



## REQUEST FOR APPLICATION

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

### **HUMAN TRAFFICKING VICTIM ASSISTANCE (HV) PROGRAM**

Release Date: January 8, 2020

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 HV Program is to help human trafficking victims recover from the trauma they experienced and assist with reintegration into society through the provision of comprehensive safety and supportive services using a trauma-informed, victim-centered approach.

**Eligibility:** The only eligible Applicants are the HV Program. Subrecipients funded in the prior fiscal year.

**Grant Subaward Performance Period:**

April 1, 2020 – March 31, 2021

**Submission Deadline:**

Friday, March 6, 2020



3650 SCHRIEVER AVENUE, MATHER, CA 95655

(916) 845-8741 TELEPHONE

[CalOES Website](#)

# HUMAN TRAFFICKING VICTIM ASSISTANCE (HV) PROGRAM

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# HUMAN TRAFFICKING VICTIM ASSISTANCE (HV) PROGRAM

## PART I – OVERVIEW

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

### 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

Questions concerning this RFA, the application process, or programmatic issues should be submitted to:

Jennifer Fowler, Program Specialist  
Jennifer.Fowler@caloes.ca.gov  
[\(916\) 845-8741](tel:9168458741)

### C. SUBMISSION DEADLINE AND OPTIONS

**One original** application must be delivered to Cal OES by the date and time below. Submission options are: postmarked or hand-delivered, to the address below, by 5:00 pm on Friday, March 6, 2020.

California Governor's Office of Emergency Services  
Victim Services Branch  
3650 Schriever Avenue  
Mather, CA 95655  
Attn: Human Trafficking Victim Assistance (HV) Program  
Human Trafficking & Legal Assistance Unit

# Human Trafficking Victim Assistance Program RFA

## D. ELIGIBILITY

The only eligible Applicants are the HV Program Subrecipients funded in the prior fiscal year.

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 Grant Subaward performance period is April 1, 2020 – March 31, 2021.

## F. FUNDS

There is \$10,000,000 available for the Program for the Grant Subaward performance period.

### 1. Source of Funds

The HV Program is supported with State General Funds – Human Trafficking Victim Assistance (HTVA) Fund. The purpose of this fund is to support programs for victims of human trafficking in accordance with the requirements of the Government Code Section 8590.7, including the provision of comprehensive services that meet the holistic needs of individuals and communities affected by human trafficking.

### 2. Funding Amount

Applicants may apply for the amounts in the chart below, for the 12-month Grant Subaward performance period.

Please see the chart below for the breakdown of the fund source (by four-digit code). There is no match required for these funds.

<b>Subaward Number</b>	<b>Subrecipient</b>	<b>19HTVA Award</b>
HV19021182	1736 Family Crisis Center	\$476,190
HV19021585	Asian Pacific Islander Legal Outreach	\$476,191

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HV19021326	Center Against Sexual Assault of Southwest Riverside County	\$476,191
HV19028656	Coalition to Abolish Slavery and Trafficking	\$476,190
HV19021043	Community Solutions for Children Families and Individuals, Inc.	\$476,191
HV19028632	Family Assistance Program	\$476,190
HV19028596	Fresno County Economic Opportunities Commission	\$476,190
HV19021173	Interface Children & Family Services	\$476,191
HV19021153	Journey Out	\$476,191
HV19028673	Motivating, Inspiring, Supporting, and Servicing Sexually Exploited Youth (MISSEY)	\$476,190
HV19021679	North County Lifeline, Inc.	\$476,190
HV19021045	Opening Doors, Inc.	\$476,190
HV19028631	Ruby's Place, Inc.	\$476,191
HV19021042	Stand Up Placer	\$476,190
HV19021048	Stanislaus Family Justice Center Foundation	\$476,190
HV19021002	Verity – Compassion. Safety. Support.	\$476,191
HV19021152	Volunteers of America of Los Angeles	\$476,191
HV19021039	Waymakers	\$476,190
HV19021196	Women Escaping a Violent Environment, Inc. (WEAVE)	\$476,190
HV19028538	Women's Transitional Living Center, Inc.	\$476,191
HV19021203	Y.W.C.A. of Monterey County	\$476,191
	<b>Total</b>	<b>\$10,000,000</b>

G. PROGRAM INFORMATION

1. Background Information

Human trafficking is the fastest growing criminal enterprise and is estimated to be a \$32 billion-a-year global industry. It is considered to be the world's second most profitable criminal enterprise, falling just after drug trafficking.

Survivors of human trafficking need specialized, intensive, and trauma-informed services to recover and rebuild their lives. The Human Trafficking Victim Assistance (HV) Program was created in the 2015 Budget Act to provide comprehensive services to these victims. In 2018, \$10 million in State General Funds were added to the 2018 Budget Act to continue this important program.

## Human Trafficking Victim Assistance Program RFA

On August 30, 2019, [Assembly Bill \(AB\) 1735](#) was signed by Governor Newsom. The bill clarifies the statutory definition of a human trafficking (HT) caseworker for the purpose of providing the protection of privileged communication between caseworker and victim, by defining a “human trafficking victim service organization” and expanding the list of topics about which HT caseworkers shall be trained. In addition to an updated definition of an HT caseworker and minimum training requirements for such, AB 1735 includes specific language to clarify that an HT caseworker may be subject to Mandated Child Abuse and Neglect Reporting requirements ([PC 11165 et seq](#)) and that the HT caseworker must convey to the HT victim either orally or in writing any applicable limitations on confidentiality of communications between the victim and the caseworker.

### 2. Program Description

The purpose of the HV Program is to help human trafficking victims recover from the trauma they experienced and assist with reintegration into society. This will be accomplished by providing safety and supportive services, temporary housing, emergency food/clothing, counseling, referrals to existing community resources, transportation, and legal assistance.

For the purposes of this RFA, human trafficking is defined as the control of a person, through force, fraud or coercion, for the purpose of commercial sex and/or labor.

### 3. Program Components

#### a. Case Management/Services to Victims

Using a trauma-informed, culturally-sensitive approach, HT caseworkers, pursuant to Evidence Code §1038.2, must provide intensive case management for victims of human trafficking. The HT caseworker must do an initial intake assessment to identify the emergency needs of the victim (e.g., food, shelter, and clothing) and any safety concerns. At a minimum, Subrecipients **must** offer the following services:

## Human Trafficking Victim Assistance Program RFA

### 1) Twenty-four Hour Crisis Hotline

Subrecipients must provide a 24-hour crisis hotline; 7-days per week. Immediate crisis intervention and assistance to human trafficking victims must be provided through this telephone response by agency staff and/or volunteers who are trained as HT caseworkers, pursuant to Evidence Code §1038.2. Agencies may collaborate to provide this service.

### 2) Emergency Shelter

Subrecipients must provide staffed, confidential emergency shelter services for human trafficking victims or an established referral system for shelter on a 24-hour, seven day a week basis.

### 3) Temporary Housing

Subrecipients must provide non-emergency housing for a period of up to 24 months. This requirement may be met by the development and implementation of written Operational Agreements (OAs) with appropriate community organizations.

### 4) Emergency Food/Clothing

Subrecipients must provide a means for responding to the immediate food and clothing needs of human trafficking victims and their children. This requirement may be met by the development and implementation of written OAs with appropriate community organizations.

### 5) Counseling

Subrecipients must provide individual counseling for human trafficking victims, using a trauma-informed approach. Paid or volunteer HT caseworkers, pursuant to Evidence Code § 1038.2, may provide this service. The counseling requirement may also be met by the development and implementation of written procedures for referrals to qualified professional counselors with experience working with human trafficking victims.

6) Referrals to Existing Community Resources

Subrecipients must maintain knowledge of local community resources as appropriate.

7) Transportation

Subrecipients must provide a means for emergency transportation to shelters or other places of safety as appropriate for human trafficking victims. The project should also provide a means for human trafficking victims to receive non-emergency transportation.

8) Legal Assistance

Subrecipients must provide legal services to human trafficking victims. These services need to be provided by an attorney and must include, but are not limited to, the following:

- Establishing eligibility for refugee benefits
- Immigration legal assistance, including but not limited to filing for T-Visas or U-Visas, that provides relief to victims of trafficking
- Preparation for criminal trials
- Representation in removal proceedings
- Advocacy to protect rights as a victim and/or witness
- Obtaining child custody orders
- Obtaining restraining orders against traffickers
- Record expungement
- Credit repair

This may be accomplished through coordination with pro bono attorneys or by attorneys employed by the Applicant agency or its participating partners, if applicable.

b. Emergency Financial Assistance

Subrecipients may use up to five percent of their total grant funds to provide financial intervention for a victim-related need such as relocation expenses, court/legal fees, or medical care. If Subrecipients choose to provide financial assistance, the Emergency Fund Accountability Procedure in *Subrecipient Handbook* § 2235.2 must be followed.

## Human Trafficking Victim Assistance Program RFA

### c. Evaluation

Subrecipients must develop a method for evaluating the services provided to human trafficking victims and the impact of the HV Program.

### d. Training of Staff

Subrecipient must ensure staff working with human trafficking victim qualify as Human Trafficking Caseworkers pursuant to Evidence Code §1038.2. Documentation verifying the appropriate training has been received must be kept on file for all paid and volunteer Human Trafficking Caseworkers.

### e. Operational Agreements

The Subrecipient must have Operational Agreements (OAs) with agencies, in the agency's service area, in the following disciplines:

- Local law enforcement
- District Attorney's Office(s)
- Victim/Witness Assistance Programs(s)
- Domestic violence service providers
- Community-based organizations that work with human trafficking victims and their children
- Existing or new Cal OES-funded projects that serve human trafficking victims

## 4. Regional Training

The VS 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.

## 5. 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:

Human Trafficking Victim Assistance Program RFA

a. Cal OES Progress Reports

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

<b>Report</b>	<b>Report Period</b>	<b>Due Date</b>
1 <sup>st</sup> Report	April 1, 2020 – September 30, 2020	October 31, 2020
2 <sup>nd</sup> Report	October 1, 2020 – March 31, 2021	April 30, 2021

# HUMAN TRAFFICKING VICTIM ASSISTANCE (HV) PROGRAM

## PART II – RFA INSTRUCTIONS

- A. SUBRECIPIENT HANDBOOK
- B. FORMS
- C. APPLICATION COMPONENTS
- D. BUDGET POLICIES
- E. ADMINISTRATIVE REQUIREMENTS

### 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, VS 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 2-104)

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 2-106b)

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, cost and time spent on allowable activities for the Program (e.g., Clerical Staff @ \$20/hour x 980 hours; or Victim Advocate @ \$1,500/month x 12 months x .50 FTE). 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.

## Human Trafficking Victim Assistance Program RFA

The Applicant must include sufficient per diem and travel allocations for two persons to attend the required Cal OES VS Branch Regional Trainings as outlined in this RFA (Part I, G, 4).

### 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.

## Human Trafficking Victim Assistance Program RFA

### a. Problem Statement

A problem statement is not required, however, if there have been significant changes to the elements of the original problem statement (e.g., service area, area and victim demographics, prevalence of sex and labor trafficking in the area, unique challenges in serving trafficking victims, etc.), please briefly address these changes.

### b. Plan

In narrative form, address the following:

- 1) Describe what your agency considers best practice, including the evidence upon which this practice is based, when providing services to human trafficking victims.
- 2) Describe your agency's plan to provide shelter to human trafficking victims.
- 3) Describe your agency's plan to provide shelter to human trafficking victims, including a detailed description of any physical structures, including the number and gender of victims your agency plans to shelter during the performance period.
- 4) Describe your agency's plan to provide counseling to human trafficking victims, including the number of victims your agency plans to provide counseling to during the first year of operation.
- 5) Describe your agency's plan to provide legal services to human trafficking victims, including the number of victims your agency plans to provide legal services to during the first year of operation.
- 6) Describe your agency's plan for evaluating the services provided to human trafficking victims and the impact of the HV Program.

## Human Trafficking Victim Assistance Program RFA

### c. Capabilities

- 1) Describe your agency's expertise in serving human trafficking victims.
- 2) Describe your agency's capacity to implement each of the Program Components.
- 3) Describe how human trafficking victims access your services.
- 4) Describe your agency's capacity to provide the required services to human trafficking victims within the first six months of operation.
- 5) Describe your agency's existing service protocols related to serving human trafficking victims.
- 6) Describe the qualifications of staff that serve human trafficking victims, **including an assessment of staff and supervisor's conformity with the updated definition of a "human trafficking caseworker" and the minimum training requirements as set forth in AB 1735.**
- 7) Describe how your agency collaborates with other agencies/organizations in the service area to identify and provide direct services to human trafficking victims.

### 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:

- Operational Agreements 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 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.

## Human Trafficking Victim Assistance Program RFA

- 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*)

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- 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)

# HUMAN TRAFFICKING VICTIM ASSISTANCE (HV) PROGRAM

## PART III – CHECKLIST

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 ([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 2-106b](#), Budget Pages with One Funding Source)
- BUDGET NARRATIVE ([Cal OES 2-107](#))
- PROJECT NARRATIVE ([Cal OES 2-108](#))
  - PROBLEM STATEMENT
  - PLAN
- [SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT](#)
- PROJECT SERVICE AREA INFORMATION ([Cal OES 2-154](#))
- ORGANIZATIONAL CHART
- ADDITIONAL FORMS, IF APPLICABLE
  - OPERATIONAL AGREEMENTS SUMMARY FORM ([Cal OES 2-160](#))
  - PETTY CASH VICTIM FUND PROCEDURES ([Cal OES 2-153](#))
  - NON-COMPETITIVE BID REQUEST CHECKLIST ([Cal OES 2-156](#))
  - CONTRACTOR/CONSULTANT RATE EXEMPTION REQUEST ([Cal OES 2-164](#))
  - OUT-OF-STATE TRAVEL REQUEST ([Cal OES 2-158](#))