



REQUEST FOR PROPOSAL

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

IMPROVING OUTCOMES FOR TRANSITION AGE YOUTH VICTIMS OF HUMAN TRAFFICKING PILOT (IP) PROGRAM

Release Date: October 24, 2018

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

PROGRAM SYNOPSIS

Program Description:

The purpose of the IP Program is to develop strategies to address identified gaps in the identification, engagement, and provision of services to Transition Age Youth (TAY) – young people between the ages of 16 and 24 – who are not currently involved in the juvenile justice or child welfare systems, or who may be in transition from foster care or other form of court jurisdiction, and are at-risk or victims of human trafficking.

Eligibility:

Must be an active California non-profit organization serving youth victims of human trafficking.

Grant Subaward Performance Period:

January 1, 2019 – June 30, 2020

Available Funding:

Individual applicants may request up to \$330,000.

Submission Deadline:

Wednesday, December 05, 2018



**IMPROVING OUTCOMES FOR TRANSITION AGE YOUTH VICTIMS
OF HUMAN TRAFFICKING PILOT (IP) PROGRAM**

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**IMPROVING OUTCOMES FOR TRANSITION AGE YOUTH VICTIMS
OF HUMAN TRAFFICKING PILOT (IP) PROGRAM
PART I – OVERVIEW**

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

A. PUBLIC RECORDS ACT NOTICE

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

B. CONTACT INFORMATION

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

Nicole Kriger, Program Specialist
Nicole.Kriger@caloes.ca.gov

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

C. SUBMISSION DEADLINE AND OPTIONS

One original and three copies of the proposal 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 Wednesday, December 05, 2018.

California Governor's Office of Emergency Services
Victim Services and Public Safety Branch
3650 Schriever Avenue
Mather, CA 95655
Attn: Improving Outcomes Pilot (IP) Program
Human Trafficking Unit

D. ELIGIBILITY

1. Be an active non-profit organization.

To be eligible for the IP Program, the Applicant must be a non-profit organization in California serving youth victims of human trafficking.

2. Subrecipient must submit an Operational Agreement (OA) with one of the following:
 - A Human Trafficking Task Force (HTTF),
 - A Commercial Sexual Exploitation of Children (CSEC) Interagency Protocol Development Team (“CSEC Steering Committee”) and/or CSEC Multidisciplinary Team, as defined in Welfare and Institutions Code 16524.7 and 16524.8, or
 - A local or regional human trafficking partnership, collaborative, or working group (OAs should specify the purpose of the group, members of the group, and the population/geographic region served by the group).
3. Receive a minimum of 50% of available points on the Rating Sheet.

Two Subrecipients will be selected – one serving Northern/Central California and the other serving Southern California.

E. GRANT SUBAWARD PERFORMANCE PERIOD

The Grant Subaward performance period is January 1, 2019 – June 30, 2020.

F. FUNDS

Approximately \$660,000 is available for the Program.

1. Source of Funds

The Program is supported with Improving Outcomes for Child and Youth Victims (IOCV) funds, administered by the United States Department of Justice, Office for Victims of Crime, 18 U.S.C. § 3014 (h)(2) and 22 U.S.C. § 7105 (b)(2)(A).

2. Funding Amount

Applicants may apply for up to \$330,000, for the 18-month Grant Subaward performance period.

There is no match requirement for the IP Program.

G. PROGRAM INFORMATION

1. Background Information

In a joint effort to address systems-level barriers to services that can improve outcomes for youth victims of human trafficking, Cal OES has collaborated with the Alameda County District Attorney's Office (ACDAO) and the California Department of Social Services (CDSS) in the development of the federal Improving Outcomes for Child and Youth Victims of Human Trafficking Program.

2. Program Description

Subrecipients of the IP Program will work with a pre-selected evaluator to develop strategies to address identified gaps in the identification, engagement, and provision of services to youth victims of human trafficking. The target population, which has been identified as unserved or underserved, will be Transition Age Youth (TAY) – young people between the ages of 16 and 24 – who are not currently involved with the juvenile justice or child welfare systems, or who may be in transition from foster care or other form of court jurisdiction, and are at-risk or victims of human trafficking.

Subrecipients for the IP Program will have already demonstrated the capacity to utilize collaborative efforts between local, state, and/or federal agencies and community-based service providers in their approach to working with children and young adults who are system-involved and who have been victimized by human trafficking. Through the IP Program, Subrecipients will extend this capacity and focus on identifying and addressing the needs of non-system-involved, TAY who are at risk or victims of human trafficking.

The IP Program is just one goal of the larger Improving Outcomes Program developed in collaboration between Cal OES, ACDAO, and CDSS. The Improving Outcomes Program established five distinct goals to address identified gaps in meeting the needs of youth at risk or victims of human trafficking: 1) Engage in detailed planning with a multidisciplinary team of state leaders and stakeholders; 2) Create pilot projects which focus on improving outcomes for child and youth victims of human trafficking; 3) Develop and conduct a comprehensive multi-day training to identify best practices and improve coordinated local responses; 4) Evaluate existing and new program models to identify effective strategies; and 5) Use evaluation results to inform and drive statewide scaling.

The IP Program represents the second goal and will occur in partnership with goals four and five of the federal Improving Outcomes for Child and Youth Victims of Human Trafficking Program.

For the purpose of this Program, the following definitions apply:

- “Youth” and “TAY” refer to individuals aged 16-24, as defined by the federal Interagency Working Group on Youth Programs, a partnership of 20 federal agencies that support programs and services focusing on youth¹
- “System-involved” refers to youth who are currently receiving services through the juvenile justice or child welfare system or both, or currently transitioning from the jurisdiction of such system(s)
- A victim of trafficking is defined as a person who has been subjected to a “severe form of trafficking in persons,” which, defined in 22 U.S.C. 7102(9), means:
 - Sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such an act has not attained 18 years of age; or
 - The recruitment, harboring, transportation, provision, or obtaining of a person for labor or services through the use of force, fraud, or coercion for the purposes of subjection to involuntary servitude, peonage, debt bondage, or slavery.

3. Program Components

a. Operational Agreements

Best practices that consider the complexity of human trafficking and the approaches required to properly address prevention and intervention needs, particularly among TAY, are relatively new and involve multiple systems working together. Subrecipients must collaborate, as appropriate, with local, state, and federal law enforcement, local public

¹ The [Interagency Working Group on Youth Programs](#) supports a number of efforts to build the skills and resources of youth aged 16-24. Whether they are called "youth in transition," "transition age youth," "youth aging out" or other terms, youth in this age group experience a number of challenges on their path to a successful adulthood. A particular challenge for federal programs is support for youth transitioning out of foster care or juvenile detention facilities, youth who have run away from home or dropped out of school, and youth with disabilities.

agencies, health care systems, victim service providers, legal assistance programs, and other non-profit organizations to enhance or expand service delivery to victims of human trafficking.

In addition to the OAs identified in the Eligibility section of this RFP (page 2), a minimum of three OAs with community-based organizations (CBOs) that provide direct services and support to victims of human trafficking must be submitted with the proposal.

Examples of OAs include, but are not limited to, a Memorandum of Understanding, Interagency Agreement, or CSEC Interagency Protocol. The documents submitted to meet the OA eligibility requirement must demonstrate a formal system of networking, referral, and coordination with other agencies and the Applicant to meet the needs of victims of human trafficking.

b. Survivor Input and Leadership

Subrecipients must utilize input from human trafficking survivors to inform program design and practice. Survivor input and leadership fosters victim-centered practice by ensuring that approaches used will resonate with victims, support recovery, and prevent further victimization.

c. Victim Outcomes

Subrecipients will examine victim outcomes (in collaboration with the pre-selected evaluator) for non-system involved TAY and make improvements to at least two of the following identified service gaps during the Grant Subaward performance period:

1) Employment

- Subrecipients will explore how prevention, intervention, and/or post-intervention effects employment opportunities and outcomes for TAY victims of human trafficking.
- Subrecipients will cultivate employment development and preparedness strategies (including trauma informed work places) and legal advocacy (such as expungement clinics, etc.) to reduce barriers to employment for TAY victims of human trafficking.

2) Mental/Behavioral Health Services

- Subrecipients will explore how services are provided to TAY victims, by whom, and in what timeframes. For example, how outpatient mental/behavioral health clinics, inpatient hospitals or treatment programs, community-based programs and outreach workers including peer support mentors are prepared to assess and respond to needs of TAY victims.
- Subrecipients will provide access to mental/behavioral health counseling to TAY victims of human trafficking, including but not limited to crisis intervention, comprehensive assessment, individual counseling, substance abuse counseling, and family counseling to foster healthy family relationships and reunification, when possible.

3) Health Services

- Subrecipients will explore how services are provided to TAY victims, and by whom. For example, how clinics, hospitals, public health nurses and community outreach workers (e.g. peer health educators, “promotores” or other cultural community health facilitators, etc.) are prepared to respond to needs of TAY victims.
- Subrecipients will provide access to health screenings and physical and reproductive health services, either directly or through referrals, to TAY victims of human trafficking.

4) Housing (Permanent Housing / Emergency Shelter)

- Housing and housing-based services provided through the IP Program must incorporate the core components of the Housing First Model pursuant to W&I Code Section 8255(b) and (d). It is the goal of Housing First that these low barrier-to-entry programs use strategies that are trauma-informed in all aspects of how they approach TAY victims that are without safe and stable housing to facilitate healing. In accordance with the purpose and program components set forth under W&I Section 8255(b), Subrecipients may not impose restrictive conditions on TAY victims of human trafficking in order to receive housing/housing support and stabilization services. A TAY’s participation in supportive services cannot be a requirement for access to housing or housing-based services.

- Subrecipients will explore how TAY victims are housed. For example:
 - How housing-based services including case management services are organized to support TAY victims
 - When TAY victims are living at home with their families, how they and their families are supported, both as individuals and as a family unit
 - How wraparound services are provided in shelter environments such that TAY are prepared and supported in sustaining stable housing after discharge
- Subrecipients will provide access to emergency shelter or permanent housing for TAY victims of human trafficking. When emergency shelter is provided, case management shall be provided to assist victims in accessing permanent housing.
- Subrecipients will provide, either directly or through referral to a partner organization, access to legal assistance as appropriate to the needs of individual TAY to address barriers to safe, stable, and affordable housing.

5) Schools

- Subrecipients will explore how educational systems in their communities address prevention of human trafficking, identification of victims, and how they intervene once a TAY victim is identified.
- Subrecipients will collaborate with their educational partners to develop protocols to be followed in cases of human trafficking. Protocols should address protection of TAY victims, as well as other students, and supports for TAY victims once identified.
- Subrecipients will collaborate with their educational partners to develop strategies to encourage and support TAY victims in completing their high school education, and in meeting their goals for higher education.

d. Evaluation

- Subrecipients will be expected to meet six times with the selected evaluator during the Grant Subaward performance period. Together, they will utilize a Results-Based Accountability (RBA)

framework to organize and track work. The RBA framework uses a data-driven, decision-making process to help communities and organizations move beyond talking about problems to taking action to solve problems. The face-to-face meetings with the evaluator will provide the Subrecipients with the opportunity to articulate desired outcomes at the beginning of the Grant Subaward performance period, and then follow with reasonable strategies that are data-informed, monitored and measured for their effectiveness, efficiency and impact.

- Subrecipients will be required to participate in two joint learning exchange sessions with their fellow Subrecipient, the evaluator, and a group of Subject Matter Experts, as identified by the Cal OES, ACDAO and CDSS to strengthen the statewide dissemination of lessons learned and effective strategies.

e. Multi-Day Training

During the latter part of the 18-month Grant Subaward performance period, Subrecipients will be required to participate in a multi-day training with other selected participants to exchange innovations and disseminate lessons learned about effective strategies to serve the identified population.

4. Reporting Requirements

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

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

Report	Report Period	Due Date
1 st Report	January 1, 2019 – June 30, 2019	July 15, 2019
2 nd Report	July 1, 2019 – December 31, 2019	January 15, 2020
Final Report	January 1, 2020 – June 30, 2020	July 15, 2020

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PART II – RFP INSTRUCTIONS

- A. SUBRECIPIENT HANDBOOK
 - B. COPIES OF THE PROPOSAL
 - C. FORMS
 - D. SPACE LIMITATIONS
 - E. PROPOSAL COMPONENTS
 - F. BUDGET POLICIES
 - G. 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, Victim Services and Public Safety grants and provides helpful information for developing a proposal, including a Glossary of Terms.

B. COPIES OF THE PROPOSAL

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

C. FORMS

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

D. SPACE LIMITATIONS

If a space limitation is specified under the Project Narrative section, strict adherence to the space limitation is required. **Information included beyond the space limitation and/or unrequested attachments will not be considered in the rating process.** Failure to comply with the spacing/formatting requirements, including font size and margins, is one of the factors that may negatively impact the Applicant’s comprehensive assessment score.

E. PROPOSAL COMPONENTS

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

1. Proposal Cover Sheet

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

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

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

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

The Project Contact Information form provides Cal OES with all relevant Subrecipient personnel. Information for each individual should be direct contact information. Instructions are included on the form.

4. Signature Authorization (Cal OES 2-103)

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

5. Certification of Assurance of Compliance (Cal OES 2-104)

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

6. Budget Pages (Cal OES 2-106 b)

The Budget demonstrates how the Applicant will implement the proposed plan with the funds available through this Program. The budget is the basis for management, fiscal review, and audit. **Budgets are subject to Cal OES modifications and approval.** Failure of the Applicant to include required

budget items does not eliminate responsibility to comply with those requirements during the implementation of the project

The Budget Pages automatically calculate the subtotal at the end of each budget category and provide the total of the three spreadsheets at the bottom of the Equipment page. Applicants may add additional columns to the Budget Pages when necessary.

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

The Budget Pages should:

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

Include **only** those items covered by grant funds, including match funds, when applicable. Applicants may supplement grant funds with funds from other sources. However, since approved line items are subject to audit, Applicants should not include in the Project Budget matching funds (if applicable) in excess of the required match.

a. Personal Services – Salaries/Employee Benefits

1) Salaries

Personal services include services performed by project staff **directly employed by the Applicant** (not a contract or participating agency) and must be identified by position and percentage of salaries. They may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must also be budgeted as a part of salaries. If the Applicant's personnel have accrued sick leave or vacation time prior to the approval of grant funding, they may not take time off using project funds.

2) Benefits

Employee benefits must be identified by type and percentage of salaries. The Applicant may use fixed percentages of salaries to calculate benefits. Budgeted benefits cannot exceed those already established by the Applicant.

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable budget items. Benefits, such as uniforms or California Bar Association dues are allowable budget items if negotiated as a part of an employee benefit package.

A line item is required for each different position/classification, but not for each individual employee. If several people will be employed full-time or part-time in the same position/classification, provide the number of full-time equivalents (e.g., three half-time clerical personnel should be itemized as 1.5 clerical positions).

b. Operating Expenses

Operating expenses are defined as necessary expenditures other than personal salaries, benefits, and equipment. The expenses must be grant-related (i.e., to further the Program objectives as defined in the Grant Subaward) and be encumbered during the Grant Subaward performance period.

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

- Consultant services such as subcontractors
- Indirect cost allowance
- Salaries of participating staff who are not employed by the Applicant
- Travel
- Office supplies
- Training materials
- Equipment maintenance
- Software equipment rental/lease
- Telephone, postage
- Printing
- Facility rental
- Vehicle maintenance
- Furniture and office equipment with a cost of less than \$5,000 (excluding tax) and/or with a useful life of less than one year

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

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

c. Equipment

Equipment is defined as nonexpendable tangible personal property having a useful life of more than one year and a cost of \$5,000 or more per unit (excluding tax).

A line item is required for different types of equipment, but not for each specific piece of equipment (e.g., three laser jet printers must be one line item, not three).

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

The Budget Narrative should describe the following:

- a. How the project's proposed budget supports the objectives and activities.
- b. How funds are allocated to minimize administrative costs and support direct services.
- c. How shared costs are allocated.
- d. How project-funded staff duties and time commitments support the proposed objectives and activities.
- e. The necessity for subcontracts and unusual expenditures.

8. Project Narrative (Cal OES 2-108)

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

a. Problem Statement – Maximum Five Pages

In narrative form, address the following:

- 1) Describe the prevalence and impact of human trafficking of TAY in your community.

- 2) Describe the challenges in identifying TAY who may be at risk or victims of trafficking and differences in the identification of system-involved vs. non-system-involved TAY.
- 3) Describe the challenges and roadblocks associated with working in multidisciplinary teams in your community.
- 4) Describe the gaps in your community's work in addressing TAY victims of human trafficking.
- 5) Identify and describe your agency's training/protocols for the prevention of human trafficking and the identification of and appropriate intervention for human trafficking victims.

b. Plan – Maximum Eight Pages

In narrative form, address the following:

- 1) Describe your plan to identify and engage additional partners to work with your multidisciplinary team to meet the need of TAY who are at risk or victims of human trafficking.
- 2) Describe your plan to identify and engage non-system involved TAY who are at risk or victims of human trafficking.
- 3) Describe how your team will apply successful strategies (i.e., those strategies that have proven successful with trafficked youth that are system-involved) and expand those to non-system-involved TAY who are at risk or victims of human trafficking.
- 4) Considering the questions and objectives presented in the overview of the program components, please describe the innovative approach your team will utilize to address the first of your two chosen gaps from the provided list.
- 5) Considering the questions and objectives presented in the overview of the program components, please describe the innovative approach your team will utilize to address the second of your two chosen gaps from the provided list.

c. Capabilities – Maximum Six Pages

In narrative form, address the following:

- 1) Describe your agency's history working with TAY (young people between the ages of 16 – 24).

- 2) Describe your agency's experience working collaboratively to address human trafficking and providing services that meet the holistic needs of victims of human trafficking.
- 3) Describe the workings of the multidisciplinary team in your service area.
- 4) Describe your agency's capacity and experience leveraging other local, state, and/or federal resources to strengthen the scale and impact of outreach and other program components (e.g., services, supportive housing, etc.) and build sustainability for the program beyond the performance period.
- 5) Describe your team's experience working with evaluators on program or system improvements.

9. Subrecipient Grants Management Assessment

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

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

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

11. Organizational Chart

The Organizational Chart should clearly depict the structure of the Applicant organization and the specific unit within the organization responsible for the implementation of the project. This chart should also depict supporting units within the organization (e.g., the Accounting Unit) and the lines of authority within the organization. Job titles on the Organizational Chart must match those in the Budget Pages and Budget Narrative.

12. Additional Forms/Documents

The following are required only if applicable:

- Petty Cash Victim Fund Procedures (Cal OES 2-153)

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

- Noncompetitive Bid Request Checklist (Cal OES 2-156)

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

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

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

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

This form is required only if the Applicant proposes a line item for out-of-state travel per *SRH 2236.1.1* Instructions are included on the form.

- Payee Data Record (Std. 204)

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

- Operational Agreement(s)

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

F. BUDGET POLICIES

The following sections of the [SRH](#) may be helpful in developing the Budget Pages and Budget Narrative.

- Contracting and/or Procurement (*SRH 3400*)
- Audit Costs (*SRH 8150*)
- Automobiles (*SRH 2331*)
- Cash Match (*SRH 6511*)
- Computers and Automated Equipment (*SRH 2340*)
- Equipment (*SRH 2300*)
- Expert Witness Fees (*SRH 3710.2*)
- Facility Rental (*SRH 2232*)
- Independent Contractor/Consultant (*SRH 3710*)

- Indirect Cost Rate Proposal (ICRP) (*SRH 2180 & SRH 2188*)
- In-Kind Match (*SRH 6512*)
- Match Requirements (*SRH 6500*)
- Participating Staff (*SRH 4500*)
- Prohibited Expense Items (*SRH 2240*)
- Project Income (*SRH 6610*)
- Rental Space for Training, Shelter, Counseling Rooms, and Other Required Space (*SRH 2232.1*)
- Rented or Leased Equipment (*SRH 2233*)
- State Funds Matching State or Federal Funds (*SRH 6522*)
- Supplanting Prohibited (*SRH 1330*)
- Travel and Per Diem (*SRH 2236*)

G. ADMINISTRATIVE REQUIREMENTS

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

- Audit Requirements (*SRH 8100*)
- Communications (*SRH 11500*)
- Copyrights, Rights in Data, and Patents (*SRH 5300-5400*)
- Fidelity Bond (*SRH 2160*)
- Monthly Report of Expenditures and Request for Funds (*SRH 6310*)
- Monitoring (*SRH 10400*)
- Programmatic Technical Assistance and Site Visit Performance Assessment (*SRH 10200-10300*)
- Source Documentation (*SRH 10111*)

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PART III – SELECTION AND FINALIZING THE GRANT SUBAWARD

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

A. SELECTION OF PROPOSAL FOR FUNDING

1. Proposal Rating

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

2. Funding Decision

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

- The ranked score of the proposal
- Consideration of priorities or geographical distribution specific to this RFP
- Prior negative administrative and programmatic performance, if applicable

Projects previously funded by Cal OES will be reviewed for poor past compliance, including fiscal management, progress and annual reports, audit reports, and other relevant documentation or information. This review may result in one or more of the following actions:

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

3. Notification Process

The Authorized Signer (designated on the Grant Subaward Face Sheet) will be notified in writing, via electronic communication, of the results of the rating process. Applicants not selected for funding will receive a denial letter containing their average score and information on the appeal process.

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

B. FINALIZING THE GRANT SUBAWARD

1. Grant Subaward Application

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

2. Grant Subaward

A copy of the executed Grant Subaward and pertinent attachments will be sent to the Project Director. The Applicant is not authorized to incur costs against the grant until a copy of the fully executed Grant Subaward is received. When the executed grant is received, a Report of Expenditures and Request for Funds (Cal OES 2-201) may be submitted for reimbursement.

a. Grant Subaward Conditions

Cal OES may add Grant Subaward Conditions to the Grant Subaward prior to or after funding. If conditions are added, these will be discussed with the Applicant/Subrecipient and a copy of the conditions will be sent to the Subrecipient when the conditions are made part of the Grant Subaward.

b. Grant Subaward Amounts

When the amount of funds available is limited, Cal OES may reduce the amount of the Grant Subaward from the amount requested by the Applicant. In addition, Cal OES reserves the right to negotiate budgetary changes with the Applicant prior to executing the Grant Subaward. If either of these actions is required, Cal OES will notify the Applicant prior to executing the Grant Subaward.

3. Standard Project Funding Authority

Allocation of funds is contingent on the enactment of the State Budget.

Cal OES does not have the authority to disburse funds until the Budget is passed and the Grant Subaward is fully executed. Expenditures incurred prior to authorization are made at the Subrecipient's own risk and may be disallowed. Cal OES employees are not able to authorize an Applicant to incur expenses or financial obligations prior to the execution of a Grant Subaward. However, once the Grant Subaward is finalized the Subrecipient may claim reimbursement for expenses incurred on, or subsequent to, the start of the Grant Subaward performance period.

If, during the term of the Grant Subaward, the state and/or federal funds appropriated for the purposes of the Grant Subaward are reduced or eliminated by the California Legislature or the United States Government, or in the event revenues are not collected at the level appropriated, Cal OES may immediately terminate or reduce the Grant Subaward by written notice to the Subrecipient.

Cal OES Grant Subawards are subject to applicable restrictions, limitations, or conditions enacted by the California Legislature and/or the United States Government, subsequent to the execution of the Grant Subaward.

**IMPROVING OUTCOMES FOR TRANSITIONAL AGE YOUTH VICTIMS
OF HUMAN TRAFFICKING PILOT (IP) PROGRAM**

PART IV – RATING SHEET

Control # _____
 Rater # _____
 Applicant _____
 Funds Requested: _____

<u>CATEGORY</u>	<u>TOTAL POINTS POSSIBLE</u>
1. PROBLEM STATEMENT	100
2. PLAN	200
3. CAPABILITIES	100
4. BUDGET PAGES AND NARRATIVE	80
5. COMPREHENSIVE ASSESSMENT	100
TOTAL	580

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
PROJECT NARRATIVE					
a. Problem Statement (Maximum 100 Points) (Maximum Five Pages) How well does the Proposal:	0	5	10	15	20
1) describe the prevalence and impact of human trafficking of TAY in the Applicant's community?					
2) describe challenges in identification of TAY who may be at risk or victims of trafficking and differences in the identification of system-involved vs. non-system-involved TAY?					
3) describe challenges and roadblocks associated with working in multidisciplinary teams in the Applicant's community?					
4) describe gaps in the Applicant's community's work in addressing TAY victims of human trafficking?					
5) describe the Applicant's training/protocols for the identification and prevention of human trafficking and the identification of and appropriate intervention for human trafficking victims?					
b. Plan (Maximum 200 Points) (Maximum Eight Pages) How well does the proposal:	0	10	20	30	40
1) describe the Applicant's plan to identify and engage additional partners to work with the Applicant's multidisciplinary team to meet the need of TAY who are at risk or victims of human trafficking?					
2) describe the Applicant's plan to identify and engage non-system involved TAY who are at-risk or victims of human trafficking?					
3) describe how the Applicant's team will apply successful strategies (e.g., those strategies that have proven successful with trafficked youth that are system-involved) and expand those to non-system-involved TAY who are at-risk or victims of human trafficking?					
4) describe the innovative approach the Applicant's team will utilize to address the first of its two chosen gaps from the provided list?					

	I	II	III	IV	V
5) describe the innovative approach the Applicant's team will utilize to address the second of its two chosen gaps from the provided list?					
c. Capabilities (Maximum 100 Points) (Maximum Six Pages) How well does the proposal:	0	5	10	15	20
1) describe the Applicant's history working with TAY (young people between the ages of 16 – 24)?					
2) describe the Applicant's experience working collaboratively to address human trafficking and providing services that meet the holistic needs of victims of human trafficking?					
3) describe the workings of the multidisciplinary team in the Applicant's service area?					
4) describe the Applicant's capacity and experience leveraging other local, state, and/or federal resources to strengthen the scale and impact of outreach and other program components (e.g., services, supportive housing, etc.) and build sustainability for the program beyond the performance period?					
5) describe the Applicant's experience working with evaluators on program or system improvements?					
BUDGET PAGES & NARRATIVE (Maximum 80 Points) (Maximum Five 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 project-funded staff duties and time commitments support the proposed objectives and activities?					
4) How well do the proposed Budget Pages & Narrative support the necessity for subcontracts and unusual expenditures?					
COMPREHENSIVE ASSESSMENT (Maximum 100 Points)	0	25	50	75	100
How well does this proposal support the overall intent, goals, and purpose of the Program?					

**IMPROVING OUTCOMES FOR TRANSITION AGE YOUTH VICTIMS
OF HUMAN TRAFFICKING PILOT (IP) PROGRAM**

PART V – CHECKLIST

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

- PROPOSAL COVER SHEET – Please complete and attach to the front of the proposal.
- GRANT SUBAWARD FACE SHEET (Cal OES 2-101) – Signed by the official authorized to enter into the Grant Subaward.
- PROJECT CONTACT INFORMATION (Cal OES 2-102)
- SIGNATURE AUTHORIZATION (Cal OES 2-103)
- CERTIFICATION OF ASSURANCE OF COMPLIANCE Type the name of the cert needed here. (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
 - CAPABILITIES
- SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT
- PROJECT SERVICE AREA INFORMATION (Cal OES 2-154)
- ORGANIZATIONAL CHART
- ADDITIONAL FORMS, IF APPLICABLE
 - PETTY CASH VICTIM FUND PROCEDURES (Cal OES 2-153)
 - NONCOMPETITIVE BID REQUEST CHECKLIST (Cal OES 2-156)
 - COMPUTERS AND AUTOMATED SYSTEMS PURCHASE JUSTIFICATION GUIDELINES (Cal OES 2-157)
 - OUT-OF-STATE TRAVEL REQUEST (Cal OES 2-158)
 - PAYEE DATA RECORD (Std. 204)
 - OPERATIONAL AGREEMENT (SEE PART I SUBPART G FOR REQUIRED OAS)