (e.g., federal, state, and local) will be allowed when the unit of government will not provide its services without cost. In these cases, the rate of compensation is not to exceed the daily salary rate paid by the unit of government.

b. Expert Witness Fees (*SRH 3710.2*)

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

- Qualifications, training, and experience of the expert(s), including a statement regarding recognition by the court of the individual as an expert;

- Specialized certification/licensure [e.g., Masters in Social Work (MSW); Licensed Clinical Social Worker (LCSW), Marriage and Family Therapist (MFT); Medical Doctor (MD)];
- Rate of pay per hour including documentation of a survey of the availability of similar consultants, the current “going rate,” and the proposed rate of pay with a cost breakdown if 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 b).

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) Community-Based Organizations (*SRH 2342.1*)

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

2) Units of Government (*SRH 2342.2*)

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

3) Computer Purchase Justification (*SRH 2341*)

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

c. Automobiles (*SRH 2331*)

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

- 1) Describe the need for a vehicle, including the size of the service area and the need to provide direct service away from the office;
- 2) Describe the lack of available agency vehicles;
- 3) Describe the lack of available personal vehicles for which mileage can be charged or a reason why the agency will not allow personal vehicle usage during working hours; and

- 4) Include a cost analysis for the vehicle purchase as compared to other options, including lease and personal vehicle use with mileage.

13. Prohibited Expense Items (*SRH 2240*)

a. Bonuses/Commissions (*SRH 2241*)

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

b. Lobbying (*SRH 2242*)

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

c. Fundraising (*SRH 2243*)

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

d. Real Property and Improvements (*SRH 2244*)

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

e. Interest (*SRH 2245*)

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

f. Charges, Fees, and Penalties (*SRH 2245*)

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

g. Food and Beverages (*SRH 2246*)

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

h. Weapons and Ammunition (*SRH 2247*)

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

i. Membership Dues (*SRH 2248*)

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

j. Professional License (*SRH 2248*)

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

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

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

l. Depreciation (*SRH 2249*)

Equipment costs may not include additional costs calculated for depreciation.

DOMESTIC VIOLENCE RESPONSE TEAM PROGRAM

PART IV – ATTACHMENTS

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

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

APPLICATION FORMS

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

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

DOMESTIC VIOLENCE RESPONSE TEAM PROGRAM

GLOSSARY OF TERMS

TERM	DEFINITION
Activity	The specific steps or actions that a project takes to achieve a measurable objective.
Administrative Agency or Subrecipient	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.”
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	The EEO Checklist is a document used by Program staff while conducting site/monitoring visits. The checklists (A and B) were prepared to assist Cal OES in verifying that Subrecipients are in compliance with State and Federal Civil Rights Laws.
Grant Subaward	The signed final agreement between Cal OES and the local government agency or organization authorized to accept grant funding.
Grant Funding Cycle	The number of years a Program may be funded without competition.

Grant Funding Period	The period of time, determined by the Request for Proposal (RFP) or the Request for Application (RFA), which the Project Narrative, objectives, activities, and budget cover. The time period is usually one year, and is shown on the Grant Subaward Face Sheet (Cal OES 2-101).
Implementing Agency	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).
Monitoring Report Response Form	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.
Noncompetitive Bid (NB)	A contract for goods or services, where only a single source that can provide the services or goods is afforded the opportunity to offer a price for the specified services or goods (contracts sometimes include goods as well as services, and this definition will also apply to those circumstances)
Nonprofit Organization (aka Community-Based Organization)	<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 Subrecipients 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 Subaward Subrecipient. If multiple sites exist, the site that provides the project Subrecipients 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 Subrecipient. The project includes all of the grants implemented by the Subrecipient under that Program regardless of the year of implementation.
Proposal	The packet of forms and narrative as requested by the RFA and submitted to Cal OES that specified the priorities, strategies, and objectives of the Applicant.
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 Subaward.
Subrecipient or Administrating Agency	The agency or organization designated on the Grant Subaward Face sheet that receives the grant funds and is will be responsible for accomplishing the planned objectives and Program goals (e.g., County of Alameda, City of Fresno, State Department of Justice, and Fairfield Youth Services Bureau).
Subrecipient 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>Subrecipient Handbook</i> is accessible 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 <i>Subrecipient Handbook</i> was previously called the <i>Grantee Handbook</i> .
Supplanting	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.
Terms of the Program	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.
USC	United States Code