REQUEST FOR PROPOSAL

The California Governor’s Office of Emergency Services (Cal OES), Victim Services Branch, is soliciting proposals for the following program:

CAMPUS SEXUAL ASSAULT (CT) PROGRAM
Release Date: June 7, 2019

This Request for Proposal (RFP) provides detailed information and forms necessary to prepare a proposal for the Cal OES grant funds. The terms and conditions of this RFP supersede previous RFPs and conflicting provisions stated in the Subrecipient Handbook (SRH).

PROGRAM SYNOPSIS

Program Description:
The purpose of the CT Program is to create a comprehensive coordinated community response that is victim-centered, enhances victim safety (regardless if they report the crime to law enforcement or other investigatory bodies), provides confidential services to sexual assault victims, holds offenders accountable, and incudes outreach activities.

Eligibility:
Eligibility requirements are outlined on page 2 of this RFP.

Grant Subaward Performance Period:
January 1, 2020 – December 31, 2020

Available Funding:
Individual Applicants may request up to $200,000.

Submission Deadline:
Friday, October 25, 2019
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CAMPUS SEXUAL ASSAULT (CT) PROGRAM

PART I – OVERVIEW

A. PUBLIC RECORDS ACT NOTICE

Grant proposals 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 proposal. If you believe that any of the information you are putting on this proposal is exempt from the Public Records Act, please indicate what portions of the proposal 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

Questions concerning this RFP, the proposal process, or programmatic issues must be submitted in writing by email to:

Summer Wright, Program Specialist
Summer.Wright@caloes.ca.gov

Cal OES staff cannot assist the Applicant with the actual preparation of their proposal. Cal OES can only respond to technical questions about the RFP during the period of time between the publication date and the end of the appeal process.

C. SUBMISSION DEADLINE AND OPTIONS

One original and three copies of the proposal must be delivered to Cal OES by the date and time stated. Submission options are: postmarked or hand-delivered, to the address provided, by 5:00 pm on Friday, October 25, 2019.
California Governor’s Office of Emergency Services
Victim Services Branch
3650 Schriever Avenue
Mather, CA 95655
Attn: Campus Sexual Assault (CT) Program
Sexual Assault Unit

D. ELIGIBILITY

To be eligible to receive funding, applicants must:

- Not already funded through the CT Program for fiscal year 2018-19.
- Be an institution of higher education as defined under the Higher Education Amendments of 1998.
- Not currently be receiving federal funds through the Office on Violence Against Women (OVW) Grants to Reduce Sexual Assault, Domestic Violence, Dating Violence, and Stalking on Campus Program (Campus Program).
- Have not received federal funding through the OVW Campus Program in the last three years.
- Submit a Certification Letter, signed by the highest authorizing official (President, Chancellor, or Provost), that certifies he/she has knowledge of the CT Program requirements and that the institution is committed to creating a comprehensive community response to incidents of sexual assault/misconduct and to full implementation of each programmatic component including:
  - Confidential victim services provided by a Rape Crisis Center Sexual Assault Counselor as defined in California Evidence Code §1035.2
  - Commitment of a 0.5 FTE campus police officer to act in both an investigatory and coordinating capacity (does not have to be a direct employee of the campus, an example would be contracting with a local law enforcement agency)
  - Training for campus personnel
  - Collaboration with the California Coalition Against Sexual Assault
  - Receive a minimum of 50% of available points on the Rating Sheet.
• 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.

Only one proposal per Applicant will be eligible to receive funding. If an Applicant submits more than one proposal, only the highest scoring proposal, meeting the criteria above, will be considered for funding.

E. GRANT SUBAWARD PERFORMANCE PERIOD

The Grant Subaward performance period is January 1, 2020 – December 31, 2020. Successful Subrecipients will be eligible for a non-competitive reapplication for five consecutive years, contingent upon availability of funds.

F. FUNDS

Approximately $3,800,000 is available for the Program for the Grant Subaward performance period.

1. Source of Funds

Detailed information on all Victim Services (VS) Branch federal fund sources can be found in the VS 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 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 Partial Match Waiver requests must be submitted with the proposal. See Attachment A for instructions and formatting requirements.
2. **Funding Amount**

Applicants may apply for up to $200,000, for the 12-month Grant Subaward performance period.

Please see the chart for the breakdown of the fund source and match.

<table>
<thead>
<tr>
<th>2018 VOCA</th>
<th>MATCH</th>
<th>TOTAL PROJECT COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>$200,000</td>
<td>$50,000</td>
<td>$250,000</td>
</tr>
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</table>

G. **PROGRAM INFORMATION**

1. **Background Information**

The number of sexual assaults reported, pursuant to The Jeanne Clery Disclosure of Campus Security Policy of Campus Crime Statistics Act, often differ dramatically from national research on the prevalence of sexual assault on campuses. The 2007 Campus Sexual Assault Study funded by the National Institute on Justice reported one in five women will experience a rape or attempted rape during college and that only 12% of victims will report the crime to law enforcement.

There are a variety of reasons sexual assault victims choose not to report the crime to law enforcement or other campus staff ranging from self-blame to mistrust of the criminal justice system and/or campus adjudication system.

The U.S. Department of Justice, Office on Violence Against Women (OVW) has a Grants to Reduce Sexual Assault, Domestic Violence, and Stalking on Campus Program (Campus Program). The CT Program is modeled after the Campus Program, but tailored to the specific needs of California.

2. **Program Description**

The purpose of the CT Program is to maintain a comprehensive, coordinated, community response that is victim-centered, enhances victim safety (regardless of whether or not they report the crime to law enforcement or other investigatory bodies and regardless of whether or not they choose to participate in an investigation), provides confidential services to sexual assault victims, holds offenders
accountable, and includes outreach activities. This will be accomplished by maintaining a Sexual Assault Counselor from a local Cal OES-funded Rape Crisis Center on the campus, promoting the availability of the services, a joint Police/Sexual Assault Counselor response to reported incidents of sexual assault, and training for Police/Safety Officers, campus investigatory personnel, staff, and faculty.

The Sexual Assault Counselor must meet the training requirements of Evidence Code §1035.2 and be an employee or volunteer of a Cal OES-funded Rape Crisis Center.

3. Program Activities/Requirements

For the purpose of the CT Program, a Comprehensive Coordinated Community Response will include the following required services and/or activities:

a. Coordinated Community Response (CCR) Team

To be effective, the development of the comprehensive coordinated community response must include the participation of:

- Campus victim services providers
- Student organizations/student leaders
- Campus law enforcement/safety officers or Community (off-campus) law enforcement officers
- Campus health providers
- Campus housing officials
- Campus administrators
- Campus disciplinary board members
- Local Cal OES-funded Rape Crisis Center
- Community (off-campus) victim service organizations
- Community (off-campus) law enforcement

The Subrecipient must create a CCR Team that includes, at a minimum, representatives from the above. The CCR Team must work collectively/collaboratively to continue to accomplish the remaining components of the Program.
b. Services for victims

The Subrecipient must contract with a local Cal OES-funded Rape Crisis (RC) Program Subrecipient to fund at least one full-time equivalent (FTE) Sexual Assault Counselor, as defined in California Evidence Code §1035.2. The Sexual Assault Counselor must attend training specific to sexual assault through California Coalition Against Sexual Assault (CALCASA), participate in the ongoing training of campus personnel, and provide the following services to victims:

1) Crisis Intervention Services

Respond to reports of sexual assault/misconduct and offer crisis intervention services to victim.

2) Advocacy

Intervene with agencies or individuals on behalf of the victim, including disciplinary hearings, Title IX investigations, and administrative interviews.

3) Follow-Up Services

Attempt to contact the victim within three working days after the initial contact.

4) Accompaniment Services

At the discretion of the victim, provide support by being physically present during meetings and/or appointments related to the sexual assault.

5) Information and Referral

Provide victim with appropriate referrals for additional services and maintain a current written list of community resources.

c. Investigation and Coordination

The Subrecipient must commit at least a 0.5 FTE campus police officer to act in both an investigative and coordinating capacity. If the campus does not have a police officer; a Safety/Security
Officer (Safety Officer) or a Community (off-campus) Law Enforcement Officer may be used to meet this requirement. This must be one individual and not a portion of two or more police officers. The Campus Police, Safety Officer or Community (off-campus) Law Enforcement Officer must:

1) Attend the Peace Officer Standards and Training (POST) Sexual Assault First Responder training offered through the San Diego Regional Training Center.

2) Attend training specific to campus sexual assault through CALCASA.

3) Coordinate a joint response (Sexual Assault Counselor and Campus Police) to reports of sexual assault within the campus community.

4) Conduct follow-up contact with victims as needed.

5) Provide or coordinate initial and ongoing training on response to sexual assault victims to all campus police/safety personnel.

6) Coordinate with local (off-campus) police as necessary.

d. Training

The funded Campus Police/Safety Officer and Sexual Assault Counselor must coordinate or provide training for, at a minimum, all campus police and/or safety personnel, all campus disciplinary board members, all campus advocates, and appropriate campus housing authorities (for institutions with housing).

Training must include, but is not limited to:

- Dynamics of sexual assault
- Sensitivity in responding to victims of sexual assault
- Campus policies
- Campus protocols/procedures for response to victims of sexual assault
- Title IX, Clery Act, and other relevant regulatory guidance
- Relevant Education Codes
- Community resources
• Confidentiality

Subrecipients may use grant funds to contract subject matter experts to provide or assist with this program component.

e. Comprehensive Outreach

The Subrecipient must work with the CCR Team to develop a comprehensive outreach program that ensures all student/staff/faculty receive information about campus policies and resources regarding sexual assault/misconduct and increases student awareness. The comprehensive outreach program shall include a range of outreach strategies, including but not limited to, women’s empowerment programming, awareness raising campaigns, bystander intervention, and risk reduction.

f. Dissemination of Information Regarding Services & Victim Rights

The Subrecipient must make efforts to inform students/staff/faculty of the services provided by the Sexual Assault Counselor. The Subrecipient must consult student organizations/student leaders on how to best provide students with information regarding available services. Information and materials created must include, at a minimum:

• Services available
• Location of support services
• Limits of confidentiality
• Rights of victims
• Responsibilities of the higher education institution

g. Co-location

The Subrecipient must provide a reasonable work space for the contracted Sexual Assault Counselor at both the campus police/safety station and a second campus or campus adjacent location appropriate for confidential follow-up services. The second location must be easily accessible (transportation not required) and comfortable for victims.
h. Participate in Community Multidisciplinary Meetings

The funded Campus Police/Safety Officer and the Sexual Assault Counselor must participate in any active sexual assault multidisciplinary teams/meetings in the community.

i. Community Victim Services/Operational Agreements

Coordinating with off-campus victim advocacy and law enforcement agencies is essential to fully address the potential needs of a victim of sexual assault. Subrecipients must develop working relationships with local community service organizations and local non-campus law enforcement. The Subrecipient must submit copies of any Operational Agreements (OAs) relevant to the goals and objectives of the CT Program.

OAs must contain original signatures, titles, and agency names for both parties and include dates effective for the proposed subgrant performance period. These documents must demonstrate a formal system of networking and coordination with other agencies.

At a minimum, the Subrecipient must have an OA with:

- Local (off-campus) law enforcement agency(ies)
- Local Cal OES Rape Crisis Program Subrecipients
- Local Cal OES Domestic Violence Assistance Program Subrecipients
- County Victim/Witness Program
- Local hospitals

j. CALCASA Training and Technical Assistance

CALCASA is an expert in the field of sexual assault on college campuses and a national training and technical assistance provider for colleges and universities through their work with OVW and the Centers for Disease Control and Prevention. The Subrecipient must contract with CALCASA for the required specific sexual assault training (for the Police/Safety Officer and Sexual Assault Counselor), strategic planning, and technical assistance with implementing the requirements of the CT Program. Monthly check-ins (in-person or telephonic conferencing) with CALCASA is
required. A minimum of five percent and a maximum of six and a half percent of funds may be used for this purpose.

4. 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:

a. Cal OES Progress Reports

There are two Progress Reports required for the Program. See the chart below for report periods and due dates. The Progress Reports can be accessed on the Cal OES website.

<table>
<thead>
<tr>
<th>Report</th>
<th>Report Period</th>
<th>Due Date</th>
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b. Office for Victims of Crime (OVC) Reports

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

1) 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.

2) 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.
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.

<table>
<thead>
<tr>
<th>Report Period</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>January 1, 2020 – March 31, 2020</td>
<td>April 14, 2020</td>
</tr>
<tr>
<td>April 1, 2020 – June 30, 2020</td>
<td>July 14, 2020</td>
</tr>
<tr>
<td>July 1, 2020 – September 30, 2020</td>
<td>October 14, 2020</td>
</tr>
<tr>
<td>October 1, 2020 – December 31, 2020</td>
<td>January 13, 2021</td>
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PART II – RFP 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, Victim Services grants and provides helpful information for developing a proposal, including a Glossary of Terms.

B. COPIES OF THE PROPOSAL

One original and three copies of the proposal must be submitted, per the submission options outlined on page 1. Copies must be assembled separately and individually fastened in the upper left corner. Do not bind the proposal.

C. 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.

D. SPACE LIMITATIONS

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 and/or unrequested attachments will not be considered in the rating process. Failure to comply with the spacing/formatting requirements, including font size and margins, is one of the factors that may negatively impact the Applicant’s comprehensive assessment score.
E. PROPOSAL COMPONENTS

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

1. Proposal Cover Sheet

The Cover Sheet identifies the Program for which the Applicant is submitting a proposal.

2. 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.

3. 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.

4. 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.

5. 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
6. 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
- Strict adherence 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 OA, which must be kept on file by the Subrecipient and made available for review during audits or at the request of Cal OES (SRH 3710 and 4500).

The Applicant must include sufficient per diem and travel allocations for two persons to attend required Cal OES training conferences or workshops outlined in this RFP.

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).

7. Budget Narrative (Cal OES 2-107) – Maximum Three Pages

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.

8. 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 – Maximum Three Pages

In narrative form, address the following:

1) Describe the demographics of the student population.

2) Identify the number of sexual assaults reported per the Clery Act for 2013 and the geographic breakdown (i.e., campus, non-campus building, and/or public property).

3) Describe the current campus response to reports of sexual assault.

4) Describe the current campus sexual assault outreach activities.

5) Describe the current services for victims of sexual assault on campus.

6) Describe the weaknesses of the current response to sexual assault on campus.

7) Describe the weaknesses of the current services for victims of sexual assault on campus.

8) Describe the barriers to improving the response to sexual assault on campus.
b. Plan – Maximum Seven Pages

In narrative form, address the following:

1) Describe the proposed membership of the CCR Team, any expertise of the members and the team’s proposed activities.

2) Describe the plan to contract for a Sexual Assault Counselor and the training they will receive.

3) Describe the services the Sexual Assault Counselor will provide and the location these services will be provided to victims of sexual assault.

4) Describe the plan to inform students of the services provided by the Sexual Assault Counselor.

5) Describe the plan to commit at least a 0.5 FTE campus Police/Safety Officer or Community (off-campus) Law Enforcement Officer and the training they will receive.

6) Describe the plan for the coordinated response between the campus Police/Safety Officer or Community (off-campus) Law Enforcement officer and the Sexual Assault Counselor.

7) Describe the plan for the campus Police/Safety Officer or Community (off-campus) Law Enforcement Officer to conduct follow-up contact with victims as needed.

8) Describe the plan to train disciplinary board members, campus advocates, and housing authorities.

9) Describe the proposed outreach activities.

10) Describe the plan to work with CALCASA on implementing the CT Program.

11) Identify local community service providers and describe the plan to coordinate services for victims of sexual assault.
c. Capabilities – Maximum Three Pages

In narrative form, address the following:

1) Describe the Applicant’s experience working with local law enforcement.

2) Describe the Applicant’s experience working with local community service providers.

3) Describe the Applicant’s experience implementing a victim service-focused grant program.

4) Demonstrate a formal system of networking and coordination with other agencies and the applicant through OAs.

9. 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.

10. 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.

11. 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.
12. Additional Forms/Documents

The following are required only if applicable:

- **VOCA Partial Match Waiver Request**
  
  A letter, in the format provided, must be submitted with the proposal only if the Applicant is requesting to waive a portion of the required Match.

- **Operational Agreements**
  
  OAs are required per Part I, Subpart G of this RFP.

- **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.

- **Noncompetitive Bid Request Checklist (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.

• Payee Data Record (Std. 204)

This form is required for all Applicants not previously awarded grant funds by Cal OES.

F. 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)

G. 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 a proposal 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 101
PART III – SELECTION AND FINALIZING THE GRANT SUBAWARD

A. SELECTION OF PROPOSAL FOR FUNDING
B. FINALIZING THE GRANT SUBAWARD

A. SELECTION OF PROPOSAL FOR FUNDING

1. Proposal Rating

Eligible proposals received by the deadline are generally evaluated by a three member team. The rater scores are averaged and then ranked numerically. Proposals are only evaluated numerically; no notes are taken during the evaluation. The Rating Sheet used for this process is included in Part IV of this RFP and is for informational purposes only.

2. Funding Decision

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

- The ranked score of the proposal
- Consideration of priorities or geographical distribution specific to this RFP
- 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:

- The project may not be selected for funding
- The amount of funding may be reduced
- Grant Subaward Conditions may be placed in the Grant Subaward

3. Notification Process

The Authorized Signer (designated on the Grant Subaward Face Sheet) will be notified in writing, via electronic communication, 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.

The Project Narrative (Cal OES 2-107), Budget Narrative (Cal OES 2-108), and Budget Pages (Cal OES 2-106) for the top-ranked proposal may be posted on the Cal OES website.

B. FINALIZING THE GRANT SUBAWARD

1. Grant Subaward Application

Once selected for funding, Cal OES may require additional documentation to finalize the Grant Subaward Application package. The Program Specialist identified in your Award Letter can provide technical assistance in completing these components.

2. 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.

   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.

   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.
3. 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.

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.
### PART IV – RATING SHEET

Control #
Rater #
Applicant: 
Funds Requested: 

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>TOTAL POINTS POSSIBLE</th>
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<tr>
<td>1. PROBLEM STATEMENT</td>
<td>160</td>
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<td>2. PLAN</td>
<td>220</td>
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<td>3. CAPABILITIES</td>
<td>80</td>
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<td>4. BUDGET PAGES AND NARRATIVE</td>
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<td>5. COMPREHENSIVE ASSESSMENT</td>
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<td><strong>TOTAL</strong></td>
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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.
### PROJECT NARRATIVE

#### a. Problem Statement (Maximum 160 Points)

(Maximum Three Pages)

How well does the Proposal:

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1) describe the demographics of the student population?

2) identify the number of sexual assaults reported per the Clery Act for 2013 and the geographic breakdown (i.e., campus, non-campus building, and/or public property)?

3) describe the current campus response to reports of sexual assault?

4) describe the current campus sexual assault outreach activities?

5) describe the current services for victims of sexual assault on campus?

6) describe the weaknesses of the current response to sexual assault on campus?

7) describe the weaknesses of the current services for victims of sexual assault on campus?

8) describe the barriers to improving the response to sexual assault on campus?

#### b. Plan (Maximum 220 Points)

(Maximum Seven Pages)

How well does the proposal:

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1) describe the proposed membership of the CCR Team, any expertise of the members and the team’s proposed activities?

2) describe the plan to contract for a Sexual Assault Counselor and the training they will receive?

3) describe the services the Sexual Assault Counselor will provide and the location these services will be provided to victims of sexual assault?

4) describe the plan to inform students of the services provided by the Sexual Assault Counselor?

5) describe the plan to commit at least a 0.5 FTE campus Police/Safety Officer or
<table>
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<tr>
<th>PROJECT NARRATIVE</th>
<th>I</th>
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<tbody>
<tr>
<td>Community (off-campus) Law Enforcement Officer and the training they will receive?</td>
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<td>6) describe the plan for the coordinated response between the campus Police/Safety Officer or Community (off-campus) Law Enforcement Officer and the Sexual Assault Counselor?</td>
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<td>7) describe the plan for the campus Police/Safety Officer or Community (off-campus) Law Enforcement Officer to conduct follow-up contact with victims as needed?</td>
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<td>8) describe the plan to train disciplinary board members, campus advocates, and housing authorities?</td>
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<td>9) describe the proposed outreach activities?</td>
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<td>10) describe the plan to work with CALCASA on implementing the CT Program?</td>
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<td>11) identify local community service providers and describe the plan to coordinate services for victims of sexual assault?</td>
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<th>c. Capabilities (Maximum 80 Points) (Maximum Three Pages)</th>
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<td>How well does the proposal:</td>
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<tr>
<td>1) describe the Applicant’s experience working with local law enforcement?</td>
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<td>2) describe the Applicant’s experience working with local community service providers?</td>
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<td>3) describe the Applicant’s experience implementing a victim service-focused grant program?</td>
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<td>4) demonstrate a formal system of networking and coordination with other agencies and the Applicant through OAs?</td>
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<td>BUDGET PAGES &amp; NARRATIVE (Maximum 80 Points) (Maximum Three Pages)</td>
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<tr>
<td>1) How well do the proposed Budget Pages &amp; Narrative support the objectives and activities?</td>
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<td>2) How well are funds allocated to minimize administrative costs and support direct services?</td>
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<td>3) How well do project-funded staff duties and time commitments support the proposed objectives and activities?</td>
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<td>4) How well do the proposed Budget Pages &amp; Narrative support the necessity for subcontracts and unusual expenditures?</td>
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<td>COMPREHENSIVE ASSESSMENT (Maximum 60 Points)</td>
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<td>How well does this proposal support the overall intent, goals, and purpose of the Program?</td>
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This checklist is provided to ensure that a complete application is submitted to Cal OES.

☐ PROPOSAL COVER SHEET – Please complete and attach to the front of the proposal.
☐ GRANT SUBAWARD FACE SHEET (Cal OES 2-101) – Signed by the official authorized to enter into the Grant Subaward.
☐ PROJECT CONTACT INFORMATION (Cal OES 2-102)
☐ SIGNATURE AUTHORIZATION (Cal OES 2-103)
☐ CERTIFICATION OF ASSURANCE OF COMPLIANCE Victims of Crime Act (VOCA) Fund (Cal OES 2-104) – 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 2-106 a. Budget Pages Multiple Fund Source)
☐ BUDGET NARRATIVE (Cal OES 2-107)
☐ PROJECT NARRATIVE (Cal OES 2-108)
  • PROBLEM STATEMENT
  • PLAN
  • CAPABILITIES
☐ SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT
☐ PROJECT SERVICE AREA INFORMATION (Cal OES 2-154)
☐ ORGANIZATIONAL CHART
☐ ADDITIONAL FORMS, IF APPLICABLE
  ☐ VOCA PARTIAL MATCH WAIVER
  ☐ OPERATIONAL AGREEMENTS
  ☐ PETTY CASH VICTIM FUND PROCEDURES (Cal OES 2-153)
  ☐ NONCOMPETITIVE BID REQUEST CHECKLIST (Cal OES 2-156)
  ☐ CONTRACTOR/CONSULTANT RATE EXPEMPTION 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)
  ☐ PAYEE DATA RECORD (Std. 204)