



REQUEST FOR PROPOSAL

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

TRANSITIONAL HOUSING (XH) PROGRAM

Release Date: May 9, 2022

This Request for Proposal (RFP) provides detailed information and forms necessary to prepare a proposal for 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

Description:

The purpose of the XH Program is to provide victims of crime with transitional/short-term housing assistance and a range of supportive services with the goal of moving victims into safe, permanent housing.

Eligibility:

To be eligible to submit a proposal, Applicants can be a governmental or non-governmental entity and meet the additional requirements on page two.

Grant Subaward Performance Period:

January 1, 2023 - December 31, 2023

Available Funding:

Individual Applicants may request up to \$350,000

Submission Deadline:

Tuesday, July 5, 2022



TRANSITIONAL HOUSING (XH) PROGRAM

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TRANSITIONAL HOUSING (XH) PROGRAM

PART I – OVERVIEW

- A. PUBLIC RECORDS ACT NOTICE
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 - C. SUBMISSION DEADLINE AND REQUIREMENTS
 - D. ELIGIBILITY
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A. PUBLIC RECORDS ACT NOTICE

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. The Applicant's 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:

Kathleen Grommet, Program Specialist
Kathleen.Grommet@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 between the publication date and completion of the RFP process.

C. SUBMISSION DEADLINE AND REQUIREMENTS

Proposals must be emailed to VSapplications@caloes.ca.gov by **11:59 pm on Tuesday, July 5, 2022**. Proposals must be attached as a single document (e.g., PDF) and contain the forms outlined in Part II - RFP Instructions. Emails should identify the name of the RFP in the Subject line.

D. ELIGIBILITY

1. Eligibility to Compete for Funding

For a proposal to be eligible to compete for funding (i.e., read and rated) all the following conditions must be met:

- The Applicant can be a governmental or non-governmental entity.
- The proposal must be submitted per the instructions in C. SUBMISSION DEADLINE AND REQUIREMENTS.

Please Note: proposals that do not meet the above requirements will be disqualified (i.e., ineligible) and not read and rated.

2. Eligibility for Funding Consideration

For a proposal to be considered it must receive a minimum score of 50% of available points on the Rating Sheet (Part IV).

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.

3. Eligibility to Receive Funding

If selected, all the following must be completed within 60 days of receiving the Intent to Fund letter to be eligible to receive funding:

- Applicants must have a Unique Entity Identifier (Unique Entity ID) registered in the federal System for Award Management (SAM). Applicants who do not currently have a Unique Entity ID will need to register at SAM.gov to obtain one.
- Applicants must not have an exclusion record in the SAM. An exclusion record in the SAM indicates that a contractor (agency) is listed in the (federal) government-wide system for debarment and suspension. An agency that is debarred or suspended is excluded from activities involving federal financial and nonfinancial assistance and benefits. [Check SAM status.](#)

- Applicants must be registered with the California Department of Justice's Registry of Charitable Trusts with a "current," "exempt," or "pending" status (applies to non-governmental organizations only) [Check nonprofit status](#).

E. GRANT SUBAWARD PERFORMANCE PERIOD

The Grant Subaward performance period is January 1, 2023, through December 31, 2023. Successful Subrecipients will be eligible for a non-competitive reapplication for four consecutive years, contingent upon availability of funds.

F. FUNDING INFORMATION

Approximately \$17,150,000 is available for the XH Program for the Grant Subaward performance period. **Funding is contingent upon availability of funds and passage of the 2023-24 State Budget Act.**

1. Funding Amount

Applicants may apply for up to \$350,000 for the 12-month Grant Subaward performance period.

Please see the chart for the breakdown of the fund sources:

2020 VOCA	MATCH	2021 VOCA	MATCH	TOTAL PROJECT COST
\$156,307	\$39,077	\$193,693	\$48,423	\$437,500

2. Funding Source(s)

Detailed information on all 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 or full match waiver (match waiver requests are not considered during the Proposal Rating process).
 - **To request a match waiver, Applicants must submit the VOCA Match Waiver Request form (Cal OES Form 2-159) with their proposal.** Up to two VOCA fund sources can be entered on one form. All sections of the form must be completed and answers to questions 6 and 7 must be specific and unique to the Applicant and Program.
- Cal OES's four-character code for this federal fund is VOCA. This code will be in the drop-down on the Grant Subaward Face Sheet (Cal OES Form 2-101)

G. PROGRAMMATIC INFORMATION

1. Background Information

The XH Program is designed after the Housing First model; a form of rapid rehousing adapted to move and rehouse victims of crime who are experiencing homelessness into permanent housing quickly and provide ongoing supportive services. Transitional/short-term housing is a temporary solution – usually a room or apartment – meant to be a safe space in which victims can process their trauma and build a supportive network with the goal of moving into safe, permanent housing.

Since 2017, California has implemented the Housing First Model as defined in [Welfare and Institutions \(W&I\) Code Section 8255](#) to address the prevalence of homelessness in California. The Housing First Model is an approach to connect individuals and families experiencing homelessness quickly and successfully to permanent housing without preconditions and barriers to entry, such as sobriety, treatment, or service participation requirements.

2. Programmatic Description

The purpose of the XH Program is to provide victims of crime with transitional/short-term housing assistance and a range of supportive services with the goal of moving victims into safe, permanent housing.

3. Programmatic Components

Subrecipients must emphasize client choice through collaborative decision making when implementing the below Programmatic Components for the XH Program:

a. Transitional/Short-Term Housing Assistance

Subrecipients must offer transitional/short-term housing assistance for a period of between 12 and 24 months. Subrecipients must meet with victims, understand their individual housing needs, and advocate on their behalf. This can include accompanying victims to housing appointments, acting as a liaison with landlords, and negotiating leases.

b. Community Engagement

Subrecipients must provide outreach and education to landlords and housing authorities, many of whom may view victims as high-risk tenants. In addition, Subrecipients must also provide outreach and education to key stakeholders such as city government, housing councils, and other homeless/housing programs regarding the need for transitional/short-term housing assistance for victims of crime to prevent homelessness. Subrecipients must develop relationships with other entities to assist victims (e.g., legal assistance providers, law enforcement, employment agencies, Child Protective Services, etc.).

c. Supportive Services

Subrecipients must offer supportive services while victims of crime participate in the XH Program. Supportive services may include, but are not limited to, transportation subsidies, financial assistance, career training, employment assistance, legal assistance, counseling, and childcare.

Subrecipients cannot require participation in supportive services for victims of crime to have access to transitional/short-term housing assistance. Subrecipients may not impose restrictive conditions to receive services.

Supportive Services may be provided by the Subrecipient, and/or through the development and implementation of written

Operational Agreements (OAs) and/or Second-Tier Subawards with victim service providers in the Subrecipient's service area.

d. Accessibility of Services

Subrecipients must address the barriers victims of crime experience when accessing transitional/short-term housing and supportive services, including lack of knowledge about resources, language barriers, social and cultural challenges, and accessibility for victims of crime with disabilities. Subrecipients will ensure victims are provided with resources that allow them to access the full range of direct and supportive services.

e. Follow-up Services

Subrecipients must work with victims to locate safe and permanent housing after 12 – 24 months of their being in transitional/short-term housing. Subrecipients must provide follow-up supportive services for a minimum of three months after a victim has secured permanent housing. Follow-up services should be limited to: advocacy, support groups, case management, and minimal financial assistance (e.g., security deposits, first month's rent, or childcare) when a survivor is establishing permanent housing.

f. Staffing

Subrecipients must maintain a staff that is suitably equipped to execute all program components. In addition, Subrecipients must:

Employ a minimum of one-half Fulltime Equivalent (0.5 FTE) advocate as a Housing Coordinator. Multiple part-time advocates may also be utilized if their total time is equal to or greater than 0.5 FTE. The advocate(s) must:

- Serve as the voice of the XH Program and coordinate the implementation of all services related to the program.
- Work to provide transitional/short-term housing that meets the needs of victims of crime experiencing homelessness.
- Conduct community outreach and referrals.

- Act as the liaison between the XH Program and landlords.

g. Assistance with California Victim Compensation Board Claims

Subrecipients are strongly encouraged to assist victims with applying for compensation benefits through the California Victim Compensation Board. Activities may include:

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

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

h. California Victims Resource Center

Subrecipients are strongly encouraged to utilize the California Victims Resource Center (CVRC) when assisting victims.

At the CVRC, Pacific McGeorge School of Law students and attorneys provide victims, their families, and service providers with information about victims' legal rights in the criminal and civil justice systems and provide tailored resource referrals. Upon request, the CVRC provides publications on victims' rights, legal research on victims' rights to service providers, and educational presentations. Services are free and can be accessed through the CVRC's confidential, toll-free hotline: 1-800-VICTIMS (842-8467), or through the www.1800victims.org website.

i. Operational Agreements/Second-Tier Subawards

Subrecipients are required to enter into at least three OAs and/or Second-Tier Subawards with participating agencies that will expand the XH Program's scope of services and assist in the implementation of their Grant Subawards, such as:

- Victim service providers
- Housing and homeless organizations
- Job training organizations
- Legal services agencies
- Underserved population-specific organizations.

An OA is a formal agreement, without the exchange of money between an implementing agency and one or more participating agencies (SRH Section 7.005). A Second-Tier Subaward is a formal agreement that includes the exchange of money between an implementing agency and a participating agency to further the goals of the project (SRH Section 7.010).

4. Reporting Requirements

Progress Reports serve as a record for the implementation of the Grant Subaward. 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 four Progress Reports required for the Program. See the chart below for report periods and due dates.

Report	Report Period	Due Date
1 st Report	January 1, 2023 – March 31, 2023	May 1, 2023
2 nd Report	April 1, 2023– June 30, 2023	July 31, 2023
3 rd Report	July 1, 2023 – September 30, 2023	October 30, 2023
4 th Report	October 1, 2023 – December 30, 2023	January 2, 2024

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 must be completed by both the Subrecipient and Cal OES within 90 days of the beginning of the Grant Subaward performance period. Cal OES will initiate access and the Subrecipient will have **60 days to complete** the remainder of the report in the OVC Performance

Measurement Tool. Then, Cal OES will have 30 days to either approve the SAR, or work with the Subrecipient on corrections, and then approve the SAR.

2) Subgrantee Report

Subrecipients receiving Victims of Crime Act funds 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.

Report Period	Due Date (on or about)
January 1, 2023 – March 31, 2023	April 14, 2023
April 1, 2023 – June 30, 2023	July 14, 2023
July 1, 2023 – September 30, 2023	October 14, 2023
October 1, 2023 – December 31, 2023	January 14, 2024

*Exact due dates will be provided by your Program Specialist at the end of each quarter.

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.

TRANSITIONAL HOUSING (XH) PROGRAM

PART II – RFP INSTRUCTIONS

- A. SUBRECIPIENT HANDBOOK
 - B. FORMS
 - C. SPACE LIMITATIONS
 - D. PROPOSAL COMPONENTS
 - E. BUDGET POLICIES
 - F. ADMINISTRATIVE REQUIREMENTS
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- A. SUBRECIPIENT HANDBOOK

Applicants are strongly encouraged to review the [SRH](#). The SRH outlines the terms and conditions that apply to Cal OES VS Branch Grant Subawards and provides helpful information for developing a proposal, including a Glossary of Terms.

- B. FORMS

Applicants 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 Grant Subaward Programmatic Narrative ([Cal OES Form 2-108](#)) – with a revision date of 4/2021 or later – and the Grant Subaward Budget Narrative ([Cal OES Form 2-107](#)) – with a revision date of 4/2021 or later. Using older versions of these forms may result in a reduction of points in the rating process.**

Additionally, tables and charts will be redacted, not read and rated, and will count against the total text that can be read. Including tables and charts may result in a reduction of points in the rating process.

- C. SPACE LIMITATIONS

If a space limitation is specified under the Programmatic 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.**

- D. PROPOSAL COMPONENTS

Applicants must complete and submit all required forms. All forms have written instructions. General information regarding each form is below. The

Checklist in Part V is included to ensure Applicants submit all required components.

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

This form is the title page of the Grant Subaward that is signed by the Official Designee (*SRH Section 3.030*) and the Cal OES Director (or designee).

2. Grant Subaward Contact Information (Cal OES Form 2-102)

This form provides Cal OES with contact information for all relevant Subrecipient personnel. Information for each individual should be direct contact information.

3. Grant Subaward Signature Authorization (Cal OES Form 2-103)

This form provides Cal OES with signatures of authorized signers and who they authorize to sign on their behalf for all Grant Subaward-related matters.

4. Grant Subaward Certification of Assurance of Compliance & VOCA Federal Fund Grant Subaward Assurances (Cal OES Forms 2-104 & 2-109a)

These forms are a binding affirmation that the Subrecipient will comply with all 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

Subrecipients may be asked to sign and submit an updated VOCA Federal Fund Grant Subaward Assurances (Cal OES Form 2-109a) once in Grant Subaward. Every year, Cal OES updates the VOCA Federal Fund Grant Subaward Assurances (Cal OES Form 2-109a) to ensure that any new conditions placed upon the federal

award are passed down to Subrecipients. Subrecipients will be notified if this change is needed.

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

This form demonstrates how the Applicant will implement the proposed plan with the funds available through this Program. This is the basis for management, fiscal review, and audit. **Grant Subaward Budget Pages (Cal OES Form 2-106a) are subject to Cal OES modifications and approval.** Failure of the Applicant to include required items does not eliminate responsibility to comply with those requirements during the implementation of the Grant Subaward.

The Grant Subaward Budget Pages (Cal OES Form 2-106a) 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 Costs page. Applicants may add additional columns to the Grant Subaward Budget Pages (Cal OES Form 2-106a) 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 Grant Subaward Budget Pages (Cal OES Form 2-106a) should:

- Cover the entire Grant Subaward performance period.
- Include costs related to the objectives and activities of the Grant Subaward.
- Strict adherence to required and prohibited expenses.
- Include costs in the correct category (i.e., Personnel Costs, Operating Costs, and Equipment Costs – see below).

Include **only** those items covered by Grant Subaward funds, including match funds, when applicable. Applicants may supplement Grant Subaward funds with funds from other sources. However, since approved line items are subject to audit, Applicants should not include matching funds (if applicable) in excess of the required match on the Grant Subaward Budget Pages (Cal OES Form 2-106a).

a. Personnel Costs – Salaries/Employee Benefits

1) Salaries

Personnel includes Grant Subaward services performed by Grant Subaward 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 Grant Subaward (e.g., Clerical Staff @ \$20/hour x 980 hours; or Victim Advocate @ \$1,500/month x 12 months x .50 FTE). Personnel 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 the Grant Subaward, they may not take time off using Grant Subaward 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. Allocated 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. 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).

Additional information on Personnel Expenses can be found in *SRH Part 3*.

b. Operating Costs

Operating costs are defined as necessary expenditures other than personnel salaries, benefits, and equipment. The costs must be Grant Subaward-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 common operating costs include, but are not limited to:

- Audit costs (*SRH Section 14.035*)
- Computers with an acquisition cost of \$4,999 or less
- Computer equipment rentals
- Consultant services (*SRH Section 6.050*;))
- Equipment service and maintenance agreements
- Financial Assistance for clients (*SRH Section 4.040*)
- Furniture and office equipment (\$4,999 or less)
- Indirect costs (*SRH Section 4.045*)
- Insurance (e.g., vehicle, fire, bonding, theft, and liability)
- Internet access
- Office supplies
- Office rental space (*SRH Section 4.055*)
- Postage
- Printing
- Second-Tier Subawards (*SRH Section 7.010*)
- Software
- Training materials
- Travel and per diem (*SRH Section 4.065*)
- Utilities
- Vehicle maintenance

Additional information on Operating Expenses can be found in *SRH Part 4*.

c. Equipment Costs

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 copy machines must be one line item, not three).

Additional information on Equipment Costs can be found in *SRH Part 5*.

6. Grant Subaward Budget Narrative (Cal OES Form 2-107) – Maximum Four Pages

The Budget Narrative should describe the following:

- How the proposed budget supports the objectives and activities.
- How funds are allocated to minimize administrative costs and support direct services.
- How shared costs are allocated.
- How Grant Subaward-funded staff duties and time commitments support the proposed objectives and activities.
- The necessity for subcontracts and unusual costs.
- The need for mid-year salary range adjustments.

7. Grant Subaward Programmatic Narrative (Cal OES Form 2-108)

This form 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 identified victim group your agency intends to serve through the XH Program.
- 2) Describe your agency's current transitional/short-term housing assistance efforts for this identified victim group. Include the

type of transitional/short-term housing currently being provided (e.g., individual rooms, apartments, houses, etc.).

- 3) Describe the barriers your agency experiences with transitional/short-term housing assistance for this identified victim group and how XH Program funding will assist your agency in overcoming those barriers.

b. Plan – Maximum Eight Pages

In narrative form, address the following:

- 1) Describe your agency's plan to expand transitional/short-term housing for the identified victim group.
- 2) Describe your agency's plan to comply with the components of the Housing First Model as outlined in [Welfare and Institutions \(W&I\) Code Section 8255](#) when serving the identified victim group.
- 3) Describe your agency's plan to provide outreach and education to landlords and key stakeholders such as city government, housing councils, and other homeless/housing programs regarding the need for transitional/short-term housing for victims of crime to prevent homelessness.
- 4) Describe your agency's plan to move victims into safe and permanent housing after 12 – 24 months of their being in transitional/short-term housing. Include how your agency will determine when a victim is ready for this next step, and how securing safe and permanent housing differs from securing transitional/short-term housing.
- 5) Describe your agency's plan to provide supportive services to the identified victim group as they participate in the XH Program. Include what those services will be and how they will be implemented.
- 6) Describe your agency's plan to provide follow-up services for a minimum of three months after a victim has secured permanent housing. Include what those services will be and how they will be implemented.

- 7) Describe your agency's plan to employ one half-time FTE Housing Coordinator and how this will help your agency expand transitional/short-term housing for the identified victim group.

c. Capabilities – Maximum Four Pages

In narrative form, address the following:

- 1) Describe your agency's capacity to successfully provide transitional/short-term housing to the identified victim group. Include how your agency locates and secures transitional/short-term housing.
- 2) Describe your agency's expertise in providing supportive services to the identified victim group. Include how your agency engages other victim service providers in these efforts.
- 3) Describe your agency's existing community relationships that facilitate transitional/short-term housing placements for the identified victim group. Include how your agency engages community partners in securing housing.

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 terms and conditions posed by each Subrecipient of pass-through funding. The assessment is made to determine and provide an appropriate level of technical assistance, training, and oversight to Subrecipients.

9. Grant Subaward Service Area Information (Cal OES Form 2-154)

This form identifies the counties, cities, and congressional districts served by the Grant Subaward.

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 Grant Subaward. 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 Grant Subaward Budget Pages (Cal OES Form 2-106a) and Grant Subaward Budget Narrative (Cal OES Form 2-107).

11. Additional Forms/Documents

The following are required only if applicable:

a. Match Waiver Request (CalOES Form 2-159)

This form is required only if the Applicant is requesting to waive a portion, or all, of the required Match. See Part I, F., 1 for additional information. Match waiver requests are not considered during the Proposal Rating process.

b. Operational Agreement(s)

OAs are required per Part I, Subpart G of this RFP.

c. Petty Cash Victim Fund Procedure Certification (Cal OES Form 2-153)

This form is required only if the Applicant proposes to have a line item on their Grant Subaward Budget Pages (Cal OES Form 2-106a) that meets the definition of Petty Cash in *SRH Section 4.040*.

d. Non-Competitive Procurement Request (Cal OES Form 2-156)

This form is required only if the Applicant proposes a line item on their Grant Subaward Budget Pages (Cal OES Form 2-106a) that meets the criteria for a Non-Competitive Procurement Request per *SRH Section 6.045*.

e. Independent Contractor/Consultant Rate Exemption Request (Cal OES Form 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 Section 6.050*.

f. Out-of-State Travel Request (Cal OES Form 2-158)

This form is required only if the Applicant proposes a line item for out-of-state travel per *SRH Section 4.065*.

g. Lodging Rate Exemption Request (Cal OES Form 2-165)

This form is required only if the Applicant is requesting approval for an exemption to lodging costs per *SRH Section 4.065*.

h. Payee Data Record (STD 204)

This form is required only if the Applicant has not previously received a Grant Subaward from Cal OES.

E. BUDGET POLICIES

The following sections of the [SRH](#) may be helpful in developing the Grant Subaward Budget Pages (Cal OES 2-106a) and Grant Subaward Budget Narrative (Cal OES 2-107):

- Additional Rental Space (*SRH Section 4.055*)
- Audit Costs (*SRH Section 14.055*)
- Automobiles (*SRH Section 5.020*)
- Contracting and Procurements Requirements (*SRH Part 6*)
- Equipment and Equipment Costs Requirements (*SRH Part 5*)
- Expert Witness Fees (*SRH Section 6.050*)
- Independent Contractor/Consultant (*SRH Section 6.050*)
- Indirect Cost or Facilities and Administration (*SRH Section 4.045*)
- Match Requirements (*SRH Section 9.060*)
- Facility Rental (*SRH Section 4.055*)
- Prohibited Operating Costs (*SRH Section 4.070*)
- Grant Subaward and Other Income (*SRH Section 9.075*)
- Supplanting Prohibited (*SRH Section 1.065*)
- Travel (*SRH Section 4.065*)

F. ADMINISTRATIVE REQUIREMENTS

Subrecipients must administer their Grant Subawards 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 Part 14*)
- Communication and Internet Access (*SRH Section 1.070*)
- Intellectual Property, Copyright, and Patent Requirements (*SRH Part 8*)
- Fidelity Bond/Certificate of Insurance (*SRH Section 2.015*)
- Monitoring (*SRH Part 13*)
- Report of Expenditures and Request for Funds (*SRH Section 9.025*)
- Records Requirements (*SRH Part 12*)

TRANSITIONAL HOUSING (XH) PROGRAM

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

A proposal must receive a minimum score of 50% of available points on the Rating Sheet to be considered for funding.

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

Subrecipients 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 Subrecipient may not be selected for funding.
- The amount of funding may be reduced.
- Grant Subaward Conditions may be placed on the Grant Subaward.

3. Notification Process

All Applicants will be notified in writing, via electronic communication, of the results of the rating process. The notification will be sent only to the Official Designee (the person authorized to sign the Grant Subaward Face Sheet).

Applicants will receive one of the following:

- Letter of Intent to Fund if selected for funding.
- Letter of Denial if not selected for funding, including the Applicant's scores and information regarding the appeal process.
- Letter of Ineligibility:
 - If the proposal did not meet Eligibility to Compete for Funding (Part 1, D.), including information regarding the appeal process; or
 - If the proposal scored less than the required 50% of available points possible, including the Applicant's scores and information regarding the appeal process.

Cal OES can only respond to technical questions about the RFP during the period between the RFP release date and completion of the RFP process. Requests for records must be made through a Public Records Act request at PRA@caloes.ca.gov.

B. FINALIZING THE GRANT SUBAWARD

1. Grant Subaward Application

Once selected for funding, Cal OES may require revisions and/or additional documentation to finalize the Grant Subaward Application package. The Program Specialist identified in the Applicant's Intent to Fund 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 Grant Subaward 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 Subaward is received, a Report of Expenditures and Request for Funds (Cal OES Form 2-201) may be submitted for reimbursement.

a. Grant Subaward Conditions

Cal OES may add conditions to the Grant Subaward in order to execute the Grant Subaward. If conditions are added, these will be discussed with the 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 Grant Subaward 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 State 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, after the execution of the Grant Subaward.

TRANSITIONAL HOUSING (XH) PROGRAM

PART IV – RATING SHEET

Control # _____

Rater # _____

Applicant _____

Funds Requested: _____

<u>CATEGORY</u>	<u>TOTAL POINTS POSSIBLE</u>
1. PROBLEM STATEMENT	120
2. PLAN	360
3. CAPABILITIES	120
4. BUDGET PAGES AND NARRATIVE	60
5. COMPREHENSIVE ASSESSMENT	80
TOTAL	740

Each of the above categories contain questions assigned a point value. The point scale is divided into five columns labeled **I, II, III, IV,** and **V**. The Applicant's response to each question is evaluated on the following criteria:

- I. ABSENT:** The response does not address the specific question or a response was not provided.
- II. UNSATISFACTORY:** The response does not completely address the question. The information presented does not provide a good understanding of Applicant's intent, does not give the detailed information requested by the RFP, and/or does not adequately support the proposal or the intent of the Program.
- III. SATISFACTORY:** The response addresses the question and provides a good understanding of the Applicant's intent. The response adequately supports the proposal and the intent of the Program.
- IV. ABOVE AVERAGE:** The response is above average and provides a clear and detailed understanding of the Applicant's intent. The response presents a persuasive argument that supports the proposal and the intent of the Program.
- V. EXCELLENT:** The response is outstanding, with clear, detailed, and relevant information. The response presents a compelling argument that supports the proposal and the intent of the Program.

	I	II	III	IV	V
PROGRAMMATIC NARRATIVE					
a. Problem Statement (Maximum Three Pages) How well does the proposal:	0	10	20	30	40
1) describe the identified victim group the Applicant intends to serve through the XH Program?					
2) describe the Applicant's current transitional/short-term housing assistance efforts for the identified victim group? How well did the Applicant describe the type of transitional/short-term housing currently being provided (e.g., individual rooms, apartments, houses, etc.)?					
3) describe the barriers the Applicant experiences with transitional/short-term housing assistance for the identified victim group and how XH Program funding will assist in overcoming these barriers?					
b. Plan (Maximum Eight Pages) How well does the proposal:	0	15	30	45	60
1) describe the Applicant's plan to expand transitional/short-term housing for the identified victim group?					
2) describe the Applicant's plan to comply with the components of the Housing First Model as outlined in Welfare and Institutions (W&I) Code Section 8255 when serving the identified victim group?					
3) describe the Applicant's plan to provide outreach and education to landlords and key stakeholders such as city government, housing councils, and other homeless/housing programs regarding the need for transitional/short-term housing for victims of crime to prevent homelessness?					

	I	II	III	IV	V
4) describe the Applicant's plan to move victims into safe and permanent housing after 12 – 24 months of their being in transitional/short-term housing? How well did the Applicant describe how it will determine when a victim is ready for this next step and how securing safe and permanent housing differs from securing transitional/short-term housing?					
Plan - continued	0	10	20	30	40
5) describe the Applicant's plan to provide supportive services to the identified victim group as they participate in the XH Program? How well does the Applicant describe what those services will be and how they will be implemented?					
6) describe the Applicant's plan to provide follow-up services for a minimum of three months after a victim has secured permanent housing? How well does the Applicant describe what those services will be and how they will be implemented?					
7) describe the Applicant's plan to employ one half-time FTE Housing Coordinator and how this will help expand transitional/short-term housing for the identified victim group?					
c. Capabilities (Maximum Four Pages) How well does the proposal:	0	10	20	30	40
1) describe the Applicant's capacity to successfully provide transitional/short-term housing to the identified victim group? How well does the Applicant describe how it locates and secures transitional/short-term housing?					

	I	II	III	IV	V
2) describe the Applicant's expertise in providing supportive services to the identified victim group? How well does the Applicant describe how it engages other victim service providers in these efforts?					
3) describe the Applicant's existing community relationships that facilitate transitional/short-term housing placements for the identified victim group? How well does the Applicant describe how it engages community partners in securing housing?					
BUDGET PAGES & BUDGET NARRATIVE (Maximum Four Pages)	0	5	10	15	20
1) How well do the proposed Budget Pages & Narrative support the objectives and activities?					
2) How well are funds allocated to minimize administrative costs and support direct services?					
3) How well do Grant Subaward-funded staff duties and time commitments support the proposed objectives and activities?					
COMPREHENSIVE ASSESSMENT	0	10	20	30	40
1) How well does the proposal support the overall intent, goals, and purpose of the Program?					
2) How well did the Applicant follow instructions? (e.g., were formatting requirements as specified in Part II, B, C, & D followed?)					

TRANSITIONAL HOUSING (XH) PROGRAM

PART V – CHECKLIST

This checklist is provided to ensure that a complete proposal is submitted to Cal OES.

- PROPOSAL COVER SHEET – Please complete and attach to the front of the proposal.
- GRANT SUBAWARD FACE SHEET ([Cal OES FORM 2-101](#)) – Signed by the Official Designee authorized to enter into the Grant Subaward.
- GRANT SUBAWARD CONTACT INFORMATION ([Cal OES FORM 2-102](#))
- GRANT SUBAWARD SIGNATURE AUTHORIZATION ([Cal OES FORM 2-103](#))
- GRANT SUBAWARD CERTIFICATION OF ASSURANCE OF COMPLIANCE ([Cal OES FORM 2-104](#)) – Signed by the Official Designee who signed the Grant Subaward Face Sheet and by the official delegating that authority.
- VOCA FEDERAL FUND GRANT SUBAWARD ASSURANCES ([Cal OES FORM 2-109A](#)) – Signed by the Official Designee who signed the Grant Subaward Face Sheet
- GRANT SUBAWARD BUDGET PAGES (EXCEL SPREADSHEET FORMAT) ([Cal OES FORM 2-106A](#))
- UNALTERED** GRANT SUBAWARD BUDGET NARRATIVE ([Cal OES FORM 2-107](#))
- UNALTERED** GRANT SUBAWARD PROGRAMMATIC NARRATIVE ([Cal OES FORM 2-108](#))
 - PROBLEM STATEMENT
 - PLAN
 - CAPABILITIES
- [SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT](#)
- GRANT SUBAWARD SERVICE AREA INFORMATION ([Cal OES FORM 2-154](#))
- ORGANIZATIONAL CHART
- ADDITIONAL FORMS, IF APPLICABLE
 - MATCH WAIVER REQUEST(S) ([CAL OES FORM 2-159](#))
 - OPERATIONAL AGREEMENT(S) ([Cal OES FORM 2-160](#))
 - PETTY CASH VICTIM FUND PROCEDURE CERTIFICATION ([Cal OES FORM 2-153](#))
 - NON-COMPETITIVE PROCUREMENT REQUEST ([Cal OES FORM 2-156](#))
 - INDEPENDENT CONTRACTOR/CONSULTANT RATE EXPEMPTION REQUEST ([Cal OES FORM 2-164](#))
 - OUT-OF-STATE TRAVEL REQUEST ([Cal OES Form 2-158](#))
 - LODGING RATE EXEMPTION REQUEST ([Cal OES FORM 2-165](#))
 - PAYEE DATA RECORD – Please complete if Applicant has not previously received a Grant Subaward from Cal OES ([Std. 204](#))