



August 28, 2018

TO: ALL INTERESTED PARTIES

RE: VICTIM LEGAL ASSISTANCE (KL) PROGRAM
REQUEST FOR PROPOSAL 2018 - 19

The California Governor's Office of Emergency Services (Cal OES), Victim Services & Public Safety Branch, Human Trafficking Unit is soliciting proposals for the Victim Legal Assistance Program (KL) Program for 2018-19. The purpose of the KL Program is to increase the availability of holistic civil and criminal legal assistance needed to effectively aid adult and youth victims of crime who are seeking relief in legal matters relating to that crime at no cost to the victim. Funds may not be used to provide criminal defense services.

Approximately \$3,000,000 is available for the KL Program through Victims of Crime Act Victim Assistance Formula Grant Program funds. Applicants may apply for up to \$200,000 for a 12-month Grant Subaward performance period beginning January 1, 2019, and ending December 31, 2019. To be considered for funding through the KL Program, the proposal package must be received or postmarked by **Friday, October 19, 2018**.

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.

Questions regarding this RFP must be submitted in writing to Derek Thomas, Human Trafficking Unit, via email at Derek.Thomas@caloes.ca.gov.

Thank you for your interest, and we look forward to working with you.

Sincerely,

MARK S. GHILARDUCCI
Director



VICTIM LEGAL ASSISTANCE (KL) PROGRAM

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VICTIM LEGAL ASSISTANCE (KL) PROGRAM

PART I – OVERVIEW

- A. INTRODUCTION
 - B. CONTACT INFORMATION
 - C. PROPOSAL DUE DATE AND SUBMISSION OPTIONS
 - D. ELIGIBILITY
 - E. GRANT SUBAWARD PERFORMANCE PERIOD
 - F. FUNDS
 - G. PROGRAM INFORMATION
-

A. INTRODUCTION

This Request for Proposal (RFP) provides the information and forms necessary to prepare a proposal for California Governor’s Office of Emergency Services’ (Cal OES) grant funds. The terms and conditions described in this RFP supersede previous RFPs and conflicting provisions stated in the *Subrecipient Handbook (SRH)*. The *SRH* provides helpful information for developing the application and is accessible on our website at www.caloes.ca.gov.

B. CONTACT INFORMATION

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

Derek Thomas, Program Specialist
Derek.Thomas@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. PROPOSAL DUE DATE AND SUBMISSION OPTIONS

One original and three copies of the proposal must be delivered to Cal OES by the date and time below. Submission options are: regular or overnight mail postmarked by **Friday, October 19, 2018**, or hand delivered by 5:00 pm on **Friday, October 19, 2018**, to:

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

D. ELIGIBILITY

1. To be eligible to receive funding, Applicants must be:
 - a. Community-Based Organizations that provide direct services to victims;
 - b. Publicly-Funded Organizations (not acting in a governmental capacity) – Such as Law Schools or Bar Associations;
 - c. Indian Tribal Governments/Organizations/Consortiums; or
 - d. Legal Aid or Statewide Legal Services Agencies.
2. Receive a minimum of 50% of available points on the Rating Form.
3. **Current Victims Legal Assistance (XL) and Legal Assistance (KL) Subrecipients are not eligible to apply.**

E. GRANT SUBAWARD PERFORMANCE PERIOD

The Grant Subaward performance period is January 1, 2019 – December 31, 2019. Successful Subrecipients will be eligible for a non-competitive reapplication for four consecutive years, contingent upon availability of funds and the passage of the applicable State Budget Act.

F. FUNDS

Approximately \$3,000,000 is available for the KL Program for the Grant Subaward performance period. **Funding is contingent upon availability of funds and passage of the 2018-19 State Budget Act.**

1. Source of Funds

The KL Program is supported through the following federal fund:

Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program (Formula Grant Program)

a. Purpose

The VOCA Formula Grant Program supports eligible crime victim assistance programs to: 1) respond to the emotional and physical needs of victims of crime; 2) help primary and secondary victims of crime to stabilize their lives after a victimization; 3) help victims of crime understand and participate in the criminal justice system; and 4) provide victims of crime with a measure of safety and security. Crime victim is defined as any person who has suffered physical, sexual, financial, or emotional harm as a result of the commission of a crime.

b. Match

The VOCA Formula Grant Program requires a cash and/or in-kind match equal to 20 percent of the total project cost. Applicants may request a partial match waiver of no more than 80% of the required match amount. **All Match Waiver Requests must be submitted with the proposal.** See Attachment A for instructions and formatting requirements.

If the Applicant submits a Match Waiver Request, the Grant Subaward Face Sheet and Budget Pages must reflect the adjusted match amount.

c. Requirements

Subrecipients must:

- Have a record of effective direct service to victims of crime
- Utilize volunteers unless there is a compelling reason to waive this requirement
- Not deny services to victims based on immigration status
- Not charge victims for services supported with VOCA Formula Grant Program funds
- Ensure original publications (written, visual, or sound) produced in whole or in part must contain the following statement: “Funding made possible through the United States Department of Justice, Victims of Crime Act, 2017-VA-GX-0084”

The Code of Federal Domestic Assistance (CFDA) number for the VOCA Victim Assistance Formula Grant Program is 16.575. Additional information can be found at www.beta.SAM.gov.

2. Funding Amount

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

Please see the chart below for the breakdown of fund source(s) and match.

2017 VOCA FUNDS	MATCH	TOTAL PROJECT COST
\$200,000	\$50,000	\$250,000

G. PROGRAM INFORMATION

The objective of the KL Program is to develop and/or enhance collaborative projects that provide quality legal representation to victims of crime.

1. Program Description

The KL Program is intended to increase the availability of holistic¹ civil and criminal legal assistance² needed to effectively aid adult and youth victims of crime—including those who live in rural or isolated communities—who are seeking relief in legal matters relating to that crime at no cost to the victim. KL Funds may not be used to provide criminal defense services.

A minimum of five proposals that provide “remote access” holistic legal assistance to victims of crime who live in rural or otherwise isolated communities (e.g., with little or no access to public transportation and/or no legal assistance provider nearby) will be selected for funding. For the purpose of this RFP, “remote access” can include, but is not limited to, tele-law, video-conferencing, mobile legal clinics, a “legal office/courtroom on wheels,” etc.

2. Program Components

The following are the required components of the KL Program.

- a. If you are a community-based organization that provides direct services to victims, KL Program funding must be used to develop and/or enhance cooperative efforts with legal assistance providers to provide holistic legal assistance to victims of crime.
- b. If you are a Publicly-Funded Organization (not acting in a governmental capacity) – such as a Law School or a Bar Association; an Indian Tribal Government or Organization/Consortium; or a Legal Aid or Statewide Legal Services Agency, KL Program funding must be used to develop and/or enhance cooperative efforts with victim services provider(s) to provide holistic legal assistance to victims of crime.

3. Activities Not Eligible for KL Funding:

Cal OES has determined the activities listed to be out of the program scope and will not be supported by KL funding:

¹ “Holistic” includes representation in other legal proceedings directly related to a client’s experience of violence, such as: child support, child custody, legal separation/divorce, unemployment compensation, immigration matters, financial matters and/or housing. Holistic legal representation goes beyond a victim’s immediate legal needs (i.e., a protection order).

² “Legal Assistance” includes assistance to adult and youth victims of crime in: a) family, tribal, immigration, employment, administrative agency, housing matters, campus administrative or protection or stay away order proceedings, and other similar matters; and b) criminal justice investigations, prosecutions and post-trial matters (including sentencing, parole, and probation) that impact the victim’s safety and privacy.

- Research Projects;
- Tort cases;
- Child sexual abuse cases;
- Cases involving the child protection system;
- Victim service employee cases;
- Criminal defense of victims charged with crimes,
- Support of law reform initiatives including, but not limited to, litigation; or
- Providing general trainings to agencies that are not formal/informal KL project partners

4. Operational Agreement(s) (OA) [Section 4300]:

These documents must demonstrate a formal system of networking and coordination with other agencies and the Applicant. See previous (Part I, 2, a. and b.) for examples of agencies and/or organizations with which Operational Agreements should be submitted.

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:

a. Cal OES Progress Reports

There are two Cal OES Progress Reports required for the Grant Subaward performance period. 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 31, 2019
Final Report	July 1, 2019 – December 31, 2019	January 1, 2020

b. Office for Victims of Crime (OVC) Reports

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

1) Subgrant Award Report (SAR)

This on-line report is due **within 90 days of the beginning of the performance period**. Cal OES will initiate access and the Subrecipient must complete the remainder of the report in the OVC Performance Measurement Tool (PMT).

2) Subgrantee Report

The Subrecipient must complete this report no later than two weeks following the end of each federal fiscal year quarter. Subrecipients will report data directly into the OVC PMT database no later than the due dates listed, unless otherwise instructed by your Program Specialist.

Report Period	Due Date
January 1, 2019 – March 31, 2019	April 14, 2019
April 1, 2019 – June 30, 2019	July 14, 2019
July 1, 2019 – September 30, 2019	October 14, 2019
October 1, 2019 – December 31, 2019	January 13, 2020

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.

VICTIM LEGAL ASSISTANCE (KL) PROGRAM

PART II – RFP INSTRUCTIONS

- A. PREPARING A PROPOSAL
 - B. CERTIFICATION OF ASSURANCE OF COMPLIANCE
 - C. PROJECT NARRATIVE
 - D. PROJECT BUDGET
 - E. PROPOSAL APPENDIX
-

A. PREPARING A PROPOSAL

The Applicant must use the forms provided in Part IV of this RFP or on our website at www.caloes.ca.gov. The forms must be printed on plain white 8½” x 11” paper for the proposal. The Project and Budget Narrative templates provided on the website are formatted to Cal OES’s standards. If you create your own Project and/or Budget Narrative forms, the format must duplicate the Cal OES templates which are formatted the following way: **1” margins on top, bottom, right and left; double spaced; Times New Roman 12 point font; and left justified.** Applicant’s should ensure the proposal is **double spaced and printed single-sided.** 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 will not be reviewed.

Failure to comply with the spacing/formatting requirements is one of the factors that may negatively impact the Applicant’s comprehensive assessment score.

Grant proposals are subject to the California Public Records Act, Government Code Sections 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.

The following ten components are required for a complete proposal:

- Proposal Cover Sheet
- Grant Subaward Face Sheet (Cal OES 2-101)
- Project Contact Information (Cal OES 2-102)
- Signature Authorization and Instructions (Cal OES 2-103)
- Certification of Assurance of Compliance – Victims of Crime Act (VOCA) (Cal OES 2-104f)
- Project Narrative (Cal OES 2-108)
- Budget Pages (Cal OES 2-106a with a match column)
- Budget Narrative (Cal OES 2-107)

- Subrecipient Grants Management Assessment
- Proposal Appendix (refer to Part II, E)

Click the link below to access Cal OES forms or go to www.caloes.ca.gov, Select “Cal OES Divisions,” scroll down to “Grants Management,” on the right-hand side, click on “Criminal Justice, Emergency Management & Victim Services Grant Programs,” and then select “Forms.” Or, paste the following link into your browser:

<http://www.caloes.ca.gov/cal-oes-divisions/grants-management/criminal-justice-emergency-management-victim-services-grant-programs/forms>

The Applicant must ensure that all information requested by the RFP is included in the appropriate section of the proposal in order to receive credit. Failure to include the required components may result in a reduced score or disqualification. Cal OES will *not* advise the Applicant if the proposal is incorrect and/or incomplete prior to rating or disqualification.

Copies of the proposal must be assembled separately and individually fastened in the upper left corner. ***Do not bind the proposal.***

B. CERTIFICATION OF ASSURANCE OF COMPLIANCE (Cal OES 2-104f)

Cal OES is required by law to obtain written certifications of compliance. The Certification of Assurance of Compliance form is a binding affirmation that the Subrecipient will comply with the following regulations and restrictions:

- State and federal civil rights laws
- Drug Free Workplace
- California Environmental Quality Act
- Federal grant fund requirements
- Lobbying restrictions
- Debarment and Suspension requirements
- Proof of Authority documentation from the city council/governing board

C. PROJECT NARRATIVE

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

1. Problem Statement (maximum four pages)

In narrative form, address the following:

- a. Describe the project's service area in which the KL Program would be implemented, including location, population, and demographic information.
 - b. Clearly identify and describe which crime victim population(s) your agency plans to serve through the KL Program.
 - c. Describe the unique challenges/needs of this victim population(s). If you are proposing a "remote access" legal assistance project, include information about barriers to accessing currently available legal services that apply to the rural and/or isolated community(-ies) you propose to serve.
 - d. Describe the current state of holistic legal services being provided to this victim population(s).
 - e. Describe specifically how the KL Program would improve holistic legal services for this victim population.
 - f. Describe what your agency considers best-practice when providing holistic legal services for this victim population(s).
2. Plan (maximum 12 pages)

In narrative form, address the following:

- a. Describe, in great detail, your agency's plan to provide holistic legal services to this victim population(s). If proposing a "remote access" victim legal assistance project, describe **how** your project will reach victims living in rural or isolated communities (e.g., tele-law, video conferencing, mobile legal clinic, etc.). **Include measurable goals and objectives.**
- b. Describe the specific holistic legal services that your agency will provide to this victim population(s). Include specific tasks and activities.
- c. Include a detailed timeline that identifies specific tasks and activities to be implemented within the Grant Subaward performance period of the KL Program.
- d. Describe how the proposed plan will improve how holistic legal services are currently provided to this victim population(s).
- e. Describe how your agency will collaborate with others to provide holistic legal services to this victim population(s).
- f. Indicate the number of victims in this population(s) that your agency plans to assist during the Grant Subaward performance period of the KL Program.

- g. Describe how your agency will sustain these holistic legal services after the Grant Subaward performance period of the KL Program.

3. Capabilities (maximum four pages)

In narrative form, address the following:

- a. Describe your agency's capacity to implement the KL Program.
- b. Describe your agency's experience working with other agencies/organizations in the project service area.
- c. Describe the qualifications and training of staff and volunteers that will provide the holistic legal services to this victim population(s).

D. PROJECT BUDGET

The purpose of the Project Budget is to demonstrate 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. Project costs must be directly related to the objectives and activities of the project. The budget must cover the entire performance period. In the budget, include **only** those items covered by grant funds, including match funds, when applicable. Projects 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. Budgets are subject to Cal OES modifications and approval.

Cal OES requires the Applicant to develop a **line-item** budget which will enable the project to meet the intent and requirements of the Program and ensure the successful and cost-effective implementation of the project. The Applicant should prepare a realistic and prudent budget avoiding unnecessary or unusual expenditures which detract from the accomplishment of the objectives and activities of the project.

The following information is provided to assist in the preparation of the budget:

- Strict adherence to required and prohibited items is expected.
- Where the Applicant does not budget for a required item, the Applicant assumes responsibility.
- 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 Applicant should refer to the *SRH* for additional information concerning Cal OES's budget policy or to determine if specific proposed expenses are allowable.

1. Budget Narrative

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

- How the project's proposed budget supports the Program's objectives and activities
- How funds are allocated to minimize administrative costs and support direct services
- The duties of project-funded staff, including qualifications or education level necessary for the job assignment (this does not take the place of the brief justification required in the line-item budget)
- How project-funded staff duties and time commitments support the proposed objectives and activities
- Proposed staff commitment/percentage of time to other efforts, in addition to time allocated to this project
- The necessity for subcontracts and unusual expenditures

2. Specific Budget Categories

In Part IV of this RFP, or on our website, you can access Excel spreadsheets (Cal OES form 2-106a) for each of the following three budget categories:

a. Personal Services – Salaries/Employee Benefits

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).

1) Salaries

Personal services include services performed by project staff directly employed by the Applicant 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. Salaries for staff not directly employed by the Applicant must be shown as participating staff (*SRH 4500*) in the Operating Expenses Category. Consultant services remain under Operating Expenses (refer to Part II, D.2.b. - Operating Expenses - paragraph two).

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.

b. Operating Expenses

Operating expenses are defined as necessary expenditures other than personal salaries, benefits, and equipment. Such expenses may include specific items directly charged to the project, and in some cases, when permitted by the funding source, an indirect cost allowance. The expenses must be grant-related (i.e., to further the Program objectives as defined in the Grant Subaward) and be encumbered during the performance period.

The following items fall within this category: consultant services such as subcontractors, participating staff who are not employed by the Applicant, travel, office supplies, training materials, research forms, equipment maintenance, software equipment rental/lease, telephone, postage, printing, facility rental, vehicle maintenance, answering service fees, and other consumable items. 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, fall within this category. Otherwise, these fall under equipment expenses.

Salaries for staff not directly employed by the Applicant must be shown as consultant and/or participating staff costs (whichever is applicable per *SRH* 3710 and 4500), under the Operating Expenses category. These costs must be supported by an Operational Agreement (OA), which must be kept on file by the Subrecipient and made available for review during a Cal OES site visit, a monitoring visit, or an audit. In the case of grants being passed through a Subrecipient to be operated by another agency, the staff from the second agency will be shown in the Operating Expenses Category.

Budget for anticipated training related to the project. The Applicant must include sufficient per diem and travel allocations for person(s) to attend required Cal OES training conferences or workshops.

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).

The left column of each budget category on the spreadsheet requires line-item detail including the **calculation and justification** for the expense. Enter the ***whole dollar amount only*** (no cents) on each line item and the match amount (if applicable) in the correct column of the Budget Category form. You may add extra rows if necessary. The spreadsheets 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. The total of the budget including each funding source and/or match amount must correspond to the amount of the Total Project Cost (Block 12G) on the Grant Subaward Face Sheet

E. PROPOSAL APPENDIX

The Proposal Appendix provides Cal OES with additional information from the Applicant to support components of the proposal. The following must be included:

- **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 and Budget Narrative.
- **Required Operational Agreements (OA):** (see Part I, G, 4)
These documents must demonstrate a formal system of networking and coordination with other agencies and the Applicant. Please refer to the *SRH 4300* for the list of required elements.
- **Project Summary** (Cal OES 2-150)
- **Petty Cash Victim Fund Procedures** (Cal OES 2-153) [if applicable]
- **Project Service Area Information** (Cal OES 2-154)
- **Noncompetitive Bid Request Checklist** (Cal OES 2-156) [if applicable]
- **Computer and Automated Systems Purchase Justification Guidelines** (Cal OES 2-157) [if applicable]
- **Out-of-State Travel Request** (Cal OES 2-158) [if applicable]

Grant proposals are subject to the California Public Records Act, Government Code Sections 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.

Click the link below to access Cal OES forms or go to www.caloes.ca.gov, Select “Cal OES Divisions,” scroll down to “Grants Management,” on the right-hand side, click on “Criminal Justice, Emergency Management & Victim Services Grant Programs,” and then select “Forms.” Or, paste the following link into your browser:

<http://www.caloes.ca.gov/cal-oes-divisions/grants-management/criminal-justice-emergency-management-victim-services-grant-programs/forms>

VICTIM LEGAL ASSISTANCE (KL) PROGRAM

PART III – POLICIES AND PROCEDURES

The Applicant is strongly encouraged to review the following sections before preparing the proposal:

- A. SELECTION OF PROPOSAL FOR FUNDING
 - B. FINALIZING THE GRANT SUBAWARD
 - C. ADMINISTRATIVE REQUIREMENTS
 - D. BUDGET POLICY
-

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 Form used for this process is included in Part IV of this RFP and is for informational purposes only.

2. Funding Recommendation

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

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

- a. The project may not be selected for funding;
- b. The amount of funding may be reduced; and
- c. Grant Subaward Conditions may be placed in the Grant Subaward.

3. Notification Process

Applicants will be notified in writing 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. Please note: 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. 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. However, no such termination or reduction shall apply to allowable costs already incurred by the Subrecipient to the extent state or federal funds are available for payment of such costs.

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.

2. Processing Grant Subaward

1) 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. Grant Subaward Conditions may include requirements for sole source justification, a computer feasibility study, or other requirements deemed necessary by Cal OES.

2) 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) 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.

C. ADMINISTRATIVE REQUIREMENTS

The following requirements apply to projects selected for funding and are explained below for the Subrecipient's planning purposes.

1. The *Subrecipient Handbook (SRH)*

The *SRH* is accessible on our website at www.caloes.ca.gov. Select "Cal OES Divisions," scroll down to "Grants Management," on the right-hand side, click on "Criminal Justice, Emergency Management & Victim Services Grant Programs," then select "Handbooks, Reports & Publications." The *SRH* contains administrative information and requirements necessary to implement the project. Subrecipients must administer their grants in accordance with the *SRH* requirements. Failure to comply with these requirements can result in the withholding or termination of the Grant Subaward.

2. Communications (*SRH* 11500)

Projects must maintain a current telephone number and internet access with an e-mail address (*SRH* 2340.1), as well as a current postal address and physical location within the State of California.

3. Progress Reports and Data Collection (*SRH* 10100)

Funded projects are required to participate in data collection and to submit Progress Reports required by the Program. Projects are required to keep accurate records to document the information reported in the Progress Reports. The records must be kept by the project for a period of seven years. During site/monitoring visits, Cal OES will review these records for accuracy and compare them with the reported data submitted on the Progress Reports.

4. Monthly/Quarterly Report of Expenditures and Request for Funds (*SRH* 6310)

Community-based organizations (CBOs) shall submit a monthly Report of Expenditures and Request for Funds (Cal OES 2-201) unless they request a quarterly

reporting period. Government and education agencies receiving funds will be required to report on a quarterly basis. This form is due within 30 calendar days of the end of the reporting period and must be submitted whether or not the project has incurred expenses. Delays in submitting the form Cal OES 2-201 will result in the withholding of funds and may result in the recommendation to Cal OES Director for termination of the Grant Subaward.

5. Programmatic Technical Assistance and Site Visit Performance Assessment (*SRH* 10200-10300)

Funded projects are assigned a Cal OES Program Specialist to oversee the progress of the project in achieving its goals, objectives and compliance with the Grant Subaward. Program Specialists are available to assist the Subrecipient in the successful implementation of the project and in meeting the administrative requirements of the Grant Subaward. New projects should expect a site visit from the assigned Program Specialist within the first six months of the performance period. Follow-up site visits will be conducted periodically throughout the life of the grant. Projects may request a site visit to obtain technical assistance.

6. Monitoring Requirements (*SRH* 10400)

A monitoring visit is an onsite assessment by staff to determine if the project is in compliance with the terms of the Program, the Grant Subaward, the program guidelines (if applicable), the RFA/RFP, and the *SRH*. Projects will be monitored on a random or as-needed basis.

7. Audit Requirements (*SRH* 8100)

To safeguard Cal OES's assets and to ensure that all funds are accounted for, Cal OES requires that organizations receiving a Cal OES Grant Subaward(s) be audited in accordance with the *SRH*.

8. Source Documentation (*SRH* 10111)

Subrecipients will be required to maintain source documentation to support claimed expenditures and project accomplishments. Source documentation is defined as records used to validate project activities and achievements pertaining to the objectives outlined in the Grant Subaward. Subrecipients are to retain source documentation for Progress Reports on a quarterly basis, regardless of submission requirements. Requirements and definitions for program-specific source documentation are delineated in the RFP instructions. Subrecipients will be required to have written job descriptions on file for positions funded by Cal OES detailing specific grant-related activities to achieve project objectives.

9. Fidelity Bond (*SRH 2160*)

Private CBOs and Native American Indian organizations are required to obtain and send to Cal OES a copy of a blanket fidelity bond or equivalent insurance contract applicable to officials and employees of Cal OES-funded projects within 60 days of the signed Grant Subaward. Failure to comply with this requirement may result in the withholding of grant funds or termination of the Grant Subaward. The beneficiary named on the bond or an endorsement must include the “State of California, California Governor’s Office of Emergency Services” and include the Grant Subaward number for identification purposes.

The time period covered by the bond must include the effective date and total time period of the grant, including extensions. The bond must be in an amount equal to 50 percent (50%) of the total Grant Subaward and may have a deductible in an amount not to exceed one percent (1%) of the bond.

A bond is not required of a Subrecipient sponsored by units of government. CBOs sponsored by units of government may submit documentation indicating this in lieu of the bond or insurance contract, unless specifically required terms of the Program or Grant Subaward Conditions.

10. Copyrights, Rights in Data, and Patents (*SRH 5300-5400*)

Cal OES owns rights of and reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, and use, in whole or in part, material produced by activities supported by a Grant Subaward. These ownership rights are detailed in the *SRH*.

D. BUDGET POLICY

This document summarizes information on Cal OES’s Budget Policy contained in the *SRH*. Additional information may be obtained by accessing the *SRH* at www.caloes.ca.gov.

1. Supplanting Prohibited (*SRH 1330*)

Grant funds must be used to supplement existing funds for Program activities and *not replace* funds appropriated for the same purpose. If selected for funding, a written certification must be provided to Cal OES indicating grant funds will not be used to supplant existing funds. Potential supplanting will be the subject of application review, post-award monitoring, and audit.

2. Project Income (*SRH 6610*)

Project income, such as client fees and fees for services provided by the Subrecipient (i.e., training, presentations, etc.), asset forfeitures, profits from the sale of project products, and conference proceeds as the result of a direct trade of time or products

for money must be used to offset or augment the grant, unless otherwise specified in the RFP instructions. Project income cannot be used as matching funds, unless otherwise specified in the RFP instructions.

3. Methods of Contracting and/or Procurement (*SRH 3400*)

In most cases, a competitive bid process is required to purchase equipment or consultant services with grant funds (refer to *SRH 3400 – 3530* for additional information).

4. Match Requirements (*SRH 6500*)

The RFP Instructions (Part II) may specify a cash or in-kind match. When used to augment the project, expenditures for items such as Personal Services, Operating Expenses, or Equipment are considered match if not in violation of the prohibition on supplanting. Match must be specified in the budget and will become part of the Grant Subaward. Specific instructions for calculating the match are provided below. There are examples of how to calculate the match requirement in Sections 6550-6550.2 of the *SRH*.

a. State Funds Matching State or Federal Funds (*SRH 6522*)

State and/or federal funds can be used to match other state and/or federal funds *only* if the following conditions have been met:

- 1) The other funding source does not prohibit this practice
- 2) The funds are to be used for identical activities (e.g., to augment the project)
- 3) The project has obtained prior written approval from Cal OES or the terms of the program allow this practice

b. Type of Match

1) Cash Match (*SRH 6511*)

Cash match, also known as hard match, is often derived from the local funding resources committed to a project such as county general fund revenue, United Way contributions, private donations or profits from fund-raising events. When used to augment the project, cash expenditures for items such as personnel, facilities and supplies may be considered cash match if not in violation of the prohibition on supplanting. A cash match must be specifically identified by line item as match in the budget.

2) In-Kind Match (*SRH 6512*)

In-kind match, also known as soft match, is the project's contribution of non-cash outlay of materials or resources to support a percentage of Cal OES's Grant Subaward activities. It may include non-cash outlay contributed by other public agencies and institutions, private organizations, and individuals. Examples include donated office supplies, equipment, professional services, and volunteer time. In general, the value of in-kind contributions is determined by fair market value, which must be specifically identified by line-item as in-kind match in the budget.

5. Travel Policies

The following is Cal OES's current travel policy:

a. Travel and Per Diem (*SRH 2236*)

The Applicant may prepare the budget using their own travel policy or the State travel policy according to the following guidelines. Travel reimbursement will only be allowed based on actual costs.

1) Units of Government (*SRH 2236.1*)

Units of government may use their own written travel policy or the State policy.

2) Community-Based Organizations (CBOs) (*SRH 2236.22*)

A community-based organization may use the State travel policy or the Applicant's written policy up to the maximum rates allowed by the State travel policy.

3) Out-of-State Travel (*SRH 2236.1.1*)

Out-of-state travel is restricted and only allowed in exceptional situations. Requests for approval for out-of-state travel must be submitted for Cal OES approval.

b. State Travel and Per Diem Policy (*SRH 2236.2*)

Use the following State travel policy for budgeting travel expenses:

1) Meals and Incidentals

a) Breakfast \$7.00

Breakfast may be claimed when travel commences at or prior to 6:00 a.m. Breakfast may be claimed on the last fractional day of a trip of more than 24 hours if travel terminates at or after 8:00 a.m.

b) Lunch \$11.00

Lunch may not be claimed for travel less than 24 hours. Lunch may be claimed if the trip begins at or before 11:00 a.m. and may be claimed on the last fractional day of a trip of more than 24 hours if the travel terminates at or after 2:00 p.m.

c) Dinner \$23.00

Dinner may be claimed if the trip begins at or before 5:00 p.m. Dinner may be claimed when travel terminates at or after 7:00 p.m., whether on a one-day trip or on the last day of a trip of more than 24 hours.

d) Incidentals \$5.00

Incidentals may be claimed for trips of 24 hours or more.

e) Total Per Diem

The maximum is \$46.00 for a 24-hour period.

2) Lodging

The maximum allowed lodging expense is \$90.00 per night, plus applicable taxes, (except as noted below). All lodging rates are per night and receipts are required for reimbursement.

3) Special Lodging Rates

- Statewide (excluding counties identified below): \$90.00, plus tax
- Napa, Riverside, and Sacramento Counties: \$95.00, plus tax
- Marin County: \$110, plus tax
- Los Angeles, Orange, Ventura Counties and Edwards AFB; excluding the City of Santa Monica, \$120.00, plus tax
- Monterey and San Diego Counties: \$125.00, plus tax
- Alameda, San Mateo, and Santa Clara Counties: \$140.00, plus tax

- City of Santa Monica: \$150.00, plus tax
- City & County of San Francisco: \$250.00, plus tax

4) Mileage

When a privately owned vehicle is utilized on project-related business, a maximum of 54.5 cents per mile is allowed, unless a higher rate is justified. Documentation justifying a higher rate must be on file and available for audit, but should not be submitted with the proposal.

5) Other

Taxi, airport shuttle, etc., which exceed \$3.50 must be supported by receipt. Parking in excess of \$10.00 must be supported by receipt.

6. Participating Staff (*SRH 4500*)

The term “participating staff” refers to salaried employees of a participating agency assigned to work with the Subrecipient on the implementation of a project. The agreement between the Subrecipient and the participating agency concerning participating staff must be reflected in the OA. Grant related costs associated with participating staff must be itemized in the Operating Expenses category of the grant budget.

7. Independent Contractor/Consultant (*SRH 3710*)

Independent Contractors/Consultant services are either provided on a contractual or salary basis by individuals or organizations that are not employees of the project. Services provided by a salaried employee of an agency identified in an Operational Agreement (OA) are not considered consultant services (*SRH 4000*). Independent contractors/consultants must not be used in lieu of employees. If the contract is over \$3,500, the project must hire the independent contractor/consultant through Competitive Bid, or submit a Non-Competitive Bid NB request to Cal OES for prior approval. If less than \$3,500, the project must maintain documentation for justification of the NB contract (*SRH 3500*).

Independent contractors/consultants are defined as individuals or organizations that meet any of the following criteria:

- Produce a specific product or service
- Work independently without direct supervision from the Applicant
- Work on specific projects
- Provide services for a limited number of hours or period of time
- Have no agency management or oversight responsibilities directed toward the financial success or direction of the agency

There must be a signed, written agreement between the organization and independent contractor/consultant specifying the contract period, compensation rate, duties or obligations, and any other conditions of employment.

a. Rates (*SRH 3710.1*)

The maximum rate for independent contractors/consultants is \$650.00 (excluding travel and per diem costs) for an eight-hour day, or \$81.25 per hour. An eight-hour day may include preparation, evaluation, and travel time in addition to the time required for actual performance. A request for compensation for over \$650 a day, or \$81.25 per hour must have *prior approval* from Cal OES and additional justification.

Exception to Rates (*SRH 3710.1.1*): Compensation to government employees (e.g., federal, state, and local) will be allowed when the unit of government will not provide its services without cost. In these cases, the rate of compensation is not to exceed the daily salary rate paid by the unit of government.

b. Expert Witness Fees (*SRH 3710.2*)

Projects, which routinely utilize “expert witnesses” as independent contractors or consultants to conduct evaluations and provide expert testimony in the courtroom, may budget for this expense. However, the project may only be charged for costs above what the jurisdiction is required to cover. Unless otherwise prohibited, the maximum allowable rate for such witness fees is \$250 per hour, and is not to exceed \$2,000 per day. The total amount budgeted for expert witness fees must not exceed 10% percent of the project’s total budget. Requests for proposed expert witness costs must be accompanied by written justification indicating the following:

- Qualifications, training, and experience of the expert(s), including a statement regarding recognition by the court of the individual as an expert;
- Specialized certification/licensure [e.g., Masters in Social Work (MSW) Licensed Clinical Social Worker (LCSW), Marriage and Family Therapist (MFT); Medical Doctor (MD)]
- Rate of pay per hour including documentation of a survey of the availability of similar consultants, the current “going rate,” and the proposed rate of pay with a cost breakdown if the expert is paid according to services (e.g., mileage, waiting time, court testimony)
- Proposed services to be provided (e.g., analysis of forensic evidence, psychological evaluation)
- Justification why this cost cannot be paid with other funds (attach the justification to Cal OES 2-106a)

8. Facility Rental (*SRH 2232*)

Facility rental costs per square foot must be based on actual rent paid, not to exceed \$21 per square foot annually (\$1.75 per square foot per month). If the rental cost for office space exceeds this rate, it must be consistent with the prevailing rate in the local area. This documentation must be on file and available for audit. Exceptions to the above rates and/or square footage must be approved by Cal OES and requires appropriate justification.

Rental space for training and individual and/or group counseling rooms may also be charged to the grant, providing the charge is based on actual costs and not reimbursed by another source.

9. Rented or Leased Equipment (*SRH 2233*)

An explanation and cost analysis is required when equipment is rented or leased. This analysis must demonstrate that it is more cost-effective to rent or lease the equipment than it is to purchase it, and must be approved by Cal OES prior to the execution of a rental or lease agreement.

10. Indirect Cost Rate Proposal (ICRP) (*SRH 2180 & SRH 2188*)

Indirect costs are shared costs that cannot be directly assigned to a particular activity, but are necessary to the operation of the organization and the performance of the project. The costs of operating and maintaining facilities, accounting services, and administrative salaries are examples of indirect costs.

- a. Subrecipients do not have to budget for indirect costs.
- b. Subrecipients that budget for indirect costs must:
 - Use their approved Indirect Cost Rate (ICR) that has been established by the Subrecipient's cognizant federal agency (Cal OES will not act as a cognizant agency); or
 - Use an amount up to the ten percent (10%) de minimis rate of the Subrecipient's Modified Total Direct Costs (MTDC) base. MTDC includes the cost of salaries, wages and benefits of personnel that work directly on the project, and other operational costs that are directly related to the project. The MTDC base cannot include any distorting costs such as equipment, rent, capital expenditures, or any Subawards, contracts, or consultants beyond the first \$25,000.

Subrecipients, who request Cal OES funds for indirect costs, must provide a method of calculation that shows what direct costs were used to calculate their indirect

budgeted amount. The Subrecipient can then charge up to that budgeted amount on the subaward.

11. Audit Costs (*SRH 8150*)

Subrecipients expending less than \$750,000 in federal funds annually cannot use federal funds to reimburse for costs associated with audits. Subrecipients expending \$750,000 or more in federal grant funds annually are required to secure an audit pursuant to 2 CFR Part 200 Uniform Guidance and are allowed to utilize federal grant funds to budget for the audit costs.

Specifically, the allowable audit costs are as follows:

- If the total project cost is less than or equal to \$150,000, the project may budget up to \$2,000 for the financial audit cost; or
- If the total project cost is greater than \$150,000, the project may budget up to one and a half percent (1.5%) of the total project cost for financial audit costs.

12. Equipment (*SRH 2300*)

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 should be one line item, not three).

a. Allowable Expenses

Equipment used solely for project activities may be budgeted if it is essential to the implementation of the project. Grant funds may not be used to reimburse the Subrecipient for equipment already purchased.

Rented or leased equipment must be budgeted as an Operating Expense. Lease-to-purchase agreements are generally not allowable. If a lease-to-purchase is requested, the project will be required to submit justification, including cost-effectiveness, with the Grant Subaward Forms Package. Prior approval by Cal OES is required.

b. Computers and Automated Equipment (*SRH 2340*)

1) Community-Based Organizations (*SRH 2342.1*)

CBOs may budget for computer equipment, software, and related costs.

[Justification](#) will be required if the proposal is selected for funding.

Cal OES will evaluate the proposed purchase on the basis of grant-related need. Prior approval by Cal OES is required.

2) Units of Government (*SRH 2342.2*)

Units of government may budget for computer equipment, software, and related costs. [Justification](#) will be required if the proposal is selected for funding. Cal OES will evaluate the proposed purchase on the basis of grant-related need. Cal OES must give approval prior to purchase.

3) Computer Purchase Justification (*SRH 2341*)

Approval for purchases of computers and automated equipment is contingent on the Applicant's ability to demonstrate cost-effective, project-related need which is best demonstrated by clearly relating each computer system or component to the grant objectives and activities. If selected for funding, the Applicant will be sent instructions for preparing the justification.

c. Automobiles (*SRH 2331*)

If automobiles are allowable pursuant to the terms of the program, projects must provide substantial justification demonstrating the grant-related need. If not previously approved in the initial Grant Subaward, then a justification must be submitted with a Grant Subaward Modification (Cal OES Form 2-223) and include the following information:

- 1) Describe the need for a vehicle, including the size of the service area and the need to provide direct service away from the office
- 2) Describe the lack of available agency vehicles
- 3) Describe the lack of available personal vehicles for which mileage can be charged or a reason why the agency will not allow personal vehicle usage during working hours
- 4) Include a cost analysis for the vehicle purchase as compared to other options, including lease and personal vehicle use with mileage.

13. Prohibited Expense Items (*SRH 2240*)a. Bonuses/Commissions (*SRH 2241*)

Projects are prohibited from paying any bonuses/commissions to any individual, organization, or firm unless specifically authorized by the terms of the Program.

b. Lobbying (*SRH 2242*)

Refer to *SRH 2242.1* for an extensive list of prohibited activities.

c. Fundraising (*SRH 2243*)

Cal OES grant funds cannot be used for organized fundraising including financial campaigns, endowment drives, solicitation of gifts and bequests, or similar expenses incurred solely to raise capital or obtain contributions.

d. Real Property and Improvements (*SRH 2244*)

Real property, including land, land improvements, structures and their attachments, and structural improvements and alterations are not allowable expenditures unless specifically authorized in the RFP instructions.

e. Interest (*SRH 2245*)

The cost of interest payments is only allowable if the cost is a result of a lease/purchase agreement.

f. Charges, Fees, and Penalties (*SRH 2245*)

Finance charges, late payment fees, penalties, and returned check charges are not allowable expenditures.

g. Food and Beverages (*SRH 2246*)

The cost of food and/or beverages at grant-sponsored conferences, meetings, or office functions is not an allowable expenditure.

h. Weapons and Ammunition (*SRH 2247*)

The cost of weapons and/or ammunition of any type is not an allowable expenditure, unless it is part of a governmental negotiated benefit package or is specifically authorized in the RFP instructions.

i. Membership Dues (*SRH 2248*)

The cost of membership dues for projects involved in the licensing or credentialing of professional personnel are not allowable expenditures, unless specifically authorized in the terms of the program.

j. Professional License (*SRH 2248*)

The cost of a professional license is not an allowable expenditure, unless specifically authorized in the terms of the program.

k. Annual Professional Dues or Fees (*SRH 2248*)

The cost of professional dues or fees is not an allowable expenditure, unless it is part of a reasonable negotiated benefit package, or is authorized by the terms of the program.

l. Depreciation (*SRH 2249*)

Depreciation charges are not allowable expenditures.

VICTIM LEGAL ASSISTANCE (KL) PROGRAM

PART IV – ATTACHMENTS

The Applicant is strongly encouraged to review the following sections before preparing the proposal:

- A. PROPOSAL FORMS
 - B. RATING FORM
 - C. GLOSSARY OF TERMS
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PROPOSAL FORMS

Click the link below to access Cal OES forms or go to www.caloes.ca.gov, Select “Cal OES Divisions,” scroll down to “Grants Management,” on the right-hand side, click on “Criminal Justice, Emergency Management & Victim Services Grant Programs,” and then select “Forms.” Or, paste the following link into your browser:

<http://www.caloes.ca.gov/cal-oes-divisions/grants-management/criminal-justice-emergency-management-victim-services-grant-programs/forms>

VICTIM LEGAL ASSISTANCE (KL) PROGRAM

RATING FORM

Control #: _____

Rater #: _____

Applicant: _____

Funds Requested: _____

<u>CATEGORY</u>	<u>TOTAL POINTS POSSIBLE</u>
1. PROBLEM STATEMENT	120
2. PLAN	280
3. CAPABILITIES	60
4. BUDGET	120
5. COMPREHENSIVE ASSESSMENT	100
TOTAL	680

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					
1. Problem Statement (Maximum 120 Points)	0	5	10	15	20
a. How well does the Applicant describe the project’s service area in which the KL Program would be implemented, including location, population and demographic information?					
b. How well does the Applicant identify and describe which crime victim population(s) it plans to serve through the KL Program?					
c. How well does the Applicant describe the unique challenges/needs of this victim population(s)? If proposing a “remote access” legal assistance project, how well does the proposal describe barriers to accessing currently available legal services that apply to the rural and/or isolated community(-ies) it proposes to serve?					
d. How well does the Applicant describe the current state of holistic legal services being provided to this victim population(s)?					
e. How well does the Applicant describe specifically how the KL Program would improve holistic legal services for this victim population(s)?					
f. How well does the Applicant describe what it considers best-practice when providing holistic legal services to this victim population(s)?					
2. Plan (Maximum 280 Points)	0	10	20	30	40
a. How well does the Applicant describe its plan to provide holistic legal services to this victim population(s), including measurable goals and objectives? If proposing a “remote access” victim legal assistance project, how well does the Applicant describe how the project will reach victims living in rural or isolated communities (e.g., tele-law, video conferencing, mobile legal clinic, etc.) including measurable goals and objectives?					
b. How well does the Applicant describe the specific holistic legal services the agency will provide to this victim population(s), including specific tasks and activities?					
c. How well does the timeline identify specific tasks and activities to be implemented within the Grant Subaward performance period of the KL Program?					
d. How well does the Applicant describe how the proposed plan will improve how holistic legal services are currently provided to this victim population(s)?					

	I	II	III	IV	V
e. How well does the Applicant describe how it will collaborate with others to provide holistic legal services to this victim population(s)?					
f. How well does the Applicant indicate the number of victims in this population(s) that it plans to assist during the Grant Subaward performance period of the KL Program?					
g. How well does the Applicant describe how it will sustain these holistic legal services after the Grant Subaward performance period of the KL Program?					
3. Capabilities (Maximum 60 Points)	0	5	10	15	20
a. How well does the Applicant describe its capacity to implement the KL Program?					
b. How well does the Applicant describe its experience working with other agencies/organizations in the project service area?					
c. How well does the Applicant describe the qualifications and training of staff and volunteers that will provide the holistic legal services to this victim population(s)?					
BUDGET PAGES & NARRATIVE (Maximum 120 Points)	0	15	20	25	30
a. How well do the proposed Budget Pages & Narrative support the objectives and activities?					
b. How well are funds allocated to minimize administrative costs and support direct services?					
c. How well do project-funded staff duties and time commitments support the proposed objectives and activities?					
d. 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 Applicant support the overall intent, goals, and purpose of the Program?					

VICTIM LEGAL ASSISTANCE (KL) PROGRAM

GLOSSARY OF TERMS

TERM	DEFINITION
Activity	The specific steps or actions that a project takes to achieve a measurable objective.
Administrative Agency or Subrecipient	The agency or organization designated on the Grant Subaward Face Sheet that receives grant funds and is responsible to accomplish the planned objectives and program goals (e.g., County of Alameda, City of Fresno, State Department of Justice, Fairfield Youth Services Bureau). The Subrecipient was formerly referred to as the “Grantee.”
Application	Once selected for funding, the original proposal plus any additional forms as required by Cal OES becomes the application.
CFR	Code of Federal Regulations
Community-based Organization (CBO)	A nonprofit, public benefit corporation.
Competitive Bid	A contract process used when all suppliers are equally or nearly equally qualified to provide the services.
Equal Employment Opportunity Plan (EEOP)	A comprehensive plan that analyzes the agency’s workforce and all agency employment practices to determine their impact on the basis of ethnicity and gender. The objective of the EEOP is to ensure nondiscrimination in all areas of employment (recruitment, hiring, promotions, etc), and in the delivery of services and benefits.
Equal Employment Opportunity (EEO) Checklists	An EEO Checklist is a document used by program staff while conducting site/monitoring visits. The checklists (A and B) were prepared to assist Cal OES in verifying that Subrecipients are in compliance with state and federal Civil Rights Laws.
Grant Subaward	The signed final agreement between Cal OES and the local government agency or organization authorized to accept grant funding.
Grant Funding Cycle	The number of years a program may be funded without competition.

Implementing Agency	The agency or organization designated on the Grant Subaward Face Sheet that is responsible for the day-to-day operation of the project (e.g., probation department, district attorney, sheriff).
Noncompetitive Bid (NB)	A contract for goods or services, where only a single source that can provide the services or goods is afforded the opportunity to offer a price for the specified services or goods. (Contracts sometimes include goods as well as services, and this definition will also apply to those circumstances).
Nonprofit Organization (aka Community-Based Organization)	<p>A nonprofit, public benefit corporation as defined in the federal regulation of 28 C.F.R. Part 38, Department of Justice. This modifies the need to be recognized by the Internal Revenue Service as a 501(c) (3) for Subrecipients of faith-based organizations. All organizations may qualify for nonprofit status using any one of the four following methods:</p> <p>(1) Proof that the Internal Revenue Service recognizes the Applicant has the status of a 501(c)(3).</p> <p>(2) A statement from a state taxing body or the state Secretary of State certifying that (i) the Organization is a nonprofit organization operating within the state; and (ii) No part of its net earnings may lawfully benefit any private shareholder or individual.</p> <p>(3) A certified copy of the Applicant’s Certificate of Incorporation or similar document that clearly establishes the nonprofit status of the Applicant.</p> <p>(4) Any item described in (1) through (3) if that item applies to a state or national parent organization, together with a statement by the state or parent organization that the Applicant is a local nonprofit affiliate.</p>
Objectives	A set of quantifiable projections to be carried out in order to accomplish the Program goals.
On Site	Refers to the location of operation of the Grant Subaward Subrecipient. If multiple sites exist, the site that provides the project Subrecipients with Program direction qualifies as the “on-site location.”

Operational Agreement (OA)	A formal agreement between two or more agencies, which specifies the responsibilities of each agency in implementing the project. The term Operational Agreement also includes documents entitled Memorandum of Understanding, Letters of Intent, or other titles that serve the same purpose.
Participating Agency	An organization that receives grant funds through an Operational Agreement to participate in achieving the goals of a project. The participating agency must be a unit of government or a community-based organization.
Participating Staff	A salaried employee of a Participating Agency.
Performance Period	The period of time, determined by the Request for Proposal (RFP) or the Request for Application (RFA), which the Project Narrative, objectives, activities, and budget cover. The time period is usually one year, and is shown on the Grant Subaward Face Sheet (Cal OES 2-101).
Program	A specific set of goals and objectives established pursuant to legislative, congressional, or administrative action identifying an unmet need of the criminal justice system or victim services and supported by a set appropriation from state or federal funding sources.
Project	The implementation of a Program by a Subrecipient. The project includes all of the grants implemented by the Subrecipient under that Program regardless of the year of implementation.
Proposal	The packet of forms and narrative as requested by the RFP and submitted to Cal OES that specified the priorities, strategies, and objectives of the Applicant.
Request for Application (RFA)	The RFA is a noncompetitive process issued by Cal OES to obtain applications from Applicants previously selected for funding.
Request for Proposal (RFP)	The RFP is issued by Cal OES to solicit competitive proposals in order to select projects for funding.
Single Source	This term has been replaced by the term "noncompetitive bid."
Sole Source	This term has been replaced by the term "noncompetitive bid."

Source Documentation	Records that validate project activities and achievements as they pertain to the objectives outlined in the Grant Subaward.
Subrecipient Handbook	This handbook outlines the terms and conditions required of grant projects. Funded projects must administer their grants in accordance with these administrative and fiscal conditions. The <i>Subrecipient Handbook</i> is accessible at www.caloes.ca.gov . Select “Cal OES Divisions,” scroll down to “Grants Management,” on the right-hand side, click on “Criminal Justice, Emergency Management & Victim Services Grant Programs,” then select “Handbooks, Reports & Publications.” The <i>Subrecipient Handbook</i> was previously called the <i>Grantee Handbook</i> .
Subrecipient or Administrating Agency	The agency or organization designated on the Grant Subaward Face sheet that receives the grant funds and will be responsible for accomplishing the planned objectives and Program goals (e.g., County of Alameda, City of Fresno, State Department of Justice, Fairfield Youth Services Bureau).
Supplanting	To reduce federal, state, or local funds because of the existence of Cal OES funds. Supplanting occurs when a Subrecipient deliberately replaces its non-Cal OES funds with Cal OES funds, thereby reducing the total amount available for the stated purpose.
Terms of the Program	The applicable Program Guidelines, application requests [Request for Proposal (RFP)/Request for Application (RFA)], Grant Subaward, Cal OES policy statements, and applicable statutes. In the event the terms of the Program are inconsistent with the provisions of the <i>Subrecipient Handbook</i> , the terms of the Program shall be interpreted and construed as superseding the provisions of the <i>Subrecipient Handbook</i> .
USC	United States Code
Volunteer	For the purposes of this RFP, volunteers are held to the same standard as grant-funded personnel.