



August 26, 2016

TO: ALL INTERESTED PARTIES

RE: BULLYING & SCHOOL VIOLENCE ADVOCACY PROGRAM,  
REQUEST FOR PROPOSAL FISCAL YEAR 2016-2017

The California Governor's Office of Emergency Services (Cal OES), Victim Services & Public Safety Branch, is soliciting proposals for the Bullying & School Violence Advocacy (XB) Program for Fiscal Year 2016-17.

The purpose of the XB Program is to fund agencies that provide direct services to child/teen victims of bullying and/or school violence. The direct services for this Program may include the following: regional call center; criminal justice advocacy; education advocacy; counseling; and, resources and referrals.

Approximately \$1,500,000 is available through this Request for Proposal (RFP). Cal OES anticipates funding approximately five proposals. The grant performance period will be for 23-months beginning October 1, 2016, and ending August 31, 2018. Proposals must be received, or postmarked, by Thursday, September 29, 2016, to be eligible.

Cal OES will rate and rank proposals competitively. Applicants should read this RFP carefully to ensure proposals contain required elements.

Should you have questions or require assistance, please contact Dennis Hall via email at [dennis.hall@caloes.ca.gov](mailto:dennis.hall@caloes.ca.gov). Thank you for your interest.

Sincerely,

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

MARK S. GHILARDUCCI  
Director

**BULLYING & SCHOOL VIOLENCE ADVOCACY (XB) PROGRAM**

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# BULLYING & SCHOOL VIOLENCE ADVOCACY (XB) 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’s (Cal OES) grant funds. The terms and conditions described in this RFP supersede previous RFPs and conflicting provisions stated in the *Subrecipient Handbook*. The *Subrecipient Handbook* provides helpful information for developing the application and is accessible on our website at [www.caloes.ca.gov](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:

Dennis Hall, Program Specialist  
Children’s Unit  
[dennis.hall@caloes.ca.gov](mailto:dennis.hall@caloes.ca.gov)

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

### C. PROPOSAL DUE DATE AND SUBMISSION OPTIONS

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

Regular or overnight mail, postmarked by **Thursday, September 29, 2016**, OR hand-delivered by 5:00 p.m. on **Thursday, September 29, 2016**, to:

California Governor's Office of Emergency Services  
Victim Services & Public Safety Branch  
3650 Schriever Avenue  
Mather, CA 95655  
Attn: Bullying & School Violence Advocacy (XB) Program, Children's Unit

#### D. ELIGIBILITY

In order to be eligible to receive funding through the XB Program, agencies must meet the following criteria:

##### 1. Eligible Applicants

All existing California governmental, community-based organizations with a funding pass-through sponsoring organization, or educational institutions are eligible to apply. If the Applicant is a governmental or community-based organization, Cal OES requires a letter of support from a local school. If the Applicant is a school, it must submit a letter of support from a local community-based or governmental organization involved with the care and counseling of children and teens. The community-based organization must provide services for a region, not just its local area.

Community-based organizations must include within the Proposal Appendix, 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. Minimum Score

To receive funding, Applicants must receive a minimum score of 320 points on the Rating Sheet.

##### 3. Data Universal Numbering System (DUNS) and Central Contractor Registration (CCR)

Applicants must submit a DUNS number and the DUNS number must be registered with the System for Award Management to be considered for funding. The Federal Funding Accountability and Transparency Act of 2006 requires the use of the DUNS number and CCR registration as unique identifiers for each entity receiving a federal or subgrant award. Applications without a DUNS number and CCR registration will be considered incomplete.

E. FUNDS

1. Fund Source

The XB Program is supported with federal Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program (Formula Grant Program) funds. The VOCA Formula Grant Program is authorized by the Victims of Crime Act of 1984 as amended, 42 U.S.C. 10601, *et seq.*

a. Purpose

VOCA authorizes federal financial assistance to states for the purpose of compensating and assisting victims of crime, providing funds for training and technical assistance, and assisting victims of federal crimes.

b. Funding Amount/Subaward Performance Period

Each project will be eligible for up to \$300,000 for a 23-month grant performance period beginning October 1, 2016, and ending August 31, 2018. Applicants must budget for the full subaward performance period and should request less funding, when appropriate.

VOCA15	VOCA15 MATCH	TOTAL PROJECT COST
\$300,000	\$75,000	\$375,000

c. Match

VOCA requires a cash and/or in-kind match equal to 20 percent of the total project cost.

d. Restrictions/Guidelines

- Volunteers must be utilized unless there is a compelling reason to waive this requirement.
- Funds may not be used for capital improvements.
- Original publications (written, visual, or sound) produced in whole or in part must contain the following statement: *“Funding made possible through the United States Department of Justice, Victims of Crime Act, 2015-VA-GX-XXXX.”*
- All awards made are subject to the Federal VOCA Victim Assistance Program Guidelines and are contingent upon the approval of the Proposed Rule to implement the Victim Assistance Formula Grant Program authorized by the Victims of Crime Act of 1984. The Proposed Rule would codify and update the existing Program Guidelines to reflect changes in

Office for Victims of Crime (OVC) policy, the needs of the crime victim services field, and VOCA itself.

The Code of Federal Domestic Assistance (CFDA) number for the VOCA Formula Grant Program is 16.575. Additional information can be found at [www.cfda.gov](http://www.cfda.gov).

## F. PROGRAM INFORMATION

### 1. Program Overview

The purpose of the XB Program is to provide funding to governmental, community-based organizations with a funding pass-through sponsoring organization, or educational institutions to provide direct services to child/teen victims of bullying and/or school violence. The direct services for this Program may include, but are not limited to, the following:

- Regional call center for parents and children, foster caregivers, legal guardians, and mandated reporters;
- Criminal justice advocacy – advocating with criminal justice agencies and the California Victim Compensation Program (CalVCP) on behalf of youth;
- Education advocacy – advocating with administrators on behalf of youth;
- Counseling – either the agency provides the counseling or they refer to an entity;
- Resources and referrals, including to CalVCP;
- Assistance with providing information on crime victim compensation services by referring the youth client to the local victim/witness assistance center; and
- Follow-up services.

Society recognizes bullying behaviors at school as dangerous and harmful acts that victimize the targeted student and bystanders. Bullying can no longer be dismissed as harmless teasing or as a normal, yet undesirable, behavior. Rather, bullying is a pattern of deliberate, negative, hurtful, aggressive acts that work to shift the balance of physical, emotional, or social power.

Behavior motivated by bias or hate is similar to bullying and is intended to cause emotional suffering, physical injury, or property damage through intimidation, harassment, bigoted slurs or epithets, force or threat of force, or vandalism. Hateful or biased behavior is motivated in part or in whole by hostility toward a person's real or perceived race, nationality, religion, disability, gender, or sexual orientation. (Education Code Sections 200, 220, 233, and 48900.3 describe policies and intent specific to hate-motivated violence. Penal Code Sections 422.6, 422.7, 422.75, 422.8, 422.9, 422.95, and 628 define what constitutes hate-motivated crimes.)

### Definition of School Bullying, California Education Code

(a) “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

(A) Placing a reasonable pupil or pupils in fear of harm to that pupil’s or those pupils’ person or property.

(B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.

(C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.

(D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

During their school years many students are involved with teasing or aggressive behavior as either a perpetrator or a target. School staff must be aware of children’s taunts that occur from time to time and acknowledge injured feelings and issues in dispute. Bullying becomes a concern when hurtful or aggressive behavior toward an individual or a group appears to be unprovoked, intentional, and (usually) repeated.

Perpetrators who bully do so through a progression of feelings leading to destructive actions: typically beginning with a desire to hurt someone else plus a hurtful action; plus a power imbalance; plus repetition (typically); plus an unjust use of power; plus evident enjoyment by the aggressor; plus a sense of being oppressed on the part of the target.

Bullying among youths may take place in a variety of hostile acts that are carried out repeatedly over time. The acts involve a real or perceived imbalance of power, with the more powerful child or group attacking those who are less powerful. Bullying may be physical (hitting, kicking, spitting, pushing), verbal (taunting, malicious teasing, name calling, threatening), or psychological (spreading rumors, manipulating social relationships, or promoting social exclusion, extortion, or intimidation).

In addition to direct and indirect bullying behavior, bullying may be of a sexual nature, motivated by bias or hate, or may be a part of a ritual or ceremony:

### On-line Bullying

In accordance with Statute, Government Code Section 13955(f)(3)(A), as of January 1, 2016, online harassment is a crime covered by the California Victim Compensation Program (CalVCP).

**Online Harassment Defined (PC 653.2):**

- The suspect must have **distributed** (electronic information) to a **third party**, and
- The suspect must have used **electronic communication** to distribute something **personal** about the victim, and
- The suspect must have taken the above actions **without the consent** of the victim, and
- The suspect must have intended to place the victim, or the victim's immediate family in **fear** for their safety through unwanted contact, injury, or harassment.

**Penal Code 653.2**

(b) Every person who, with intent to place another person in reasonable fear for his or her safety, or the safety of the other person's immediate family, by means of an electronic communication device, and without consent of the other person, and for the purpose of imminently causing that other person unwanted physical contact, injury, or harassment, by a third party, electronically distributes, publishes, e-mails, hyperlinks, or makes available for downloading, personal identifying information, including, but not limited to, a digital image of another person, or an electronic message of a harassing nature about another person, which would be likely to incite or produce that unlawful action, is guilty of a misdemeanor punishable by up to one year in a county jail, by a fine of not more than one thousand dollars (\$1,000), or by both that fine and imprisonment.

(c) For purposes of this section, "electronic communication device" includes, but is not limited to, telephones, cell phones, computers, Internet Web pages or sites, Internet phones, hybrid cellular/Internet/wireless devices, personal digital assistants (PDAs), video recorders, fax machines, or pagers. "Electronic communication" has the same meaning as the term is defined in Section 2510(12) of Title 18 of the United States Code.

For purposes of this section, the following terms apply:

(1) "Harassment" means a knowing and willful course of conduct directed at a specific person that a reasonable person would consider as seriously alarming, seriously annoying, seriously tormenting, or seriously terrorizing the person and that serves no legitimate purpose.

(2) "Of a harassing nature" means of a nature that a reasonable person would consider as seriously alarming, seriously annoying, seriously tormenting, or seriously terrorizing of the person and that serves no legitimate purpose. (Amended by Stats. 2009, Ch. 140, Sec. 144. Effective January 1, 2010.)

**California Penal Code Section 646.9 Cyberstalking**

(c) Any person who willfully, maliciously, and repeatedly follows or willfully and maliciously harasses another person and who makes a credible threat with the intent

to place that person in reasonable fear for his or her safety, or the safety of his or her immediate family is guilty of the crime of stalking, punishable by imprisonment in a county jail for not more than one year, or by a fine of not more than one thousand dollars (\$1,000), or by both that fine and imprisonment, or by imprisonment in the state prison.

The responsibility to establish the school environment lies with the entire school community. The environment evolves from the ideals, policies, practices, and administration of the school. Education Code Section 35294 et seq. requires each school to develop and implement a School Safety Plan as a part of its overall local education plan and to revisit the plan annually and amend it as needed. The first step in the planning process, as described in *Safe Schools: A Planning Guide for Action*, is to gather a planning committee that actively involves school administrators, teachers, students, and parents. Community service and civic organizations also have important roles as providers and resources to the school.

Subrecipients must offer supportive services, while victims of crime participate in the XB Program, including the following:

- Collaboration with CalVCP in regards to educating about submitting applications for victim compensation whether or not a law enforcement report is secured pertaining to the alleged bullying;
- Supportive services may include the following: regional call center for parents and children; criminal justice advocacy – advocating with criminal justice agencies on behalf of youth; education advocacy – advocating with administrators on behalf of youth;
- Counseling – either the agency provides the counseling or they refer to an entity; and,
- Resources and referrals.

a. Community Collaboration

Subrecipients must collaborate with at least one organization to expand the scope of services available to victims. Working together with victim service providers, legal services agencies, underserved population specific organizations, etc., will assist in providing a broad range of supportive services.

b. Supervision of Volunteers

Any volunteers must be supervised by staff with expertise in the delivery of direct services to bullying victims.

2. Program Components

Direct services for this Program include the following:

- Regional call center for parents and children, foster caregivers, legal guardians, and mandated reporters;
- Criminal justice advocacy – advocating with criminal justice agencies and CalVCP on behalf of youth;
- Education advocacy – advocating with administrators on behalf of youth;
- Counseling – either the agency provides the counseling or they refer to an entity; and,
- Resources and referrals, including to CalVCP;
- Assistance with providing information on crime victim compensation services by referring the youth client to the local victim/witness assistance center; and
- Follow-up services.

**The California Victim Compensation Program (CalVCP)**

CalVCP provides compensation for victims of violent crime. CalVCP provides eligible victims with reimbursement for many crime-related expenses. CalVCP funding comes from restitution paid by criminal offenders through fines, orders, penalty assessments and federal matching funds.

3. Reporting Requirements

Subrecipients are required to complete reports for both Cal OES and the Office for Victims of Crime (OVC).

a. Cal OES Progress Reports

There are five Progress Reports required. See chart below for report periods and due dates.

	Report Period	Due Date
Status Report	October 1 – December 31, 2016	January 31, 2017
1 <sup>st</sup> Progress Report	October 1, 2016 – March 31, 2017	April 30, 2017
2 <sup>nd</sup> Progress Report	April 1 – September 30, 2017	October 30, 2017
3 <sup>rd</sup> Progress Report	October 1, 2017 – March 31, 2018	April 30, 2018
4 <sup>th</sup> Progress Report	April 1 – August 31, 2018	September 30, 2018

b. OVC Reports

There are two reports Subrecipients will need to complete:

- 1) Subgrant Award Report (SAR)

This report is due at the time funds are awarded. Cal OES will initiate access and the Subrecipient must complete the remainder of the report in the OVC Performance Measurement Tool (PMT).

2) Subgrantee Report

The Subrecipient must complete quarterly reports no later than three weeks following the end of each federal fiscal year quarter. The Subrecipient will report data directly into the OVC Performance Measurement Tool.

# BULLYING & SCHOOL VIOLENCE ADVOCACY (XB) 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
- 

### A. PREPARING A PROPOSAL

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

The Applicant must use the forms provided in Part IV of this RFP or on our website at [www.caloes.ca.gov](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’s standards. If you create your own Project and/or Budget Narrative forms, the format must duplicate the Cal OES templates which are formatted the following way: **1” margins on top, bottom, right and left; double spaced; Times New Roman 12 point font; and left justified.** If a space limitation is specified under the Project Narrative section, strict adherence to the space limitation is required. Information included beyond the space limitation will not be reviewed.

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

The following eight components are required for a complete proposal:

- Proposal Cover Sheet (included in Part IV)
- Grant Subaward Face Sheet (Cal OES 2-101)
- Project Contact Information (Cal OES 2-102)
- Signature Authorization and Instructions (Cal OES 2-103)
- Certification of Assurance of Compliance – with statutory Requirements of the Victims of Crime Act (VOCA) (Cal OES 2-104f)
- Project Narrative (Cal OES 2-108)
- Project Budget (Including the Budget Narrative (Cal OES 2-107) and the Budget Forms (Cal OES 2-106)
- 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.***

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

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

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

**C. PROJECT NARRATIVE**

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

1. Problem Statement (Maximum of 4 pages)
  - a. Describe the prevalence of bullying and/or school violence in the Applicant's service area, including statistics on type of victimization.
  - b. Clearly identify and describe the child population to be served through the XB Program.
  - c. Describe the unique challenges/needs of this population.
  - d. Address the barriers victims experience when accessing supportive services, including lack of knowledge about resources, language barriers, social and cultural challenges, and accessibility for victims of crime with disabilities.

2. Plan (Maximum of 10 pages)
  - a. Describe what plans your Agency has to do the following:
    - Create regional call center for parents and children, foster caregivers, legal guardians, and mandated reporters;
    - Provide criminal justice advocacy – advocating with criminal justice agencies and the CalVCP on behalf of youth;
    - Education advocacy – advocating with administrators on behalf of youth;
    - Provide counseling – either the agency provides the counseling or they refer to an entity;
    - Provide resources and referrals, including to CalVCP;
    - Assistance with providing information on crime victim compensation services by referring the youth client to the local victim/witness assistance center; and
    - Provide follow-up services.
  - b. Describe your Agency’s plan to provide services to victims of bullying and/or school violence, including victims with disabilities.
  - c. Indicate the number of victims your Agency plans to assist.
  - d. Describe how your Agency will conduct public awareness and education/outreach about bullying to victims, the public, and agencies that come into contact with victims of school violence.
  - e. Describe how your Agency will assess and coordinate services, including the plan to develop case review guidelines, confidentiality agreements, a service plan to address the service needs of each victim, identify agencies that currently provide services, and coordinate Agency communication, including CalVCP.
  - f. Describe your Agency’s plan to develop and/or implement services to help victims recover from bullying, including CalVCP.
  - g. Describe your Agency’s plan to develop a method of evaluating the services currently being provided to child victims and to evaluate the impact of the XB Program.
  - h. Describe how your Agency plans to network with other individuals about responding to bullying.
  - i. Describe how your Agency will provide direct victim services, including referrals to CalVCP.
3. Capabilities (Maximum of 6 pages)
  - a. Describe your Agency’s expertise in serving child victims of bullying and/or school violence.
  - b. Describe your Agency’s capacity to implement each of the XB Program Components.
  - c. Describe how child victims will access its services.
  - d. Describe your Agency’s experience working with other agencies/organizations in the service area to expand the scope of services available to child victims, including identifying and providing direct services.

- e. Describe your Agency’s experience in addressing barriers that children face when accessing services, after a victimization, including lack of knowledge about resources, language barriers, social and cultural challenges, and accessibility for victims of crime with disabilities.
- f. Describe the Agency’s existing protocols for responding to bullying and/or school violence of child victims.

#### D. PROJECT BUDGET

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

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

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

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

The Applicant should refer to the *Subrecipient Handbook* for additional information concerning Cal OES’s budget policy or to determine if specific proposed expenses are allowable. The *Subrecipient Handbook* is accessible on our website at [www.caloes.ca.gov](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 (Cal OES 2-106a) for each of the following three budget categories:

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

#### 1) Salaries

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

#### 2) Benefits

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

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable budget items. Benefits, such as uniforms or California Bar

Association dues are allowable budget items if negotiated as a part of an employee benefit package.

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

b. Operating Expenses

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

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

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

Budget for three days, two nights of travel to a Cal OES Project Directors' Meeting including sufficient per diem and travel allocations for person(s) to attend.

c. Equipment

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

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

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

#### E. PROPOSAL APPENDIX

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

- **Organizational Chart:**  
The Organizational Chart should clearly depict the structure of the Applicant organization and the specific unit within the organization responsible for the implementation of the project. This chart should also depict supporting units within the organization (e.g., the Accounting Unit) and the lines of authority within the organization. Job titles on the Organizational Chart must match those in the Budget and Budget Narrative.
- **Operational Agreement (OA) Summary Form (Cal OES 2-160)**  
These documents must demonstrate a formal system of networking and coordination with other agencies and the Applicant. Please refer to the *Subrecipient Handbook*, Section 4300 for the list of required elements.
- **Project Summary (Cal OES 2-150)**
- **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]**
- **Other Funding Sources (Cal OES 2-151) [if applicable]**
- **Prior, Current, and Proposed Cal OES Funding (Cal OES 2-152) [if applicable]**
- **Project Service Area Information (Cal OES 2-154) [if applicable]**
- **Computer and Automated Systems Purchase Justification Guidelines (Cal OES 2-157) [if applicable]**
- **Staff Job Descriptions**
- **Letter from School [if applicable]**
- **Letter from Community-based Organization [if applicable]**
- **IRS Form 990, State of California Franchise Tax Board Form 199, or State of California Board of Charitable Trust Form [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>

## BULLYING & SCHOOL VIOLENCE ADVOCACY (XB) 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 SUBAWARD
  - C. ADMINISTRATIVE REQUIREMENTS
  - D. BUDGET POLICY
- 

#### A. SELECTION OF PROPOSAL FOR FUNDING

##### 1. Proposal Rating

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

##### 2. Funding Recommendation

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

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

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

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

See RFP Appendix for additional information.

### 3. Notification Process

Cal OES will notify applicants in writing of the results of the rating process. Cal OES will send applicants not selected a denial letter containing their average score and information on the appeal process.

## B. FINALIZING THE GRANT SUBAWARD

### 1. Standard Project Funding Authority

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

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

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

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

### 2. Processing Grant Subaward

#### a. Grant Subaward Conditions

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

b. Grant Subaward Amounts

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

c. Grant Subaward

Cal OES will mail a copy of the executed Grant Subaward and pertinent attachments to the Project Director. The Applicant is not authorized to incur costs against the grant until a copy of the fully executed Grant Subaward is received. When the executed grant is received, a Report of Expenditures and Request for Funds (Cal OES 2-201) may be submitted for reimbursement.

C. ADMINISTRATIVE REQUIREMENTS

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

1. The *Subrecipient Handbook (SRH)*

The *Subrecipient Handbook* is accessible on our website at [www.caloes.ca.gov](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 *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 Cal OES Director for termination of the Grant Subaward.

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

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

6. Monitoring Requirements (*SRH 10400*)

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

7. Audit Requirements (*SRH 8100*)

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

8. Source Documentation (*SRH 10111*)

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

9. Fidelity Bond (*SRH 2160*)

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

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

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

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

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

11. Staff and Volunteer Background Checks

The XB Program staff and volunteers cannot have contact with children of the Program until a background check has been completed and the individual designated by the agency has reviewed the results. The following must be completed:

- 1) Written Application and Reference Checks
- 2) Criminal Background Checks
- 3) Department of Motor Vehicles Checks

Should the background check result in a finding, the individual cannot provide services through the XB Program unless the project applies for a waiver of this rule and receives written approval from Cal OES.

D. BUDGET POLICY

This document summarizes information on Cal OES’s Budget Policy contained in the *Subrecipient Handbook*. Additional information may be obtained by accessing the

*Subrecipient Handbook* at [www.caloes.ca.gov](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 (*SRH 1330*)

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

2. Project Income (*SRH 6610*)

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

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

A competitive bid process is required to purchase equipment or consultant services with grant funds. Noncompetitive bid contracts are disfavored. Noncompetitive bid request approval by Cal OES program staff is required prior to the purchase of equipment in excess of \$5,000, or to hire a specific consultant charging over \$650 per day. Local units of government may use their approved procurement policy except for contracts over \$50,000 which requires prior Cal OES approval. For organizations without a written procurement policy, a competitive bid process involves determining the specifications for the items needed and obtaining at least three bids from different vendors. Whenever a specific individual/organization name is identified in the Project Budget, a narrative describing the competitive bid process or a sole-source procurement (noncompetitive bid) request will be required. Cal OES will provide assistance in submitting a noncompetitive bid request if the proposal is selected for funding and if Cal OES determines it is in the best interest of the project. These procedures do not apply to funds shared with participating agencies under the terms of an Operational Agreement (see Section 4500 *SRH*).

4. Match Requirements (*SRH 6500*)

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

Subaward. Specific instructions for calculating the match are provided below. There are examples of how to calculate the match requirement in Sections 6550-6550.2 of the *Subrecipient Handbook*.

a. State Funds Matching State or Federal Funds (*SRH 6522*)

State and/or federal funds can be used to match other state and/or federal funds *only* if the following conditions have been met:

- 1) The other funding source does not prohibit this practice;
- 2) The funds are to be used for identical activities (e.g., to augment the project); and
- 3) The project has obtained prior written approval from Cal OES or the terms of the program allow this practice.

b. Type of Match

1) Cash Match (*SRH 6511*)

Cash match, also known as hard match, is often derived from the local funding resources committed to a project such as county general fund revenue, United Way contributions, private donations or profits from fund-raising events. When used to augment the project, cash expenditures for items such as personnel, facilities and supplies may be considered cash match if not in violation of the prohibition on supplanting. A cash match must be specifically identified by line item as match in the budget.

2) In-Kind Match (*SRH 6512*)

In-kind match, also known as soft match, is the project's contribution of non-cash outlay of materials or resources to support a percentage of Cal OES's Grant Subaward activities. It may include non-cash outlay contributed by other public agencies and institutions, private organizations, and individuals. Examples include donated office supplies, equipment, professional services, and volunteer time. In general, the value of in-kind contributions is determined by fair market value, which must be specifically identified by line-item as in-kind match in the budget.

5. Travel Policies

The following is Cal OES's current travel policy:

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

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

1) Units of Government (*SRH 2236.1*)

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

2) 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 proposal.

## 5) Other

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

6. Participating Staff (*SRH 4500*)

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

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

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

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

### a. Rates (*SRH 3710.1*)

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

#### 1) Exception to Rates (*SRH 3710.1.1*)

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

### b. Expert Witness Fees (*SRH 3710.2*)

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

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

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

8. Facility Rental (*SRH 2232*)

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

- Rental Space for Training, Shelter, Counseling rooms, and Other Required Space (*SRH 2232.1*)

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

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

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

10. Indirect Cost Rate Proposal (ICRP) (*SRH 2180 & SRH 2188*)

Indirect costs are shared costs that cannot be directly assigned to a particular activity, but are necessary to the operation of the organization and the performance of the project. The costs of operating and maintaining facilities, accounting services, and administrative salaries are examples of indirect costs.

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

b. Subrecipients that budget for indirect costs must:

- use their approved Indirect Cost Rate (ICR) that has been established by the Subrecipient's cognizant federal agency (Cal OES will not act as a cognizant agency); or
- use an amount up to the ten percent (10%) de Minimis rate of the Subrecipient's Modified Total Direct Costs (MTDC) base. MTDC includes the cost of salaries, wages and benefits of personnel that work directly on the project, and other operational costs that are directly related to the project. The MTDC base cannot include any distorting costs such as equipment, capital expenditures, or any Subawards, contracts, or consultant beyond the first \$25,000.

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

11. Audit Costs (*SRH 8150*)

Subrecipients expending less than \$750,000 in federal funds annually cannot use federal funds to reimburse for costs associated with audits. Subrecipients expending \$750,000 or more in federal grant funds annually are required to secure an audit pursuant to 2 CFR Part 200 Uniform Guidance and are allowed to utilize federal grant funds to budget for the audit costs.

Specifically, the allowable audit costs are as follows:

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

12. Equipment (*SRH 2300*)

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

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

a. Allowable Expenses

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

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

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

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

CBOs 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. 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 *RH 2242.1* for an extensive list of prohibited activities.

c. Fundraising (*SRH 2243*)

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

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

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

e. Interest (*SRH 2245*)

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

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

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

g. Food and Beverages (*SRH 2246*)

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

h. Weapons and Ammunition (*SRH 2247*)

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

i. Membership Dues (*SRH 2248*)

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

j. Professional License (*SRH 2248*)

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

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

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

l. Depreciation (*SRH 2249*)

Equipment costs may not include additional costs calculated for depreciation.

## BULLYING & SCHOOL VIOLENCE ADVOCACY (XB) 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
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### 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>

**BULLYING & SCHOOL VIOLENCE ADVOCACY (XB) PROGRAM**

**RATING FORM**

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

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

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

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

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<u>CATEGORY</u>	<u>TOTAL POINTS POSSIBLE</u>
1. PROBLEM STATEMENT	<u>80</u>
2. PLAN	<u>288</u>
3. CAPABILITIES	<u>192</u>
4. BUDGET	<u>40</u>
5. COMPREHENSIVE ASSESSMENT	<u>40</u>
<b>TOTAL</b>	<b><u>640</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</b> <b>(Maximum 80 points)</b>	<b>0</b>	<b>5</b>	<b>10</b>	<b>15</b>	<b>20</b>
a. How well does the Applicant describe the prevalence of bullying and/or school violence in the Applicant’s service area, including statistics on type of victimization?					
b. How well does the Applicant clearly identify and describe the child population to be served through the XB Program?					
c. How well does the Applicant describe the unique challenges/needs of this population?					
d. How well does the Applicant address the barriers victims experience when accessing supportive services, including lack of knowledge about resources, language barriers, social and cultural challenges, and accessibility for victims of crime with disabilities?					
<b>2. PLAN</b> <b>(Maximum 288 points)</b>	<b>0</b>	<b>8</b>	<b>15</b>	<b>24</b>	<b>32</b>
a. How well does the Applicant describe its plans to do the following: <ul style="list-style-type: none"> <li>• Create regional call center for parents and children, foster caregivers, legal guardians, and mandated reporters;</li> <li>• Provide criminal justice advocacy – advocacy with criminal justice agencies and the CalVCP on behalf of youth;</li> <li>• Education advocacy – advocating with administrators on behalf of youth;</li> <li>• Provide counseling – either the agency provides the counseling or they refer to an entity; and,</li> <li>• Provide resources and referrals, including to CalVCP.</li> <li>• Assistance with providing information on crime victim compensation services by referring the youth client to the local victim/witness assistance center; and</li> <li>• Provide follow-up services.</li> </ul>					
b. How well does the Applicant describe its plan to provide services to victims of bullying and/or school violence, including victims with disabilities?					
c. How well does the Applicant indicate the number of victims its agency plans to assist?					

	I	II	III	IV	V
d. How well does the Applicant describe how it will conduct public awareness and education/outreach about bullying to victims, the public, and agencies that come into contact with victims of school violence?					
e. How well does the Applicant describe how it will assess and coordinate services, including the plan to develop case review guidelines, confidentiality agreements, a service plan to address the service needs of each victim, identify agencies that currently provide services, and coordinate agency communication, including CalVCP?					
f. How well does the Applicant describe its plan to develop and/or implement services to help victims recover from bullying, including CalVCP?					
g. How well does the Applicant describe its plan to develop a method of evaluating the services currently being provided to child victims and to evaluate the impact of the XB Program?					
h. How well does the Applicant describe how it plans to network with other individuals about responding to bullying?					
i. How well does the Applicant describe how it will provide direct victim services, including referrals to CalVCP?					
<b>3. CAPABILITIES (Maximum 192 points)</b>	<b>0</b>	<b>8</b>	<b>15</b>	<b>24</b>	<b>32</b>
a. How well does the Applicant describe the agency’s expertise in serving child victims of bullying and/or school violence?					
b. How well does the Applicant describe the agency’s capacity to implement each of the XB Program Components?					
c. How well does the Applicant describe how child victims will access its services?					
d. How well does the Applicant describe its experience working with other agencies/organizations in the service area to expand the scope of services available to child victims, including identifying and providing direct services?					
e. How well does the Applicant describe its experience in addressing barriers that children face when accessing services, after a victimization, including lack of knowledge about resources, language barriers, social					

	I	II	III	IV	V
and cultural challenges, and accessibility for victims of crime with disabilities?					
f. How well does the Applicant describe its existing protocols for responding to bullying and/or school violence of child victims?					
<b>4. BUDGET, including Budget Narrative (Maximum 40 points)</b>	<b>0</b>	<b>8</b>	<b>10</b>	<b>15</b>	<b>20</b>
How well does the Budget Narrative support the proposal objectives and activities, and the intent and requirements of the Program?					
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>5. COMPREHENSIVE ASSESSMENT (Maximum 40 points)</b>	<b>0</b>	<b>10</b>	<b>20</b>	<b>30</b>	<b>40</b>
How well does this proposal support the overall intent, goals, and purpose of the Program?					

## BULLYING & SCHOOL VIOLENCE ADVOCACY (XB) PROGRAM

### SUMMARY OF THE PAST PERFORMANCE POLICY

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The following is a summary of the Cal OES's 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  
Victim Services & Public Safety Branch  
3650 Schriever Avenue  
Mather, CA 95655  
Attn: Bullying & School Violence Advocacy Program, Children's Unit  
Fax: (916) 636-3870

#### 1. General Policy

This policy is intended to penalize existing Subrecipients 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 Subrecipient'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 Subrecipient 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 Subrecipient's Executive Officer. Failure to remedy the violation may negatively impact the Subrecipient'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 Subrecipient 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 Subrecipient takes steps to address the findings. Communication with the Subrecipient 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 Subrecipient has implemented new accounting and management policies and procedures, and promises to better supervise its employees. No other problems with the Subrecipient are known.

**Penalty: Level B**

- 3) A project has agreed to provide victim advocacy services in County X. The Subrecipient 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.

**BULLYING & SCHOOL VIOLENCE ADVOCACY (XB) 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 community-based, 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 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.

<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 Subaward Face Sheet (Cal OES 2-101).</p>
<p>Implementing Agency</p>	<p>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).</p>
<p>Monitoring Report Response Form</p>	<p>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.</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>Community-based Organization (aka Community-Based Organization)</p>	<p>A community-based, 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 community-based 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 community-based 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 community-based 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</p>

	community-based affiliate.
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 RFP 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 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 <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>Subrecipient Handbook</i> was previously called the <i>Grantee Handbook</i> .
Subrecipient or Administrating Agency	The agency or organization designated on the Grant Subaward Face sheet that receives the grant funds and will be responsible for accomplishing the planned objectives and Program goals (e.g., County of Alameda, City of Fresno, State Department of Justice, Fairfield Youth Services Bureau).
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 <i>Subrecipient Handbook</i> , the terms of the Program shall be interpreted and construed as superseding the provisions of the <i>Subrecipient Handbook</i> .
USC	United States Code