

VICTIM LEGAL ASSISTANCE (XL) PROGRAM

CHECKLIST

This checklist is provided to ensure that a complete proposal is submitted to Cal OES.

- PROPOSAL COVER SHEET – Please complete and attach to the front of the proposal.
- GRANT SUBAWARD FACE SHEET (Cal OES 2-101) – Signed by the official authorized to enter into the Grant Subaward.
- PROJECT CONTACT INFORMATION (Cal OES 2-102) – Must be submitted with the Grant Subaward Face Sheet.
- SIGNATURE AUTHORIZATION AND INSTRUCTIONS (Cal OES 2-103) – Signatures of the Project Director and Fiscal Officer are required.
- CERTIFICATION OF ASSURANCE OF COMPLIANCE – VOCA (Cal OES 2-104F) – Signed by the official who signed the Grant Award Face Sheet and by the official delegating that authority.
- PROJECT SUMMARY (Cal OES 2-150)
- PROJECT NARRATIVE (Cal OES 2-108)
 - PROBLEM STATEMENT
 - PLAN
 - CAPABILITIES
- PROJECT BUDGET
 - BUDGET FORMS (EXCEL SPREADSHEET FORMAT) (Cal OES 2-106a – With Match)
 - Personal Services – Salaries/Employee Benefits
 - Operating Expenses
 - Equipment
 - BUDGET NARRATIVE (Cal OES 2-107)
- PROJECT SERVICE AREA INFORMATION (Cal OES 2-154)
- PROPOSAL APPENDIX
 - Organizational Chart
 - Operational Agreement
 - Noncompetitive Bid Request Checklist (Cal OES 2-156) [if applicable]
 - Out-Of-State Travel Request (Cal OES 2-158) [if applicable]
 - Emergency Fund Procedures (Cal OES 2-153) [if applicable]
 - Computer and Automated Systems Purchase Justification (Cal OES 2-157) [if applicable]