



July 15, 2016

TO: ALL INTERESTED PARTIES

RE: UNSERVED/UNDERSERVED CHILD AND YOUTH ADVOCACY (XY) PROGRAM  
FISCAL YEAR 2016 – 2017 REQUEST FOR PROPOSAL

The California Governor's Office of Emergency Services (Cal OES), Victim Services and Public Safety Branch, is soliciting proposals for the Unserved/Underserved Child and Youth Advocacy (XY) Program for fiscal year 2016-2017.

The primary purpose of the XY Program is to provide funding for advocacy and support services to unserved/underserved child and youth victims of a crime. This can be accomplished by creating new programs or enhancing existing programs to commit staff time to specifically address the needs of the identified unserved/underserved child and youth victim population, hiring staff that reflects that population, training all staff on the cultural norms of the population, and increasing outreach efforts.

The XY Program will be supported with Victims of Crime Act (VOCA) funds. Approximately 15 projects will be selected to receive an allocation of up to \$371,883 for a one-time, 23-month grant period for the XY Program.

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

Sincerely,

MARK S. GHILARDUCCI  
Director

# UNSERVED/UNDERSERVED CHILD AND YOUTH ADVOCACY PROGRAM

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# UNSERVED/UNDERSERVED CHILD AND YOUTH ADVOCACY 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’s) 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

Technical questions concerning this RFP, the proposal process, or programmatic issues should be submitted by e-mail to:

Claire Wimbley-Brown, Program Specialist  
Children’s Unit  
[Claire.wimbley-brown@caloes.ca.gov](mailto:Claire.wimbley-brown@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 and 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, August 25, 2016, OR** hand-delivered by 5:00 p.m. on **Thursday, August 25, 2016**, to:

California Governor's Office of Emergency Services  
Victim Services and Public Safety Branch  
3650 Schriever Avenue  
Mather, CA 95655  
Attn: Unserved/Underserved Child and Youth Advocacy (XY) Program, Children's Unit

D. ELIGIBILITY

To be eligible to receive funding through the Unserved/Underserved Child and Youth Advocacy (XY) Program, Applicants must:

1. Be a community-based or governmental agency that provides services to child and youth victims who are under the age of 18.

Services are considered efforts that: respond to the emotional and physical needs of child and youth victims of crime, help primary and secondary victims stabilize their lives after victimization, and/or help child and youth victims to understand and participate in the criminal justice system.

2. Provide a letter certifying that the child and youth victim population you propose to serve with this funding is different than the child and youth victim population you currently serve. If you are a Court Appointed Special Advocate (CASA) Program, please provide a letter certifying how many additional children you will be able to serve with XY Program funding.
3. Receive a minimum of 50% of possible points (270 points) on the Rating Sheet.

E. FUNDS

1. Fund Source

The Unserved/Underserved Child and Youth Advocacy (XY) 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 through the Formula Grant Program for the purpose of supporting eligible crime victim assistance programs that: 1) respond to the emotional and physical needs of victims of crime; 2) help primary and secondary victims of crime to stabilize their lives after a victimization; 3) help victims of crime understand and participate in the criminal justice system; and 4) provide victims of crime with a measure of safety and security.

b. Match

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

To calculate the match, divide the VOCA fund amount by .80 and multiply by .20, then add the VOCA fund amount to the match amount.

*Example:*  
*VOCA fund amount: \$371,883 divided by .80 multiplied by .20 equals*  
*Match total: \$92,971*  
*\$371,883 plus \$92,971 = \$464,854 Total Project Cost*

c. Guidelines/Restrictions

- Volunteers must be utilized unless there is a compelling reason to waive this requirement.
- Victims cannot be charged for services provided by programs supported with VOCA funds.
- 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-0058.”

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.org](http://www.cfda.org).

2. Funding Amount/Grant Performance Period

Cal OES anticipates funding approximately 15 projects up to \$371,883 each through the Unserved/Underserved Child and Youth Advocacy (XY) Program for FY 2016-2017.

There is approximately \$5.5 million available for the XY Program. Agencies are encouraged to apply for the amount of funds they believe they can spend.

The grant performance period will commence on October 1, 2016, and end August 31, 2018.

**All Applicants must budget for the full 23-month grant period.**

## F. PROGRAM INFORMATION

### 1. Background Information

Unserved/underserved children and youth in California need assistance with their emotional or mental health problems. Many child and youth crime victims in California do not receive services and support that meet their physical, emotional, spiritual, and financial needs after victimization. Meeting child and youth victims' needs is far more difficult when their access to services is complicated by factors such as age, race, ethnicity, geographic isolation, language barriers, cultural intolerance, disability, lack of knowledge of the criminal justice system and their rights, and/or lack of appropriate social support.

It is Cal OES's intent to assist identified unserved/underserved populations to provide services to this population, as well as, provide information and referral services.

### 2. Program Requirements

The primary purpose of the XY Program is to provide funding for advocacy and support services to unserved/underserved child and youth victims of a crime. This can be accomplished by creating a new program or enhancing an existing program to commit staff time to specifically address the needs of the identified unserved/underserved child and youth victim population, hiring staff that reflects that population, training staff on the cultural norms of the population, and increasing outreach efforts.

For the purpose of this RFP, unserved/underserved child and youth populations must be any victim population that disproportionately accesses victim services in your service area. It is the Applicant's responsibility to define and identify their unserved/underserved child and youth population. Applicants may choose to focus on child and youth victims from one of the following, or identify an additional, unserved/underserved child and youth victim population.

- Cultural/Ethnic Specific Community
- Geographically Isolated
- Immigrants
- Lesbian, Gay, Bisexual, transgender, and questioning youth (LGBTQ) Community(ies)
- Specific Crime Type (i.e., homicide)
- Youth with disabilities
- Youth in Foster Care

#### a. Services for Child and Youth Victims

Subrecipients must respond to the emotional and physical needs of victims from the identified unserved/underserved child and youth victim population using a

trauma-informed, culturally-sensitive approach.

Services include, but are not limited to, the following:

1) Crisis Intervention

Subrecipients must provide immediate, short-term emotional and physical care for unserved/underserved child and youth victims.

2) Counseling/Therapy

The Subrecipient must provide a means for unserved/underserved child and youth victims to obtain individual counseling, when it is requested. Counseling must be provided by an individual, either a licensed, or licensed eligible, clinician. This requirement may be met through the development and implementation of written procedures for referrals to qualified professional counselors/therapists or your agency.

3) Advocacy

Subrecipients must provide the following comprehensive services to child and youth victims:

- Intake;
- Meeting with the child's non-offending family member and/or caregiver in order to help he/she assist with therapeutic services for the child;
- Case management;
- Transportation services for the child or youth victim and non-offending family member and/or caregiver;
- Accompaniment to criminal justice offices and court;
- Transportation to criminal justice offices and court;
- Assistance with victim impact statement; and
- School advocacy.

4) Crime Victim Compensation Benefits

Subrecipients must provide unserved/underserved child and youth victims with assistance in seeking crime victim compensation benefits. This can be met through direct assistance or referrals to appropriate services providers.

5) Emergency Assistance

Subrecipients may use up to five percent of their total grant funds to provide financial intervention for unserved/underserved child and youth victims' related needs. If funds are provided directly to a victim, Subrecipients must

follow the procedure outlined in *Subrecipient Recipient Handbook* § 2235.2.

6) Referrals to Existing Community Resources

Subrecipients must have knowledge of local community resources and connect unserved/underserved child and youth victims to these resources as appropriate. A referral list must be developed, maintained, regularly updated, and include the following: law enforcement agencies, district and city attorney's office, medical care providers, mental health treatment facilities, county social services and child protective services agencies, other domestic violence centers, rape crisis centers, victim/witness assistance centers, family justice centers, etc.

b. Outreach

Subrecipients must consult with members of the specific unserved/underserved child and youth victim populations to develop a plan to meaningfully conduct outreach to increase access to services and inform victims of their rights. This may include the preparation, publication, and distribution of informational materials.

c. Staff

Subrecipients must commit a minimum of one half-time child advocate to provide services to unserved/underserved child and youth victims and coordinate outreach efforts. If you are a CASA, you must commit one half-time CASA supervisor. Subrecipients are encouraged to recruit staff which culturally reflect the identified unserved/underserved child and youth victim population.

d. Training

The child advocate and/or CASA volunteers selected for this project must complete at least 40 hours of training which must include topics on, but not limited to:

- 1) Crisis intervention;
- 2) Behavioral issues of children exposed to violence and those who have experienced abuse and/or neglect;
- 3) Domestic violence and its effect on children;
- 4) Identifying and reporting child abuse and neglect; and
- 5) Issues related to abused children with disabilities.

Within the first six months of operation, Subrecipients must obtain cultural sensitivity training specific to the identified unserved/underserved child and youth victim population for all staff assigned to this project.

e. Community Coordination

The Subrecipient must establish itself as an active participant in the local public and non-profit social services network to promote coordinated victim service efforts within the community. The Subrecipient must have Operational Agreements (OAs) with agencies in their service areas in the following disciplines, unless the Subrecipient is one of the below programs:

- Victim/Witness Assistance Program(s)
- Cal OES-funded Domestic Violence Assistance Program(s)
- Cal OES-funded Rape Crisis Program(s)
- Cal OES-funded Child Abuse Treatment Program(s)

f. American Disabilities Act (ADA) Compliance

Subrecipients must be in compliance with the American with Disabilities Act (ADA) of 1990, 42 U.S.C. 12101, *et seq.*, and Title 28 of the Code of Federal Regulation, Part 35. The Subrecipient shall operate so that each service is accessible to and usable by individuals with disabilities. Applicants may comply with the requirements of this section through such means as redesigning of equipment, reassignment of services to accessible buildings, assignment of aides to beneficiaries, home visits, delivery of services at alternative accessible site, alternation of existing facilities and construction of new facilities, use of accessible rolling stock or other conveyances, or any other methods that result in making its services, programs, or activities readily accessible to and usable by individuals with disabilities.

Subrecipients must ensure that communication with individuals with disabilities is as effective as communication with others without disabilities. This includes the use of telecommunication with others without disabilities. This includes the use of telecommunications systems for communication by telephone. Subrecipients must also ensure that individuals with impaired vision or hearing can obtain information of the existence and location for accessible services, activities, and facilities, as well as provide appropriate signage. This includes all written materials (i.e., brochures, applications, consents, videos, etc.).

Applicants must ensure that all aspects of employment comply with ADA, including the application process (recruitment, hiring) and employment tasks.

3. Program 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 four Progress Reports required throughout the 23-month performance period. See chart below for report periods and due dates.

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

b. OVC Reports

There are two, on-line OVC reports Subrecipients will need to complete each year of funding:

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.

2) Subgrantee Report

The Subrecipient must complete this report no later than three weeks following the end of each quarter.

| Type of Report               | Report Period                       | PMT Due Date     |
|------------------------------|-------------------------------------|------------------|
| Program Performance Measures | October 1, 2016 – December 31, 2016 | January 31, 2017 |
| Program Performance Measures | January 1, 2017 – March 31, 2017    | April 30, 2017   |
| Program Performance Measures | April 1, 2017 – June 30, 2017       | July 31, 2017    |
| Program Performance Measures | July 1, 2017 – September 30, 2017   | October 31, 2017 |
| Program Performance Measures | October 1, 2017 – December 31, 2017 | January 31, 2018 |
| Program Performance Measures | January 1, 2018 – March 31, 2018    | April 30, 2018   |
| Program Performance Measures | April 1, 2018 – June 30, 2018       | July 31, 2018    |
| Program Performance Measures | July 1, 2018- September 31, 2018    | October 31, 2018 |

# UNSERVED/UNDERSERVED CHILD AND YOUTH ADVOCACY 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 and information must be doubled spaced. 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 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 nine (9) 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 – VOCA (Cal OES 2-104f)
- Federal Grant Fund Log (Cal OES 2-105)
- Project Narrative (Cal OES 2-108)
- Project Budget (Including the Budget Narrative (Cal OES 2-107) and the Budget Forms (Cal OES 2-106a)
- 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**

**Please remember that your Project Narrative must be double spaced, and in Times New Roman, 12 point font. No more than 26 lines per page will be read and scored.**

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

1. Problem Statement (Maximum 4 pages)
  - a. Clearly identify the specific unserved/underserved child and youth victim population to be served and use statistical data to support the incidence of victimization in your service area.
  - b. Describe how the identified child and youth victim population is different than the one you currently serve (or if you are a CASA Program, identify how many additional children you will serve).
  - c. Explain what prevents you from serving the identified child and youth victim population with existing resources.
  - d. Describe the demographic/cultural/social characteristics of the identified unserved/underserved child and youth victim population.

- e. Describe the current status of service provision, identifying the gaps in services for the identified unserved/underserved child and youth victim population.
2. Plan (Maximum 6 pages)
    - a. Describe your agency's plan to provide trauma-informed, culturally sensitive services to the identified unserved/underserved child and youth victim population.
    - b. Describe your agency's plan to provide crisis intervention for the identified unserved/underserved child and youth victim population.
    - c. Describe your agency's plan to provide counseling/therapy for the identified unserved/underserved child and youth victim population.
    - d. Describe your agency's plan to provide advocacy for the identified unserved/underserved child and youth victim population.
    - e. Describe your agency's plan to provide the identified unserved/underserved child and youth victim population with assistance in seeking crime victim compensation benefits.
    - f. Describe any additional services your agency plans to provide to the identified unserved/underserved child and youth victim population.
    - g. Describe your agency's plan to meaningfully conduct outreach to increase access to services and inform the identified unserved/underserved child and youth victim population of their rights.
    - h. Describe your agency's plan to provide all staff with cultural sensitivity training specific to the identified unserved/underserved child and youth victim population.
    - i. Describe your utilization of volunteers.
  3. Capabilities (Maximum 4 pages)
    - a. Describe your agency's expertise in serving the identified unserved/underserved child and youth victim population.
    - b. Describe your agency's capacity to effectively provide outreach to the identified unserved/underserved child and youth victim population.
    - c. Describe your agency's capacity to implement each of the Program Components.
    - d. Describe the cultural competency of anticipated staff assigned to the project.
    - d. Describe your agency's knowledge of local community resources and ability to connect the identified unserved/underserved child and youth victim population to these resources as appropriate.
    - f. Describe your agency's capacity to collaborate with other agencies/organizations in your service area.

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

c. Equipment

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

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

**NOTE:** The left column of each budget category on the spreadsheet requires line-item detail including the calculation and justification for the expense. Enter the *whole dollar amount only* (no cents) on each line item and the match amount (if applicable) in the correct column of the Budget Category form. You may add extra rows if

necessary. The spreadsheets automatically calculate the subtotal at the end of each budget category and provide the total of the three spreadsheets at the bottom of the Equipment page. The total of the budget including each funding source and/or match amount must correspond to the amount of the Total Project Cost (Block 12G) on the Grant Subaward Face Sheet.

#### E. PROPOSAL APPENDIX

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

- **Organizational Chart:**  
The Organizational Chart should clearly depict the structure of the Applicant organization and the specific unit within the organization responsible for the implementation of the project. This chart should also depict supporting units within the organization (e.g., the Accounting Unit) and the lines of authority within the organization. Job titles on the Organizational Chart must match those in the Budget and Budget Narrative.
- **Operational Agreements (OAs) [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]
- Other Funding Sources (Cal OES 2-151)
- Project Service Area Information (Cal OES 2-154) [if applicable]
- Computer and Automated Systems Purchase Justification Guidelines (Cal OES 2-157) [if applicable]

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

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

# UNSERVED/UNDERSERVED CHILD AND YOUTH ADVOCACY 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

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

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 performance period.

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

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

2. Processing Grant Subaward

a. Grant Subaward Conditions

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

b. Grant Subaward Amounts

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

c. Grant Subaward

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

C. ADMINISTRATIVE REQUIREMENTS

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

1. The *Subrecipient Handbook (SRH)*

The *Subrecipient Handbook* is accessible on our website at [www.caloes.ca.gov](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*.

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:
  - 1) 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
  - 2) 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.

# UNSERVED/UNDERSERVED CHILD AND YOUTH ADVOCACY PROGRAM

## PART IV – ATTACHMENTS

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

- A. PROPOSAL FORMS (including web links)
  - B. RATING FORM
  - C. SUMMARY OF THE PAST PERFORMANCE POLICY
  - D. GLOSSARY OF TERMS
- 

### PROPOSAL FORMS

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

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

**UNSERVED/UNDERSERVED CHILD AND YOUTH ADVOCACY PROGRAM**

**RATING FORM**

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

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

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

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

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| <u><b>CATEGORY</b></u>      | <u><b>TOTAL<br/>POINTS<br/>POSSIBLE</b></u> |
|-----------------------------|---|
| 1. PROBLEM STATEMENT        | <u><b>100</b></u>                           |
| 2. PLAN                     | <u><b>180</b></u>                           |
| 3. CAPABILITIES             | <u><b>120</b></u>                           |
| 4. BUDGET                   | <u><b>40</b></u>                            |
| 5. COMPREHENSIVE ASSESSMENT | <u><b>100</b></u>                           |
| <b>TOTAL</b>                | <u><b>540</b></u>                           |

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<br/>(Maximum 100 points)</b>   | <b>0</b> | <b>5</b> | <b>10</b> | <b>15</b> | <b>20</b> |
| a. How well does the proposal clearly identify the specific unserved/underserved child and youth victim population to be served and use statistical data to support the incidence of victimization in the Applicant's service area?        |          |          |           |           |           |
| b. How well does the proposal describe how the identified child and youth victim population is different than the one the Applicant currently serves (or if you are a CASA Program, identify how many additional children you will serve)? |          |          |           |           |           |
| c. How well does the proposal explain what prevents the Applicant from serving the identified child and youth victim population with existing resources?   |          |          |           |           |           |
| d. How well does the proposal describe the demographic/cultural/social characteristics of the identified unserved/underserved child and youth victim population?   |          |          |           |           |           |
| e. How well does the proposal describe the current status of service provision, identifying the gaps in services for the identified unserved/underserved child and youth victim population?  |          |          |           |           |           |
| <b>2. PLAN<br/>(Maximum 180 points)</b>  | <b>0</b> | <b>5</b> | <b>10</b> | <b>15</b> | <b>20</b> |
| a. How well does the proposal describe the agency's plan to provide trauma-informed, culturally sensitive services to the identified unserved/underserved child and youth victim population?   |          |          |           |           |           |
| b. How well does the proposal describe the agency's plan to provide crisis intervention for the identified unserved/underserved child and youth victim population?   |          |          |           |           |           |
| c. How well does the proposal describe the agency's plan to provide counseling/therapy for the identified unserved/underserved child and youth victim population?  |          |          |           |           |           |
| d. How well does the proposal describe the agency's plan to provide advocacy for the identified child and youth victim population?   |          |          |           |           |           |

|  | I        | II       | III       | IV        | V         |
|--|----------|----------|-----------|-----------|-----------|
| e. How well does the proposal describe the agency’s plan to provide the identified unserved/underserved child and youth victim population with assistance in seeking crime victim compensation benefits?                   |          |          |           |           |           |
| f. How well does the proposal describe any additional services your agency plans to provide to the identified unserved/underserved child and youth victim population?  |          |          |           |           |           |
| g. How well does the proposal describe the agency’s plan to meaningfully conduct outreach to increase access to services and inform the identified unserved/underserved child and youth victim population of their rights? |          |          |           |           |           |
| h. How well does the proposal describe the agency’s plan to provide all staff with cultural sensitivity training specific to the identified unserved/underserved child and youth victim population?                        |          |          |           |           |           |
| i. How well does the proposal describe the agency’s utilization of volunteers?   |          |          |           |           |           |
| <b>3. CAPABILITIES<br/>(Maximum 120 points)</b>  | <b>0</b> | <b>5</b> | <b>10</b> | <b>15</b> | <b>20</b> |
| a. How well does the proposal describe the agency’s expertise in serving the identified unserved/underserved child and youth victim population?  |          |          |           |           |           |
| b. How well does the proposal describe the agency’s capacity to effectively provide outreach to the identified unserved/underserved child and youth victim population?   |          |          |           |           |           |
| c. How well does the proposal describe the agency’s capacity to implement each of the Program Components?  |          |          |           |           |           |
| d. How well does the proposal describe the cultural competency of anticipated staff assigned to the project?   |          |          |           |           |           |
| e. How well does the proposal describe the agency’s knowledge of local community resources and ability to connect the identified unserved/underserved child and youth victim population to these resources as appropriate? |          |          |           |           |           |

|  | <b>I</b>  | <b>II</b> | <b>III</b> | <b>IV</b> | <b>V</b>   |
|--|-----------|-----------|------------|-----------|------------|
| f. How well does the proposal describe the agency’s capacity to collaborate with other agencies/organizations in your service area?                                |           |           |            |           |            |
| <b>4. BUDGET, including Budget Narrative (Maximum 40 points)</b>   | <b>0</b>  | <b>5</b>  | <b>10</b>  | <b>15</b> | <b>20</b>  |
| a. How well does the Budget Narrative support the proposal objectives and activities, and the intent and requirements of the Program?                              |           |           |            |           |            |
| b. How well are the funds allocated in the Budget Category Forms? How well do the line items support the proposal plan, objectives, and activities of the Program? |           |           |            |           |            |
| <b>5. COMPREHENSIVE ASSESSMENT (Maximum 100 points)</b>  | <b>20</b> | <b>40</b> | <b>60</b>  | <b>80</b> | <b>100</b> |
| a. How well does this proposal support the overall intent, goals, and purpose of the Program?  |           |           |            |           |            |

## UNSERVED/UNDERSERVED CHILD AND YOUTH ADVOCACY 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 and Public Safety Branch  
3650 Schriever Avenue  
Mather, CA 95655  
Attn: Unserved/Underserved Child and Youth Advocacy Program – Children's Unit  
Fax: (916) 636-3880

#### 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 Appeal Guidelines.

**UNSERVED/UNDERSERVED CHILD AND YOUTH ADVOCACY 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 | 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.  |

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|---|--|
| 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</p> |

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|-------------------------------|--|
|                               | nonprofit 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  |