REQUEST FOR APPLICATION

The California Governor’s Office of Emergency Services (Cal OES), Victim Services and Public Safety (VSPS) Branch, is soliciting applications for the following program:

CHILD ABUSE TREATMENT (AT) PROGRAM
Release Date: May 23, 2019

This Request for Application (RFA) provides detailed information and forms necessary to prepare an application for Cal OES grant funds. The terms and conditions of this RFA supersede previous RFAs and conflicting provisions stated in the Subrecipient Handbook (SRH).

PROGRAM SYNOPSIS

Program Description:
The purpose of the AT Program is to provide comprehensive psychotherapy services to children victimized by abuse and/or neglect. Psychotherapy services for non-offending family members/caregivers of child victims are also available to help with the treatment of the child.

Eligibility:
The only eligible Applicants are current Child Abuse Treatment (AT and XT) Program Subrecipients listed on Attachment A.

Grant Subaward Performance Period:
The AT and XT Programs will be combined during the Fiscal Year 2019-20 Grant Subaward performance period to create a single AT Program.

Current AT Program Subrecipients will have a 15-month Grant Subaward performance period beginning October 1, 2019, through December 31, 2020.

Current XT Program Subrecipients will have a 12-month Grant Subaward performance period beginning January 1, 2020, through December 31, 2020.

Submission Deadline:
See Attachment A for submission deadlines.
# TABLE OF CONTENTS

## PART I – OVERVIEW

A. PUBLIC RECORDS ACT NOTICE ................................................................. 1  
B. CONTACT INFORMATION .......................................................................... 1  
C. SUBMISSION DEADLINE AND OPTIONS .................................................. 1  
D. ELIGIBILITY .................................................................................................. 2  
E. GRANT SUBAWARD PERFORMANCE PERIOD .......................................... 2  
F. FUNDS .......................................................................................................... 2  
G. PROGRAM INFORMATION ........................................................................... 3  

## PART II – RFA INSTRUCTIONS

A. SUBRECIPIENT HANDBOOK ........................................................................ 13  
B. FORMS ......................................................................................................... 13  
C. APPLICATION COMPONENTS .................................................................... 13  
   1. Grant Subaward Face Sheet (Cal OES 2-101) ............................................ 13  
   2. Project Contact Information (Cal OES 2-102) ............................................ 13  
   3. Signature Authorization (Cal OES 2-103) .................................................. 14  
   4. Certification of Assurance of Compliance (Cal OES 2-104f) ..................... 14  
   5. Budget Pages (Cal OES 2-106a) ............................................................... 14  
   6. Budget Narrative (Cal OES 2-107) ............................................................ 17  
   7. Project Narrative (Cal OES 2-108) ............................................................. 17  
   8. Subrecipient Grants Management Assessment ....................................... 19  
   9. Project Service Area Information (Cal OES 2-154) ................................. 19  
  10. Organizational Chart ................................................................................ 19  
  11. Additional Forms/Documents .................................................................. 19  
D. BUDGET POLICIES .................................................................................... 20  
E. ADMINISTRATIVE REQUIREMENTS ......................................................... 21  

## PART III – CHECKLIST ............................................................................... 22
PART I – OVERVIEW

A. PUBLIC RECORDS ACT NOTICE

Grant applications are subject to the California Public Records Act, Government Code Section 6250, et seq. Do not put any personally identifiable information or private information on this application. If you believe that any of the information you are putting on this application is exempt from the Public Records Act, please indicate what portions of the application and the basis for the exemption. Your statement that the information is not subject to the Public Records Act will not guarantee that the information will not be disclosed.

B. CONTACT INFORMATION

Contact your Children’s Unit Program Specialist concerning this RFA, the application process, or programmatic issues.

C. SUBMISSION DEADLINE AND OPTIONS

One original application must be delivered to Cal OES by 5:00 pm on the submission due date found on Attachment A. Submission options are: postmarked or hand-delivered by 5:00 pm on the due date, to the address below.

California Governor’s Office of Emergency Services
Victim Services and Public Safety Branch
3650 Schriever Avenue
Mather, CA 95655
Attn: Child Abuse Treatment (AT) Program
Children’s Unit
D. ELIGIBILITY

The only eligible Applicants are current Child Abuse Treatment (AT and XT) Program Subrecipients listed on Attachment A.

Applicants applying for federal funds must be registered in the federal System for Award Management (SAM) and have an expiration date that is at least eight weeks after the Application due date. Check SAM status.

Applicants that are community-based organizations must be registered with the California Department of Justice's Registry of Charitable Trusts with a “current” or “pending” status. Check nonprofit status.

E. GRANT SUBAWARD PERFORMANCE PERIOD

The AT and XT Programs will be combined during the Fiscal Year 2019-20 Grant Subaward performance period to create a single AT Program.

Current AT Program Subrecipients will have a 15-month Grant Subaward performance period beginning October 1, 2019, through December 31, 2020.

Current XT Program Subrecipients will have a 12-month Grant Subaward performance period beginning January 1, 2020, through December 31, 2020.

Please refer to Attachment A for details.

F. FUNDS

Approximately $16,000,000 is available for the AT Program for the Grant Subaward performance period. Funding is contingent upon availability of funds and passage of the 2019-20 State Budget Act.

1. Source of Funds

Detailed information on all VSPS Branch federal fund sources can be found in the VSPS Branch Federal Fund Information Guide. Applicants are strongly encouraged to review this document to familiarize themselves with the requirements for all fund sources that support this Program.
The Program is supported through the following fund:

Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program (Formula Grant Program).

- Supports eligible crime victim assistance programs.
- Requires a cash and/or in-kind match equal to 20 percent of the total project cost. Applicants may request a partial match waiver of no more than 80% of the required match amount. **All Match Waiver requests must be submitted with the application.** See Attachment B for instructions and formatting requirements.

2. Funding Amount

Applicants may apply for up to the amount on Attachment A for the Grant Subaward performance period. Funding allocations are equal to the monthly allocation of the current Grant Subaward performance period.

Please see Attachment A for the breakdown of the fund source, match, Grant Subaward performance period, and submission due dates.

G. PROGRAM INFORMATION

1. Program Description

The purpose of the AT Program is to provide comprehensive psychotherapy services to children victimized by abuse and/or neglect. Psychotherapy services for non-offending family members/caregivers of child victims are also available to help with the treatment of the child.

2. Program Components

a. Clients to be Served

Subrecipients must provide comprehensive treatment services to children under the age of 18 who are victims of:

- Physical abuse, sexual abuse, sexual exploitation, neglect, emotional abuse, and/or a witness to violence in the home
- Parental chemical substance abuse
• Child abduction
• Crime
• Bullying per California Education Code 48900(r)

Services should be provided to child victims who do not have access to services because of a lack of mental health insurance and are not eligible for other programs or services. Priority should be given to child victims who are underserved or are dependents of the court and involved in the child welfare system.

b. Clinical Staff

Subrecipients must utilize highly qualified staff to provide services through the AT Program. The AT Program staff must consist of at least one Licensed Clinical Social Worker, a Marriage and Family Therapist in good standing with the California Board of Behavioral Sciences, or a Licensed Psychologist with a Doctorate Degree in Psychology in good standing with the California Board of Psychology.

The licensed clinicians must be experienced in providing therapy to children and must be the primary provider of mental health services to the AT Program clients. For the purposes of the AT Program, licensed-eligible staff are those who have completed the qualifying hours and courses for licensure, are waiting to take the licensure examination, and are registered with the respective discipline’s board (e.g., California Board of Behavioral Sciences). Subrecipients must ensure licensed-eligible staff are supervised by a licensed clinician who has met the supervisory training requirements, and must follow the requirements set forth by the licensed-eligible staff’s respective board.

If the Subrecipient is unable to secure a licensed or licensed-eligible clinician as described above, the use of post-graduate (MSW, MFT, Ph.D.) staff who are registered interns, have completed the required qualifications, and are not fulfilling the supervision required hours as well as all requirements set forth by the discipline’s respective board are allowed. The Subrecipient must ensure the registered intern staff is supervised by a licensed clinician who has met the supervisory training requirements and must follow the requirements set forth by the registered intern’s respective board. Registered intern staff should have a minimum
of two years’ experience providing treatment-related services to abused/neglected children.

c. Background Checks

AT Program staff and volunteers cannot have contact with children until they have had a background check and the results have been reviewed.

The following must be completed:

1) A formal application, including three references, checked by the Subrecipient’s designated staff.

2) A criminal background check, including fingerprinting and processing through the Department of Justice.

   If AT Program staff and volunteers have resided in California less than three years, an out-of-state criminal history check (FBI check) is also required.

3) Review of Department of Motor Vehicles records must be completed for staff and volunteers who will be transporting child victims, siblings, and their non-offending family members/caregivers.

If a background check results in a finding, however insignificant, the individual cannot provide services through the AT Program unless the Subrecipient applies for a waiver of this rule and receives written approval from Cal OES. The waiver must:

- Be on agency letterhead
- Include the name of the individual
- Include the position title and description of how this position interacts with clients
- Include the conviction(s) and penal code
- Explain why this person’s conviction will not interfere with the safety of, or negatively affect clients who come in contact with this person
d. Training

AT Program staff and volunteers who do not have two years’ experience working with child victims, or training for working with child victims, are required to complete at least 40 hours of training.

Training topics must include, but not be limited to:

- Crisis intervention
- Behavioral issues of children exposed to violence and have experienced abuse and/or neglect
- Domestic violence and its effect on children
- Identifying and reporting child abuse and neglect
- Concerns related to abused children with disabilities

e. Supervision of Volunteers

Direct supervision is required by professional staff who have expertise in the delivery of services to child abuse victims.

f. Staff and Volunteer Files

Subrecipients and subcontractors must have files for project staff and volunteers which include, but are not limited to:

1) Copies of licenses and degrees
2) Documentation of training specific to the services performed through the AT Program
3) Documentation of supervised hours, if applicable
4) Substantiation of what makes the supervisor knowledgeable of the effects of child abuse
5) Documentation that background checks/clearances have been completed, including the results and applicable documentation, such as:
   - Written application and reference checks
   - Department of Justice criminal history
   - Department of Motor Vehicles clearance
   - Cal OES approved waivers, if applicable
• Copy of signed Acknowledgement of Mandated Reported Status
• Legal Duty to Report
• Copy of the signed confidentiality agreement

g. Operational Agreements

Subrecipients must have a goal of ensuring the congruency of services, consistency of care, and reduction of duplication of services. To achieve this goal, Subrecipients must demonstrate the ability to proactively collaborate with other service providers serving child victims and their non-offending family members/caretakers by securing Operational Agreements (OAs) with other agencies. **An OA with the local Victim/Witness Assistance Center is mandatory.**

OAs do not need to be submitted with the application package, however, they must be available for review by Cal OES staff during a technical assistance site visit, performance assessment site visit, and/or compliance review. All OAs must be listed on the Operational Agreements Summary form (Cal OES -160) and submitted with the application package.

h. Mandatory Services to Child Victims

Subrecipients must provide the following comprehensive services to child victims and secondary victims, such as minor siblings:

• Outreach
• Intake
• Crisis intervention
• Individual psychotherapy and group mental health counseling;
• Meeting with the child’s non-offending family member/caregiver in order to help him/her assist with therapeutic services for the child
• Case management
• Information and referral services
• Assistance in providing information concerning crime victim compensation services by referring the client to the local Victim/Witness Assistance Center
• Transportation services for the child victim and non-offending family members/caregivers
i. Charging for Services

Services provided through the AT Program must be free of charge.

j. Mandatory Objectives

1) Psychotherapy Services

Subrecipients must provide intensive outpatient psychotherapy to child victims. Psychotherapy includes individual treatment with adjunct child-specific group treatment, when appropriate. Children who attend group therapy must also be seen individually by clinical staff to monitor progress of the treatment plan.

The clinical staff must develop a diagnosis based on the Diagnostic and Statistical Manual of Mental Disorders (DSM-5), have knowledge of different diagnosis associated with children, and create a treatment plan consistent with the diagnosis. Clinical staff must provide effective treatment interventions and use standardized assessment tools to measure treatment outcomes.

Services to youth/adolescent perpetrators must not be provided while they are detained at a youth facility. Services may be provided upon their release and the treatment plan should focus only on their history of abuse and maltreatment.

When provided as part of the child’s treatment plan, therapy services for non-offending family members/caregivers may be incorporated in the child’s treatment plan only as an adjunct service by the child’s therapist to enhance the child’s therapeutic success. Family therapy services to non-offending family members/caregivers are not to address their own abuse history or support their participation in self-help groups.

Psychotherapy should be facility-based. If facility-based services are not possible due to a disability that limits the mobility of the child or their primary custodian, the Subrecipient must request approval by Cal OES prior to providing the therapy at the home of the child.
2) Assist with Crime Victim Compensation Services

Child victims who receive services through the AT Program must be provided with information on the availability of compensation from the California Victim Compensation Board (CalVCB).

Subrecipients must assist victims with applying for compensation benefits through CalVCB. Activities include:

- Advising of the availability of such benefits
- Assisting with application forms and understanding procedures
- Obtaining necessary documentation to support the claim
- Monitoring claim status

Subrecipients are strongly encouraged to budget for tablets or mobile communication devices and cellular service to swiftly facilitate the on-line application process in the office or in the field.

3) Assist with Participation in Criminal Justice Proceedings

Subrecipients must refer child victims to the local Victim/Witness Assistance Center for assistance with court-related services. Other allowable services that meet this objective include:

- Support and advocacy provided to child victims at any stage of the criminal justice process to enable a victim to attend court
- Notifying a child victim of parole consideration procedures
- Providing assistance with victim impact statements.
- Providing emergency legal assistance to ensure the health and safety of the child victim (i.e., filing restraining orders or obtaining emergency custody/visitation rights when directly connected to family violence cases)
k. Child Abuse and Neglect Reporting ACT (CANRA)

Employees of public and private organizations identified as mandated reports must comply with the mandated reporting requirements of CANRA.

Subrecipients must provide a written statement to their employees who are mandated reporters. The written statement must inform mandated reporters of their reporting obligations and their confidentiality rights. The California Penal Code Sections 11164-11174.3 known as CANRA is available at http://leginto.legislature.ca.gov/. In the Quick Code Search select PEN in the Code dropdown, enter 11164 in the Code Section, and click go.

l. Regional Training

The VSPS Branch will be holding regional grants management trainings during the Grant Subaward performance period. Anticipated locations include: Redding, Bay Area, Sacramento, Fresno, Los Angeles (North and South), and San Diego. Subrecipients must budget for two staff members to attend the two-day training.

m. Reporting Requirements

Progress Reports serve as a record for the implementation of the project. Statistics for Progress Reports must be collected on a quarterly basis, even when reporting occurs less frequently. The following reports are required:

1) Cal OES Progress Reports

There are AT Progress Reports required for the Program. See the chart for report periods and due dates.

15-month Subaward Performance Period:

<table>
<thead>
<tr>
<th>Report</th>
<th>Report Period</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Report</td>
<td>October 1, 2019 – April 30, 2020</td>
<td>May 29, 2020</td>
</tr>
<tr>
<td>2nd Report</td>
<td>May 1, 2020 – December 31, 2020</td>
<td>January 29, 2021</td>
</tr>
</tbody>
</table>
12-month Subaward Performance Period:

<table>
<thead>
<tr>
<th>Report</th>
<th>Report Period</th>
<th>Due Date</th>
</tr>
</thead>
</table>

2) Office for Victims of Crime (OVC) Reports

There are two, on-line OVC reports Subrecipients will also need to complete:

a) Subgrant Award Report (SAR)

This on-line report is due within 90 days of the beginning of the performance period. Cal OES will initiate access and the Subrecipient must complete the remainder of the report in the OVC Performance Measurement Tool.

b) Subgrantee Report

The Subrecipient must complete this report no later than two weeks following the end of each federal fiscal year quarter. Subrecipients will report data directly into the OVC PMT database no later than the due dates listed, unless otherwise instructed by your Program Specialist.

<table>
<thead>
<tr>
<th>Report Period</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 1, 2019 – December 31, 2019</td>
<td>January 13, 2020</td>
</tr>
<tr>
<td>January 1, 2019 – March 31, 2019</td>
<td>April 14, 2019</td>
</tr>
<tr>
<td>April 1, 2019 – June 30, 2019</td>
<td>July 14, 2019</td>
</tr>
<tr>
<td>July 1, 2019 – September 30, 2019</td>
<td>October 14, 2019</td>
</tr>
</tbody>
</table>

For technical assistance, issues or questions regarding the OVC PMT database, please contact the OVC PMT Help Desk at ovcpmt@csrincorporated.com or call Toll-free (844) 884-2503.
PART II – RFA INSTRUCTIONS

A. SUBRECIPIENT HANDBOOK

Applicants are strongly encouraged to review the *Subrecipient Handbook (SRH)*. The SRH outlines the terms and conditions that apply to the Cal OES, VSPS Branch grants and provides helpful information for developing an application, including a Glossary of Terms.

B. FORMS

The Applicant must use the forms provided on our website. The forms must be printed on plain white 8½" x 11" paper and single sided. **Applicants may not alter the formatting of any forms, including the Project and Budget Narratives. No tables, charts, or changes to the margins are allowed.**

C. APPLICATION COMPONENTS

Applicants must complete and submit all required components. Specific information for each component is included next. The Checklist in Part III is included to ensure Applicants submit all required components.

1. Grant Subaward Face Sheet (Cal OES 2-101)

   The Grant Subaward Face Sheet is the title page of the Grant Subaward that is signed by the Subrecipient and the Cal OES Director (or designee). Instructions are included on the form.

2. Project Contact Information (Cal OES 2-102)

   The Project Contact Information form provides Cal OES with all relevant Subrecipient personnel. Information for each individual should be direct contact information. Instructions are included on the form.
3. Signature Authorization (Cal OES 2-103)

The Signature Authorization form provides Cal OES with signatures of authorized signers and who they authorize to sign on their behalf for all grant-related matters. Instructions are included on the form.

4. 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
- Proof of Authority documentation from the city council/governing board

5. Budget Pages (Cal OES 2-106a)

The Budget demonstrates 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. **Budgets are subject to Cal OES modifications and approval.** 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 Budget Pages 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. Applicants may add additional columns to the Budget Pages when necessary.

Cal OES requires the Applicant to develop a line-item budget that includes a **calculation and justification in the left column for all expenses.**
The Budget Pages should:

- Cover the entire Grant Subaward performance period
- Include costs related to the objectives and activities of the project
- Strictly adhere to required and prohibited expenses
- Include expenses in the correct category (i.e., Personal Services, Operating Expenses, and Equipment – see below)

Include only those items covered by grant funds, including match funds, when applicable. Applicants 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.

a. Personal Services – Salaries/Employee Benefits

1) Salaries

Personal services include services performed by project staff directly employed by the Applicant (not a contract or participating agency) 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.

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. The expenses must be grant-related (i.e., to further the Program objectives as defined in the Grant Subaward) and be encumbered during the Grant Subaward performance period.

Examples of an Operating Expense line item include, but are not limited to:

- Consultant services such as subcontractors
- Indirect cost allowance
- Salaries of participating staff who are not employed by the Applicant
- Travel
- Office supplies
- Training materials
- Equipment maintenance
- Software equipment rental/lease
- Telephone, postage
- Printing
- Facility rental
- Vehicle maintenance
- 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

Salaries for staff not directly employed by the Applicant must be shown as consultant and/or participating staff costs and must be supported by an Operational Agreement (OA), which must be kept on file and made available for review during audits or at the request of Cal OES (SRH 3710 and 4500).
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).

6. Budget Narrative (Cal OES 2-107)

The Budget Narrative should describe the following:

a. How the project’s proposed budget supports the objectives and activities.

b. How funds are allocated to minimize administrative costs and support direct services.

c. How shared costs are allocated.

d. How project-funded staff duties and time commitments support the proposed objectives and activities.

e. The necessity for subcontracts and unusual expenditures.

f. Need for mid-year salary range adjustments.

7. Project Narrative (Cal OES 2-108)

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.

a. Problem Statement

A Problem Statement is not required, however, if there is a significant change to the original Problem Statement, please briefly address the change.
b. Plan

In narrative form, address the following:

1) The eligibility process used to determine whether a child victim will receive psychotherapy services.

2) The process of gathering relevant background information of child victims and the use of standardized psychological assessment and evaluation tools.

3) How informed consent will be obtained. Describe how, and if, the parents/caregivers of 12-17 year old child victims will be informed of the child’s treatment. Describe release of information forms used to discuss clinical information with any source, including allowing Cal OES staff to review clinical documentation at technical assistance site visits, performance assessment site visits, and/or compliance Reviews. Describe how client confidentiality is enforced.

4) Describe the recordkeeping and management process of accessing records, note taking practices, and how clinical records will be filed and maintained.

5) Describe the tools and use of other resources to measure treatment outcomes. Include the frequency at which clinical staff evaluate the process of psychotherapy treatment.

c. Capabilities

In narrative form, address the following:

1) The qualifications of the clinical staff and their ability to provide different types of psychotherapy treatment.

2) The estimated number of child victims who will receive psychotherapy services.

3) How source documentation is collected and maintained to measure treatment results.

4) The number of volunteers and how they will be used for the AT Program.
5) Describe how AT Program staff and volunteers with less than two years' experience working with child abuse victims will receive the required 40-hour minimum training.

8. Subrecipient Grants Management Assessment

Per Title 2 CFR § 200.331, Cal OES is required to evaluate the risk of noncompliance with federal statutes, regulations, and grant terms and conditions posed by each Subrecipient of pass-through funding. The assessment is made in order to determine and provide an appropriate level of technical assistance, training, and grant oversight to Subrecipients. Instructions are included on the form.

9. Project Service Area Information (Cal OES 2-154)

The Project Service Area Information form identifies the counties, cities, and congressional districts served by the project. Instructions are included on the form.

10. 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 Pages and Budget Narrative.

11. Additional Forms/Documents

The following are required only if applicable:

- VOCA Match Waiver Request

  A letter, in the format provided, must be submitted with the application only if the Applicant is requesting to waive a portion of the required Match.

- Operational Agreements (OA) Summary Form

  OAs are required per Part I, Subpart G of this RFA.
• Petty Cash Victim Fund Procedures (Cal OES 2-153)

This form is required only if the Applicant proposes to have a line item in their Budget that meets the definition of Petty Cash in SRH 2235.1. Instructions are included on the form.

• Non-Competitive Bid Request Request (Cal OES 2-156)

This form is required only if the Applicant proposes a line item in their Budget that meets the criteria for a Non-Competitive Bid Request per SRH 3510. Instructions are included on the form.

• Contractor/Consultant Rate Exemption Request (Cal OES 2-164)

This form is required only if the Applicant is requesting an exemption to the maximum rate for an independent contractor/consultant of $650 per eight-hour day or $81.25 per hour per SRH 3710.1. Instructions are included on the form.

• Computers and Automated Systems Purchase Justification Guidelines (Cal OES 2-157)

This form is required only if the Applicant proposes a line item in their Budget for computers or automated equipment that require a justification per SRH 2341. Instructions are included on the form.

• Out-of-State Travel Request (Cal OES 2-158)

This form is required only if the Applicant proposes a line item for out-of-state travel per SRH 2236.11. Instructions are included on the form.

D. BUDGET POLICIES

The following sections of the SRH may be helpful in developing the Budget Pages and Budget Narrative.

- Contracting and/or Procurement (SRH 3400)
- Audit Costs (SRH 8150)
- Automobiles (SRH 2331)
- Cash Match (SRH 6511)
- Computers and Automated Equipment (SRH 2340)
- Equipment (SRH 2300)
• Expert Witness Fees (SRH 3710.2)
• Facility Rental (SRH 2232)
• Independent Contractor/Consultant (SRH 3710)
• Indirect Cost Rate Proposal (ICRP) (SRH 2180 & SRH 2188)
• In-Kind Match (SRH 6512)
• Match Requirements (SRH 6500)
• Participating Staff (SRH 4500)
• Prohibited Expense Items (SRH 2240)
• Project Income (SRH 6610)
• Rental Space for Training, Shelter, Counseling Rooms, and Other Required Space (SRH 2232.1)
• Rented or Leased Equipment (SRH 2233)
• State Funds Matching State or Federal Funds (SRH 6522)
• Supplanting Prohibited (SRH 1330)
• Travel and Per Diem (SRH 2236)

E. ADMINISTRATIVE REQUIREMENTS

Subrecipients must administer their grants in accordance with all SRH requirements. Failure to comply with these requirements can result in the withholding or termination of the Grant Subaward. The following section may be helpful for developing an application and for planning purposes:

• Audit Requirements (SRH 8100)
• Communications (SRH 11500)
• Copyrights, Rights in Data, and Patents (SRH 5300-5400)
• Fidelity Bond (SRH 2160)
• Monthly Report of Expenditures and Request for Funds (SRH 6310)
• Monitoring (SRH 10400)
• Programmatic Technical Assistance and Site Visit Performance Assessment (SRH 10200-10300)
• Source Documentation (SRH 10111)
This checklist is provided to ensure that a complete application is submitted to Cal OES.

☐ 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)

☐ SIGNATURE AUTHORIZATION (Cal OES 2-103)

☐ CERTIFICATION OF ASSURANCE OF COMPLIANCE - VICTIMS OF CRIME ACT (VOCA) (Cal OES 2-104f) – Signed by the official who signed the Grant Subaward Face Sheet and by the official delegating that authority.

☐ BUDGET PAGES (EXCEL SPREADSHEET FORMAT) (Cal OES 2-106a, Budget Pages Multiple Fund Source)

☐ BUDGET NARRATIVE (Cal OES 2-107)

☐ PROJECT NARRATIVE (Cal OES 2-108)
  - PLAN
  - CAPABILITIES

☐ SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT

☐ PROJECT SERVICE AREA INFORMATION (Cal OES 2-154)

☐ ORGANIZATIONAL CHART

☐ ADDITIONAL FORMS, IF APPLICABLE
  ☐ VOCA MATCH WAIVER
  ☐ OPERATIONAL AGREEMENTS (OA) SUMMARY FORM (Cal OES 2-160)
  ☐ PETTY CASH VICTIM FUND PROCEDURES (Cal OES 2-153)
  ☐ NON-COMPETITIVE BID REQUEST (Cal OES 2-156)
  ☐ CONTRACTOR/CONSULTANT RATE EXEMPTION REQUEST (Cal OES 2-164)
  ☐ COMPUTERS AND AUTOMATED SYSTEMS PURCHASE JUSTIFICATION GUIDELINES (Cal OES 2-157)
  ☐ OUT-OF-STATE TRAVEL REQUEST (Cal OES 2-158)