GRANTS MANAGEMENT
Victim Services & Public Safety Branch

REQUEST FOR PROPOSAL
PROCESS/OVERVIEW
Goals of this Presentation

- To provide an overview of the Cal OES Request for Proposal (RFP) process
- To provide an overview and general guidance on the required components of Cal OES Program Grant Proposal
Cal OES Grants Management

References

- **Request For Proposal (RFP):** The process by which Cal OES issues a solicitation for competitive proposals to select projects for funding state and federally funded grant programs.

- **Request for Application (RFA):** A non-competitive process to obtain applications from applicants previously selected for funding (for continued funding).

- **Subrecipient:** The entity funded to implement Cal OES funded grant programs (aka “grantee”).

- **Grant Subaward:** Signed final agreement between Cal OES and Subrecipient entity.
• **Grant Funding Cycle:** Number of years a program is funded without a competitive process

• **Performance Period:** Timeframe of a specific grant subaward

• **Terms of the Program:** Applicable program guidelines, application requests (RFP/RFA), Grant Subaward, and Cal OES policy statements and applicable statutes
There is approximately $120,000 available for the FV Program for FY 2017-18. Successful Applicants will receive an annual allocation of $50,000. The three-year funding cycle will begin July 1, 2017, and end June 30, 2020. Each grant period will be for twelve months. The first grant period is July 1, 2017 – June 30, 2018. A non-competitive reapplication for continuation of funding must be submitted for the second and third year of funding.

Grant Funding Cycle

- **3-year funding cycle**
- **Up to $250,000 per project**

1. **1st Performance Period**
   - (7/1/17 – 6/30/18)
   - $50,000

2. **2nd Performance Period**
   - (awarded via noncompetitive RFA)
   - (7/1/18 – 6/30/19)
   - $50,000

3. **2nd Performance Period**
   - (awarded via noncompetitive RFA)
   - (7/1/19 – 6/30/20)
   - $50,000
Search for Cal OES Grants Opportunities…

Cal OES Divisions

About Cal OES
We are responsible for the coordination of overall state agency response to disasters. Assuring the state's readiness to respond, recover from all hazards and assisting local governments in their emergency preparedness, response, recovery and mitigation.

Access & Functional Needs
Offers guidance to emergency managers and planners, disability and older adult service systems for planning and responding during disasters and recovery.

Administrative Services
Provides timely customer service-based administrative policy and procedures as well as the advice, service, and support needed to manage Cal OES employees and external customers.

California Specialized Training Institute
Supports training exercises and education in wide variety of emergency management areas.

Financial Accountability & Compliance
Ensures the department's financial integrity and compliance with federal/state rules and regulations.

Fire & Rescue
Coordinates statewide response of fire and rescue mutual aid resources to all types of emergencies, including hazardous materials. Manages the FIRESCOPE program.

Geographic Information Systems
Provides mapping information for Cal OES planning and response.

Grants Management
Administers federal and state funds for criminal justice, emergency management, victim services, and homeland security program.
Search for Cal OES Grants Opportunities…

- On the Grants Management Page, click “Search for Grants” from the menu on the right-hand side of the page, for VS&PS Grants.

[Image of the Cal OES website]

Message from the Assistant Director

Gina Buccieri-Harrington, MPA

The California Governor's Office of Emergency Services, Grants Management is responsible for the administration of approximately $1.6 billion in funds for homeland security, emergency management, criminal justice, and victim services programs, a majority of which are distributed to local and regional entities to enable the most effective prevention, detection, response and recovery efforts. Improving and enhancing local agencies' capabilities through grant funding is one of Cal OES' most important missions.

Search for Grants

View information regarding FEMA's Hazard Mitigation Assistance (HMA) grant programs.
Search for Cal OES Grants Opportunities…

• All current RFPs and RFAs are posted in the “Search for Grants” page, in order by Due Date
Grant: 2017-18 Victim Legal Assistance (KL) Program RFP

Due Date: Monday, August 7, 2017

Category: Human Trafficking

Amount: $4,000,000

Purpose:

The purpose of the KL Program is to increase the availability of holistic civil and criminal legal assistance needed to effectively aid adult and youth victims of crime who are seeking relief in legal matters relating to that crime at no cost to the victim. The KL Program funds may not be used to provide criminal defense services.

Type: RFP

Grant Rules & Regulations

<table>
<thead>
<tr>
<th>Type</th>
<th>Title</th>
<th>Description</th>
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<tbody>
<tr>
<td>RFP</td>
<td>2017 KL Checklist</td>
<td></td>
</tr>
<tr>
<td>RFP</td>
<td>2017 KL Coversheet</td>
<td></td>
</tr>
<tr>
<td>RFP</td>
<td>2017-18 Victim Legal Assistance (KL) Program RFP</td>
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</tbody>
</table>
REVIEWING THE RFP

• Check for eligibility to apply
  • RFP Cover Letter
  • Part I (Overview) – Eligibility Section

• Understand purpose/focus of Program
  • RFP Cover Letter
  • Part I (Overview) – Program Information

• Determine program funding
  • RFP Cover Letter
  • Part I (Overview) – Funding
    • Identify funding sources
    • Delineate any funding restrictions
    • Understand funding cycle or performance period(s)
    • Check for “Match” requirements
• Check for specific RFP details
  • Submission deadline
  • RFP/Program contact information
    • Questions or inquiries regarding the RFP or funded program must be submitted in writing (e-mail) only to the contact person noted (Part I – Overview – Contact Information section)

• RFP Checklist
  • Determine all of the required forms/components for proposals
RFP Checklist

Standard Forms and Documents (required in all RFPs)

Appendix Documents (varies)
Where to find Cal OES Grant Subaward Proposal/Application forms...

[Image of the Cal OES website with a red arrow pointing to the 'Cal OES Divisions' section]
Where to find Cal OES Grant Subaward Proposal/Application forms…

Grants Management

Message from the Assistant Director
Gina Buccieri-Harrington, MPA

The California Governor’s Office of Emergency Services, Grants Management is responsible for the administration of approximately $1.6 billion in funds for homeland security, emergency management, criminal justice, and victim services programs, a majority of which are distributed to local and regional entities to enable the most effective prevention, detection, response and recovery efforts. Improving and enhancing local agencies’ capabilities through grant funding is one of Cal OES’ most important missions.

Search for Grants
View Information regarding FEMA’s Hazard Mitigation Assistance (HMA) grant programs.
Criminal Justice Programs

With a combination of state, federal and one-time stimulus funds, the 10 programs in the Criminal Justice Unit support enforcement activities including, but not limited to: suppressing criminal activity, reducing gun violence, reducing crime lab backlogs, and postconviction DNA testing.

Emergency Management Performance Grant Program (EMPG)
Listing of Cal OES Grant Subaward Proposal/Application forms...

Forms

Grant Forms
- NEW - 2-101 Grant Subaward Face Sheet
- 2-102 Project Contact Form
- 2-103 Signature Authorization Form
- 2-104 Certificate of Assurance of Compliance
- 2-104c COAOC Children's Justice Act (CJA)
- 2-104d COAOC Family Violence Prevention & Services Act (FVPS) Act
- 2-104e COAOC Paul Coverdell Forensic Sciences Impovement Act (FSIA)
- 2-104f COAOC Victims of Crime Act (VOCA)
- 2-104g COAOC Violence Against Women Act (VAWA)
- 2-104h COAOC VOCA and VAWA
- 104j COAOC Children's Justice Act CJA-VOCA
- 2-104i COAOC FVPS-VAWA
- 2-104m COAOC FVPS-VOCA
- 2-104n COAOC Project Safe Neighborhood (PSN)
- 2-105 Federal Fund Log
- 2-106a Budget Pages Multiple Fund Source
- 2-106b Budget Pages with One Funding Source
- 2-107 Budget Narrative
- NEW - 2-107 Budget Narrative
- 2-108 Project Narrative
- NEW - 2-108 Project Narrative

APPENDIX FORMS: Operational Agreement (Cal OES 2-161)
Project Service Area Information (Cal OES 2-154)
DUNS # is provided in lines 1a and 2a.

Disaster/Program Title is (grant program name)

Performance Period is accurate (per RFP)

Indirect Cost Rate (ICRP) option is checked (If applicant agency has a federally-approved ICRP, must include a copy of approval letter, if claiming Indirect Costs in project budget.)
1. Subrecipient:
2. Implementing Agency:
3. Implementing Agency Address:
4. Location of Project:
5. Disaster/Program Title:
6. Performance Period:
7. Indirect Cost Rate: [N/A] [10%] [10%] Federal

<table>
<thead>
<tr>
<th>Grant Year</th>
<th>Fund Source</th>
<th>A. State</th>
<th>B. Federal</th>
<th>C. Total</th>
<th>D. Cash Match</th>
<th>E. In-Kind Match</th>
<th>F. Total Match</th>
<th>G. Total Project Cost</th>
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</thead>
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<td>2023</td>
<td>State</td>
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<td>$0</td>
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</table>

- Insert proposed funding amount in the correct FUND SOURCE column (State or Federal fund)
- FUNDING AMOUNT is consistent with proposed Project Budget Pages
- (NEW) CA Public Records Act exemption certification (if applicable)
- Federal Employer ID # provided
- Contact information and signature is completed for the “Official Designee” (#6) listed on the Project Contact Information form (Cal OES 2-102)
**PROJECT CONTACT INFORMATION (Cal OES 2-102)**

<table>
<thead>
<tr>
<th>Subrecipient:</th>
<th>Subaward #:</th>
</tr>
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</table>

Provide the name, title, address, telephone number, and e-mail address for the project contacts named below. **Note:** If you use a P.O. Box address, a physical/street address is also required for package delivery and site visit purposes.

1. **The Project Director** for the project:
   - Name: __________________________
   - Title: __________________________
   - Telephone #: ____________________
   - Fax #: __________________________
   - Address/City/Zip: __________________

2. **The Financial Officer** for the project:
   - Name: __________________________
   - Title: __________________________
   - Telephone #: ____________________
   - Fax #: __________________________
   - Email Address: ____________________
   - Address/City/Zip: __________________

3. **The person having Routine Programmatic responsibility** for the project:
   - Name: __________________________
   - Title: __________________________
   - Telephone #: ____________________
   - Fax #: __________________________
   - Email Address: ____________________
   - Address/City/Zip: __________________

4. **The person having Routine Fiscal Responsibility** for the project:
   - Name: __________________________
   - Title: __________________________
   - Telephone #: ____________________
   - Fax #: __________________________
   - Email Address: ____________________
   - Address/City/Zip: __________________

5. **The Executive Director** of a Community Based Organization or the **Chief Executive Officer** (i.e., chief of police, superintendent of schools) of the implementing agency:
   - Name: __________________________
   - Title: __________________________
   - Telephone #: ____________________
   - Fax #: __________________________
   - Email Address: ____________________
   - Address/City/Zip: __________________

6. **The Official Designated** by the Governing Board to enter into the Grant Subaward for the City/County or Community-Based Organization, as stated in Section 14 of the Grant Subaward Face Sheet:
   - Name: __________________________
   - Title: __________________________
   - Telephone #: ____________________
   - Fax #: __________________________
   - Email Address: ____________________
   - Address/City/Zip: __________________

7. **The chair of the Governing Body** of the subrecipient:
   - Name: __________________________
   - Title: __________________________
   - Telephone #: ____________________
   - Fax #: __________________________
   - Email Address: ____________________
   - Address/City/Zip: __________________

- **Contact information for key project staff** is complete, including a physical/street address (*not just P.O. Box*).
- “**Official Designee**” is same as person who signed Subgrant Award Face Sheet (Cal OES 2-101) and top section of signature page on Certification of Assurance of Compliance.
- **Governing Board Chair** is same as Authorizing signer on Certification of Assurance of Compliance.

*Project Contact Information Cal OES 2-102 (Revised 7/2015)*
SIGNATURE AUTHORIZATION FORM (Cal OES 2-103)

SIGNATURE AUTHORIZATION

<table>
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<th>Subaward #:</th>
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<tr>
<th>Subrecipient:</th>
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<tr>
<th>Implementing Agency:</th>
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*The Project Director and Financial Officer are REQUIRED to sign this form.

*Project Director: 
Signature: 
Date: 

*Financial Officer: 
Signature: 
Date: 

The following persons are authorized to sign for the Project Director:

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<td>Print Name</td>
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The following persons are authorized to sign for the Financial Officer:

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<td>Print Name</td>
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NOTE: One person cannot be simultaneously authorized to sign for BOTH Project Director and Financial Officer.

Authorized Project Director and Financial Officer as same as listed on Project Contact Information Form (Cal OES 2-102)

Signature for each authorized (typed) name
The applicant must complete a Certification of Assurance of Compliance (Cal OES 2-104), which includes details regarding Federal Grant Funds, Equal Employment Opportunity Program, Drug Free Workplace Compliance, California Environmental Quality Act, Lobbying, Debarment and Suspension requirements, Proof of Authority from City Council/Governing Board, and Civil Rights Compliance. The applicant is required to submit the necessary assurances and documentation before finalization of the Grant Subaward. In signing the Grant Subaward Face Sheet, the applicant formally notifies Cal OES that the applicant will comply with all pertinent requirements.

Resolutions are no longer required as submission documents. Cal OES has incorporated the resolution into the Certification of Assurance of Compliance, Section VII, entitled, "Proof of Authority from City Council/Governing Board." The Applicant is required to obtain written authorization (original signature) from the City Council/Governing board that the official executing the agreement is, in fact, authorized to do so, and will maintain said written authorization on file and readily available upon demand. This requirement does not apply to state agencies.
CERTIFICATION OF ASSURANCE OF COMPLIANCE

1. Official Designee (signer of Grant Subaward)
2. Agency and project information same as noted on Grant Subaward Face Sheet
3. Federal Grants Funds received by Subrecipient (whether $750,000 or more) is noted
4. Information for EEO Officer is complete
III. Drug-Free Workplace Act of 1990 – (Subrecipient Handbook, Section 2152)

The State of California requires that every person or organization subawarded a grant or contract shall certify it will provide a drug-free workplace.

IV. California Environmental Quality Act (CEQA) – (Subrecipient Handbook, Section 2163)

The California Environmental Quality Act (CEQA) (Public Resources Code, Section 21000 et seq.) requires all Cal OES funded projects to certify compliance with CEQA. Projects receiving funding must coordinate with their city or county planning agency to ensure that the project is compliance with CEQA requirements.

V. Lobbying – (Subrecipient Handbook Section 2154)

Cal OES grant funds, grant property, or grant funded positions shall not be used for any lobbying activities, including, but not limited to, being paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.

VI. Debarment and Suspension – (Subrecipient Handbook Section 2155)

This applies to federally funded grants only.

Cal OES-funded projects must certify that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department of agency.

VII. Proof of Authority from City Council/Governing Board

The above-named organization (Applicant) accepts responsibility for and will comply with the requirement to obtain a signed resolution from the city council/governing board in support of this program. The applicant agrees to provide all matching funds required for said project (including any amendment thereof) under the Program and the funding terms and conditions of Cal OES, and that any cash match will be appropriated as required. It is agreed that any liability arising out of the performance of this Subaward, including civil court actions for damages, shall be the responsibility of the grant Subrecipient and the authorizing agency. The State of California and Cal OES disclaim responsibility of any such liability. Furthermore, it is also agreed that grant funds received from Cal OES shall not be used to supplant expenditures controlled by the city council/governing board.

The applicant is required to obtain written authorization from the city council/governing board that the official executing this agreement is, in fact, authorized to do so. The applicant is also required to maintain said written authorization on file and readily available upon demand.

By submitting a completed Certification of Assurance of Compliance, the Subrecipient agency ensures it is abiding by the following requirements:

- Equal Employment Opportunity (EEO)
- Drug-Free Workplace
- California Environmental Quality Act (CEQA)
- Lobbying prohibition
- Debarment and Suspension
- Proof of Authority to enter into grant award is documented
VIII. Civil Rights Compliance

The Subrecipient complies with all laws that prohibit excluding, denying or discriminating against any person based on actual or perceived race, color, national origin, disability, religion, age, sex, gender identity, and sexual orientation in both the delivery of services and employment practices and does not use federal financial assistance to engage in explicitly religious activities.

IX. Special Condition for Grant Subaward with Victims of Crime Act (VOCA) Funds

- Computer Network Requirement: The recipient understands and agrees that (a) No award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography, and (b) Nothing in subsection (a) limits the use of funds necessary for any federal, state, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.

- Prohibit use of funds for ACORN and its subsidiaries: Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP.

- Text Messaging Policy: Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Department encourages recipients and subrecipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

- Nondiscrimination in programs involving students: The recipient understands and agrees that award funds may not be used to discriminate against or denigrate the religious or moral beliefs of students who participate in programs for which financial assistance is provided from those funds, or of the parents or legal guardians of such students.

- Registration with the System for Award Management and Universal Identifier Requirements: The recipient agrees to comply with applicable requirements regarding registration with the System for Award Management (SAM) or with a successor government-wide system officially designated by OMB and OJP. The recipient also agrees to comply with applicable restrictions on subawards to first-tier subrecipients that do not acquire and provide a Data Universal Numbering System (DUNS) number. The details of recipient obligations are posted on the Office of Justice Programs web site at http://www.ojp.gov/funding/sam.htm (Award condition: Registration with the System for Award Management and Universal Identifier Requirements), and are incorporated by reference here. This special condition does not apply to an award to an individual who received the award as a natural
CERTIFICATION OF ASSURANCE OF COMPLIANCE (con’t)

All appropriate documentation must be maintained on file by the project and available for Cal OES or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the Subrecipient may be ineligible for subaward of any future grants if the Cal OES determines that any of the following has occurred: (1) the Subrecipient has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

CERTIFICATION

[Form #3 – Certification of Assurance of Compliance]

Signed by Authorized Official (“Official Designee” and same signer on Grant Subaward Face Sheet (Cal OES 2-101) and #6 in Project Contact Information (Cal OES 2-102))

Federal Employer ID# is same as Grant Subaward Face Sheet (Cal OES 2-101)

Federal DUNS # is same as line 1a on Grant Subaward Face Sheet (Cal OES 2-101)

Signed by applicable individual/Authority (cannot be same as Official Designee (“Authorized Official”) above)

[Signature and Typed Name]

Authorized Official’s Signature: __________________________

Authorized Official’s Typed Name: _________________________

Authorized Official’s Title: _______________________________

Date Executed: ____________________________

Federal Employer ID #: ____________________________

Federal DUNS #: _______________________________

Current Central Contractor Registration Expiration Date: ________________

Executed in the City/County of: __________________________

AUTHORIZED BY: (not applicable to State agencies)

☐ City Financial Officer
☐ City Manager
☐ Governing Board Chair

☐ County Financial Officer
☐ County Manager

Signature: ____________________________

Typed Name: _________________________

Title: _______________________________
Cal OES
Grant Subaward Proposal

PROJECT NARRATIVE
• **Purpose:**
  - Demonstrates the applicant’s understanding of the purpose or intent of the program
  - Delineates proposed goals and objectives for applicant
  - Provides insight of the applicant’s capacity for implementing the grant

• **Project Narrative Sections**
  - Problem Statement
  - Plan
  - Capabilities
C. PROJECT NARRATIVE

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

1. Problem Statement (Maximum four [4] pages with 1” margins on top, bottom, right and left; double spaced; Times New Roman 12 point font; and left justified)
   a. Describe the project’s service area in which the KL Program would be implemented, including location, population and demographic information.
   b. Clearly identify and describe which crime victim population(s) your agency plans to serve through the KL Program.
   c. Describe the unique challenges/needs of this victim population(s).
   d. Describe the current state of holistic legal services being provided to this victim population(s).
   e. Describe, specifically, how the KL Program would improve holistic legal services for this victim population(s).

☑️ Find out the what is being asked/required for the Project Narrative (Part II – Project Narrative section of RFP)

- Determine maximum number of pages for each component of the Project Narrative
- Verify formatting requirements (i.e., font, spacing)
- Identify the questions or required descriptions
### 1. PROBLEM STATEMENT
(Maximum 120 points)

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<th>II</th>
<th>III</th>
<th>IV</th>
<th>V</th>
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<tr>
<td>b.</td>
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<td>c.</td>
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<td>d.</td>
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<td>e.</td>
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<td>f.</td>
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</table>

- a. How well does the proposal describe the project’s service area in which the KL Program would be implemented, including location, population and demographic information?
- b. How well does the proposal identify and describe which crime victim population(s) the agency plans to serve through the KL Program?
- c. How well does the proposal describe the unique challenges/needs of this victim population(s)?
- d. How well does the proposal describe the current state of holistic legal services being provided to this victim population(s)?
- e. How well does the proposal describe specifically how the KL Program would improve holistic legal services for this victim population(s)?
- f. How well does the proposal describe what their agency considers best-practice when providing holistic legal services to this victim population(s)?
Tips for an effective Project Narrative

• Title each section to provide clarity
  *(Problem Statement, Plan, Capabilities)*

• Provide in-depth data to support narrative
  – Statistical information
  – General and/or specific demographic data
  – Citation(s) from current studies/reports

• Give detailed descriptions or specifics
  – Delineate various aspects for plan
  – Historical information/record for capabilities
Cal OES Grant Subaward Proposal

PROJECT BUDGET

- Budget Narrative  (Cal OES 2-107)
- Budget Pages  (Cal OES 2-106)
Preparing a Proposed Budget

- Refer to RFP for information on:
  - Allowable or allocable costs
  - **Required components** *(e.g., FTE, services)*
  - Budget Categories
  - Funding or Program Restrictions
Budget Pages
(Cal OES 2-106)
## BUDGET CATEGORIES and COSTS

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<thead>
<tr>
<th>Personal Services</th>
<th>Operating Expenses</th>
<th>Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary</td>
<td>Contract Employees/Consultants</td>
<td>Nonexpendable personal property having a useful life of more than one year and an acquisition cost of $5,000 or more per unit (including tax and installation)</td>
</tr>
<tr>
<td>Benefits</td>
<td>Supplies</td>
<td></td>
</tr>
<tr>
<td>Overtime</td>
<td>Travel</td>
<td></td>
</tr>
<tr>
<td>Volunteer Time (In-Kind Match)</td>
<td>Indirect Costs</td>
<td></td>
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<tr>
<td></td>
<td>*Equipment <em>(lease or purchase of less than $5,000)</em></td>
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</tbody>
</table>

*Single or multiple equipment purchases of less than $5,000 would be allocated in the Operating Expenses*
**Project Manager**

Salary: $4,000/month x 12 months x 50% FTE

Provides counseling services, advocacy, accompaniment and supportive services of clients

**Project Technician**

Rate of pay: $20/hr x 80 hrs/mo x 12 months

Provides counseling services, advocacy, accompaniment and supportive services of clients
Benefits
22% of $56,362 (total salaries)
*FICA* = 6.2%, *Medicare* = 1.45%, *Health/Dental Insurance* = 12%, *SUI and W/C* = 2.35%
### Checklist Item 9: BUDGET PAGES

#### CASH MATCH vs. IN-KIND MATCH

<table>
<thead>
<tr>
<th>CASH MATCH (Hard Match)</th>
<th>IN-KIND MATCH (Soft Match)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income from a source other than federal funds</td>
<td><strong>Non-cash outlay</strong> of materials or resources, including non-cash outlay contributed by other public agencies and institutions, private organizations, and individuals</td>
</tr>
</tbody>
</table>

*Example: personnel, facilities, supplies*

*Examples: donated office supplies, equipment, professional services, volunteer time*
Allocation Match: Recipient must provide % of funds (cash)

10% Match Example
$100,000 = $10,000 Match
$100,000 x .10 = $10,000

Total Project Cost Match: Recipient must provide % of total project cost

20% Match Example
$100,000 = $25,000 Match
$100,000 ÷ .80 – $100,000 = $25,000
<table>
<thead>
<tr>
<th>Subrecipient/Implementing Agency:</th>
<th>Self-Help Enterprises, Inc.</th>
<th>Subaward #:</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>Description</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Manager (30 hrs/mo x $35.30/hr x 12 mos)</td>
<td>$12,708</td>
</tr>
<tr>
<td>Oversee the coordination of lease agreements, inventory management, water procurement and delivery processes, and planning for transfer, removal or demobilization of water tank systems under this program.</td>
<td></td>
</tr>
<tr>
<td>Project Technicians (3) (approx. 180 hrs/mo x $20.21/hr avg rate x 12 mos)</td>
<td>$43,654</td>
</tr>
<tr>
<td>Provide water procurement and delivery services, maintenance and fulfillment services, assist with inventory, implement the transfer, removal or demobilization of water tank systems under this program.</td>
<td></td>
</tr>
</tbody>
</table>

**Personal Section Totals**

**PERSONAL SECTION TOTAL** $56,362

- **Applicant Name Included**
- **Calculations and descriptions for allowable staff positions and allocated work activities are consistent**
Tank Removal & Storage

Costs for demobilization, removal and storage of supported water tanks during the grant period

200 tanks x $1,200/tank

Staff Mileage

1,627 miles/mo x $.535/mile x  x 12 months

Mileage travelled by staff to provide monitoring, oversight and coordination of tank removal or demobilization
Components for “good” Operating Expenses Budget

☐ Each expense should provide a calculation and explanation to support the cost being charged to grant.

☐ Expenses must be allowable per RFP.

☐ Consultant Costs: If subcontractor or consultant costs exceed $3,500 a Noncompetitive Bid Justification may be required.

☐ Indirect Cost Rate calculation should be provided. If agency has an approved ICR, documentation should be provided (attached to grant application).

<table>
<thead>
<tr>
<th>Subrecipient/Implementing Agency:</th>
<th>Self-Help Enterprises, Inc. (Central County)</th>
<th>Subaward #:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>B. Operating Expenses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Water Tank Removal and Storage Costs</strong> (approx. $1,200/tank x 200 tanks)</td>
<td>$240,000</td>
<td></td>
</tr>
<tr>
<td>Estimated cost for demobilization, removal and storage of water tanks supported under this program.</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td><strong>Staff Mileage</strong> (1627 miles/mo x $.535/mile x 12 mos)</td>
<td>$10,445</td>
<td></td>
</tr>
<tr>
<td>Staff travel throughout the county to provide coordination, maintenance, inventory, demobilization, removal and storage services for water tanks supported under this program.</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td><strong>Tank Repair Costs</strong> (Subcontractor Costs)</td>
<td>$1,000</td>
<td></td>
</tr>
<tr>
<td>Estimated costs for needed repairs to tanks supported under this program.</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td><strong>Indirect Costs</strong> (10% Salary/Wages &amp; Benefits)</td>
<td>$5,636</td>
<td></td>
</tr>
<tr>
<td>Administrative overhead and support costs. Agency has approved federal rate of 30% but is only claiming 10% Indirect Costs (Total Salary/Wages and Benefits)</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td><strong>Permit Costs</strong></td>
<td>$4,000</td>
<td></td>
</tr>
<tr>
<td>Costs for permitting and other local fees related to service and removal of water tanks under this program</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td><strong>Operating Section Total</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>OPERATING SECTION TOTAL</strong></td>
<td>$261,081</td>
<td></td>
</tr>
</tbody>
</table>
**Checklist Item 9: BUDGET PAGES**

**MOST FREQUENT MISTAKES:**

- **Calculations not provided, or do not calculate to cost amount budgeted**
- **Totals off by $1**
- **Indirect line-item exceeds allowable amount**
- **Unallowable items included in the proposed budget**

### Operating Expenses

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Water Tank Removal and Storage Costs</strong></td>
<td>$240,000</td>
</tr>
<tr>
<td>Estimated cost for demobilization, removal and storage of water tanks supported under this program</td>
<td></td>
</tr>
<tr>
<td><strong>Staff Mileage (20,000 miles x $.535/mile)</strong></td>
<td>$10,500</td>
</tr>
<tr>
<td>Staff travel throughout the county to provide coordination, maintenance, inventory, demobilization, removal and storage services for water tanks supported under this program</td>
<td></td>
</tr>
<tr>
<td><strong>Tank Repair Costs (Subcontractor Costs)</strong></td>
<td>$1,000</td>
</tr>
<tr>
<td>Estimated costs for needed repairs to tanks supported under this program</td>
<td></td>
</tr>
<tr>
<td><strong>Indirect Costs (10% of salary and wages)</strong></td>
<td>$8,000</td>
</tr>
<tr>
<td>Administrative overhead and support costs. Agency has approved federal rate of 30% but is only claiming 10% Indirect Costs (Total Salary/Wages and Benefits)</td>
<td></td>
</tr>
<tr>
<td><strong>Permit Costs</strong></td>
<td>$4,000</td>
</tr>
<tr>
<td>Costs for permitting and other local fees related to service and removal of water tanks under this program</td>
<td></td>
</tr>
<tr>
<td><strong>Operating Section Total</strong></td>
<td></td>
</tr>
<tr>
<td><strong>OPERATING SECTION TOTAL</strong></td>
<td>$263,501</td>
</tr>
</tbody>
</table>
Budget Narrative
(Cal OES 2-107)
Tips for an effective Budget Narrative

- Identify each Budget Category, in alignment with the Budget Pages
  (Personal Services, Operating Expenses, Equipment)

- Provide details to support the budget
  - Job descriptions
  - Time allocated (FTE) to the project
  - Provide calculations to support costs
  - Operating and Equipment costs
  - Indirect Costs detail (if applicable)

- Remember to address the required elements for the Budget Narrative (RFP – Part II – Budget Narrative section)
Required Budget Narrative Details  
(noted in Part II – Budget Narrative section of RFP)

Budget Narrative

The Applicant is required to submit a narrative with the Project Budget. The narrative must be typed and placed in the proposal preceding the budget pages, describing:

- How the project’s proposed budget supports the Program’s objectives and activities;
- How funds are allocated to minimize administrative costs and support direct services;
- The duties of project-funded staff, including qualifications or education level necessary for the job assignment (this does not take the place of the brief justification required in the line-item budget);
- How project-funded staff duties and time commitments support the proposed objectives and activities;
- Proposed staff commitment/percentage of time to other efforts, in addition to time allocated to this project;
- The necessity for subcontracts and unusual expenditures; and
- The mid-year salary range adjustments.
- Operating Expenses and Equipment should also be included in the narrative to provide any additional details that describe the expenses, allocations and calculations used to arrive at the cost amounts, and benefit to the KL Program.
## BUDGET NARRATIVE (Cal OES 2-107)

✔ Check RFP Rating Form for guidance

<table>
<thead>
<tr>
<th>4. BUDGET, including Budget Narrative (Maximum 60 points)</th>
<th>0</th>
<th>15</th>
<th>20</th>
<th>25</th>
<th>30</th>
</tr>
</thead>
<tbody>
<tr>
<td>How well does the Budget Narrative support the proposal objectives and activities, and the intent and requirements of the KL Program?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>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 KL Program?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
GRANT SUBAWARD APPENDIX FORMS

Additional forms or documents required by RFP

- Organizational Chart
- Project Service Area Information (Cal OES 2-154)
- Project Summary Form (Cal OES 2-150)
- Other Funding Sources (Cal OES 2-151)
- Prior, Current and Proposed Cal OES Funding (Cal OES 2-152)
- Operational Agreements Summary Form (Cal OES 2-160)
## PROJECT SERVICE AREA INFORMATION

1. **COUNTY OR COUNTIES SERVED:** Enter the name(s) of the county or counties served by the project. Put an asterisk where the project's principal office is located.

2. **U.S. CONGRESSIONAL DISTRICT(S):** Enter the number(s) of the U.S. Congressional District(s) which the project serves. Put an asterisk for the district where the project’s principal office is located.

3. **STATE ASSEMBLY DISTRICT(S):** Enter the number(s) of the State Assembly District(s) which the project serves. Put an asterisk for the district where the project’s principal office is located.

4. **STATE SENATE DISTRICT(S):** Enter the number(s) of the State Senate District(s) that the project serves. Put an asterisk for the district where the project’s principal office is located.

5. **POPULATION OF SERVICE AREA:** Enter the total population of the area served by the project.

- Include ALL areas served (counties and legislative districts)
- Check that legislative district where the project is located marked with asterisk (*)

Data collected from Project Service Area Information can be helpful to inquiries from legislative members or research regarding service areas.

For assistance with identifying Congressional and State Legislative district(s) served under TW project, go to:

[http://www.legislature.ca.gov/legislators_and_districts/legislators/your_legislator.html](http://www.legislature.ca.gov/legislators_and_districts/legislators/your_legislator.html)

[http://congressional-district.insidegov.com/d/d/California](http://congressional-district.insidegov.com/d/d/California)
Appendix Documents to Support Specific Operating Expense Items

- Out-of-State Travel Request (Cal OES 2-158)
- Noncompetitive Bid Checklist (Cal OES 2-156) and written sole source justification
- Emergency Fund Procedures (Cal OES 2-153)
- Computers and Automated Systems Purchase Justification (Cal OES 2-157)
- Automobile Purchase justification (cost comparison)
Cal OES RFP – Proposal Scoring/Rating

RATING FORM

Control #: __________________________
Rater #: ____________________________

Applicant: __________________________________________________________
Funds Requested: ____________________________________________________

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>TOTAL POINTS POSSIBLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. PROBLEM STATEMENT</td>
<td>120</td>
</tr>
<tr>
<td>2. PLAN</td>
<td>280</td>
</tr>
<tr>
<td>3. CAPABILITIES</td>
<td>60</td>
</tr>
<tr>
<td>4. BUDGET</td>
<td>60</td>
</tr>
<tr>
<td>5. COMPREHENSIVE ASSESSMENT</td>
<td>100</td>
</tr>
<tr>
<td>TOTAL</td>
<td>620</td>
</tr>
</tbody>
</table>

**RFP Rating Form**

(RFP Attachments–Rating Form)

- Provides an understanding of scoring to be used
- Delineates the “weight” for each part of the proposal

- While the required Cal OES forms are not scored specifically, they could provide some supporting information to the Project Narrative or Budget Narrative, and may be factored into the overall “Comprehensive Assessment” scoring
Cal OES RFP Process

RFP Posted (up to 8 weeks)

Reading and Rating (2-6 weeks after submission due date)

Funding Selection & Recommend Process (2 weeks)

Appeals Period (up 30 days)

Selected proposal applications signed into grant subaward
QUESTIONS?

Michelle Mahon, Federal Funds Administrator
Cal OES Grants Management
Victim Services and Public Safety Branch
michelle.mahon@caloes.ca.gov
• Recording of the webinar, and presentation materials will be posted on Cal OES website

http://www.caloes.ca.gov/Cal-OES-Divisions/Grants-Management