



July 13, 2018

TO: ALL INTERESTED PARTIES

RE: CHILDREN EXPOSED TO DOMESTIC VIOLENCE RESPONSE (EV) PROGRAM
REQUEST FOR PROPOSAL 2018 - 19

The California Governor's Office of Emergency Services (Cal OES), Victim Services & Public Safety Branch, Criminal Justice Unit is soliciting proposals for the Children Exposed to Domestic Violence Response (EV) Program for 2018-19. This Program allows local law enforcement agencies to build a multi-disciplinary team to respond to the needs of children exposed to domestic violence. This team will include elements from each of the agencies involved in providing services to children exposed to domestic violence and will be tasked with ensuring response, developing protocols, and fostering collaborative dialogue.

Approximately \$525,000 is available for the EV Program through federal Children's Justice Act (CJA) funds. Applicants from urban counties may apply for up to \$350,000. Suburban and rural counties may apply for up to \$175,000. The Grant Subaward performance period is 12 months and begins on September 1, 2018, and ending August, 31, 2019. To be considered for funding through the EV Program, the proposal package must be received or postmarked by **Friday, August 10, 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 Vi Hoang, Criminal Justice Unit, via email at Vi.Hoang@caloes.ca.gov.

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

Sincerely,

MARK S. GHILARDUCCI
Director



CHILDREN EXPOSED TO DOMESTIC VIOLENCE RESPONSE (EV) PROGRAM

TABLE OF CONTENTS

I. OVERVIEW

A. INTRODUCTION	1
B. CONTACT INFORMATION	1
C. PROPOSAL DUE DATE AND SUBMISSION OPTIONS	1
D. ELIGIBILITY	2
E. GRANT SUBAWARD PERFORMANCE PERIOD	2
F. FUNDS	2
G. PROGRAM INFORMATION	4

II. RFP INSTRUCTIONS

A. PREPARING A PROPOSAL	9
B. CERTIFICATION OF ASSURANCE OF COMPLIANCE	10
C. PROJECT NARRATIVE	10
1. Problem Statement	10
2. Plan	11
3. Capabilities	12
D. PROJECT BUDGET	13
1. Budget Narrative	13
2. Specific Budget Categories	14
E. PROPOSAL APPENDIX	16

III. POLICIES AND PROCEDURES

A. SELECTION OF PROPOSAL FOR FUNDING	17
1. Proposal Rating	17
2. Funding Recommendation	17
3. Notification Process	17
B. FINALIZING THE GRANT SUBAWARD	18
1. Standard Project Funding Authority	18
2. Processing Grant Subaward	18
C. ADMINISTRATIVE REQUIREMENTS	19
1. The <i>Subrecipient Handbook</i>	19
2. Communications	19
3. Progress Reports and Data Collection	19
4. Monthly/Quarterly Report of Expenditures and Request for Funds	19
5. Programmatic Technical Assistance and Site Visit Performance Assessment	20
6. Monitoring Requirements	20
7. Audit Requirements	20
8. Source Documentation	20
9. Fidelity Bond	20
10. Copyrights, Rights in Data, and Patents	21
D. BUDGET POLICY	21
1. Supplanting Prohibited	21
2. Project Income	21

3. Methods of Contracting and/or Procurement	22
4. Match Requirements.....	22
5. Travel Policies	23
6. Participating Staff.....	25
7. Independent Contractor/Consultant	25
8. Facility Rental	26
9. Rented or Leased Equipment	27
10. Indirect Cost Rate Proposal	27
11. Audit Costs	27
12. Equipment	28
13. Prohibited Expense Items	29

IV. ATTACHMENTS

A. PROPOSAL FORMS (including web links).....	32
B. RATING FORM.....	33
C. GLOSSARY OF TERMS.....	38

CHILDREN EXPOSED TO DOMESTIC VIOLENCE RESPONSE (EV) PROGRAM

PART I – OVERVIEW

- A. INTRODUCTION
 - B. CONTACT INFORMATION
 - C. PROPOSAL DUE DATE AND SUBMISSION OPTIONS
 - D. ELIGIBILITY
 - E. FUNDS
 - F. 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:

Vi Hoang, Program Specialist
Vi.Hoang@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, August 10, 2018**, or hand delivered by 5:00 pm on **Friday, August 10, 2018**, to:

California Governor’s Office of Emergency Services
Victim Services & Public Safety Branch
3650 Schriever Avenue
Mather, CA 95655
Attn: Children Exposed to Domestic violence Response Program, Criminal Justice Unit

D. ELIGIBILITY

To be eligible to receive funding, Applicants must:

1. Applicant must be either a city police department or a county sheriff's department within California.
2. Subrecipient law enforcement agencies that were funded through the EV Program after fiscal year 2012-13 are ineligible to apply.
3. Receive a minimum of 50% of available points on the Rating Form.

E. GRANT SUBAWARD PERFORMANCE PERIOD

The Grant Subaward performance period is September 1, 2018 – August 31, 2019. Successful Subrecipients will be eligible for a non-competitive reapplication for two consecutive years, contingent upon availability of funds and the passage of the applicable State Budget Act.

F. FUNDS

Approximately \$525,000 is available for the EV 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

Children's Justice Act (CJA) funding is supported by the federal Crime Victim's Fund, an amalgamation of fines and fees collected from defendants convicted of federal crimes. The United States Department of Justice, Office for Victims of Crime (OVC) administers the Crime Victim's Fund. The Administration on Children, Youth, and Families, United States Department of Health and Human Services, as authorized by Section 107 of the Child Abuse Prevention and Treatment Act (CAPTA), as amended December 20, 2010, awards the CJA grants. Recipient states must be eligible for the CAPTA Basic State Grant, and establish and maintain a multi-disciplinary task force on children's justice issues.

In accordance with Section 107(a) of CAPTA, grants awarded are to be used to develop, establish and operate programs designed to improve:

- the assessment and investigation of suspected child abuse and neglect cases, including cases of suspected child sexual abuse and exploitation, in a manner that limits additional trauma to the child and the child's family;
- the assessment and investigation of cases of suspected child abuse-related fatalities and suspected child neglect-related fatalities;
- the investigation and prosecution of cases of child abuse and neglect, including child sexual abuse and exploitation; and

- the assessment and investigation of cases involving children with disabilities or serious health-related problems who are suspected victims of child abuse or neglect.

CJA funds should be used to implement State Task Force recommendations for programs to reform State systems and improve the processes by which States respond to cases of child abuse and neglect, including child sexual abuse and exploitation and cases of suspected child abuse or neglect related fatalities. This will enable States to deal more effectively with both the child victim and the offender and to limit additional trauma to the child victim.

Subrecipients must comply with Public Law 103-227, Part C – Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994, which requires that smoking not be permitted in any portion of any indoor facility owned, leased, or contracted by any entity and used routinely or regularly for the provision of health, day-care, education, or library services to children under the age of 18, if the services are funded by federal programs either directly or through state or local governments. Federal programs include grants, cooperative agreements, loans or loan guarantees, and contracts.

2. Funding Amount

Applicants from urban counties may apply for up to \$350,000 and applicants from rural counties may apply for up to \$175,000 for the 12-month Grant Subaward performance period. CJA funds do not require match.

Applicants are encouraged to only apply for the amount of funds they believe they can spend, up to the maximum eligible amount. For city police departments, please consider your jurisdiction size when requesting funds.

See chart below for funding eligibility.

Up to \$350,000	Up to \$175,000	
URBAN COUNTIES	SUBURBAN COUNTIES	RURAL COUNTIES
Alameda	Butte	Alpine
Contra Costa	Fresno	Amador
Los Angeles	Imperial	Calaveras
Orange	Kern	Colusa
Riverside	Marin	Del Norte
Sacramento	Merced	El Dorado
San Bernardino	Monterey	Glenn
San Diego	Napa	Humboldt
San Francisco	Placer	Inyo
San Mateo	San Joaquin	Kings
Santa Clara	San Luis Obispo	Lake

Ventura	Santa Barbara	Lassen
	Santa Cruz	Madera
	Shasta	Mariposa
	Solano	Mendocino
	Sonoma	Modoc
	Stanislaus	Mono
	Tulare	Nevada
	Yolo	Plumas
		San Benito
		Sierra
		Siskiyou
		Sutter
		Tehama
		Trinity
		Tuolumne
		Yuba

G. PROGRAM INFORMATION

1. Background Information

When law enforcement officers intervene they can provide immediate safety and connect victims to resources. By documenting the presence of children at the scene of a domestic violence incident, law enforcement officers documents the crime which supports eligibility for a victims of crime claim on behalf of the child application through the California Victims Compensation and Government Claims Board.

Once a child is identified, the child requires an immediate response in addition to ongoing services. In order to reduce trauma and facilitate effective victim services, collaborative partnerships must be established between law enforcement, child protective services, child advocacy agencies, and community-based domestic violence agencies.

2. Program Description

The primary purpose of the EV Program is to identify and respond to the needs of children exposed to domestic violence.

3. Program Components

The following are the required components of the EV Program.

a. Law Enforcement – Social Services Partnership

The Subrecipient must establish an EV Response Team within the proposed service area. Projects must commit a minimum of a 0.5 full-time equivalent

(FTE) domestic violence advocate from a Cal OES-funded domestic violence service provider, a 0.5 FTE county child protective service worker, and a 0.5 FTE law enforcement officer.

b. Training

The Subrecipient must develop and execute a plan to cross-train law enforcement, first responders, child protective service workers, and community-based domestic violence advocates. The training plan must include, but is not limited to, the identification of each discipline's roles, procedures related to children exposed to domestic violence, and limitations in responding to children exposed to domestic violence.

c. Protocol Development

Penal Code §13732(b) states, "Commencing January 1, 2003, Child Protective Services shall develop protocols in collaboration with law enforcement, prosecution, child abuse, domestic violence experts, and community-based law enforcement organizations serving abused children and victims of domestic violence as to how law enforcement and child welfare agencies will cooperate in their response to incidents of domestic violence in homes in which a child resides."

In June 2007, the Crime and Violence Prevention Center in the California Attorney General's Office widely distributed a template for creating a protocol specific to children exposed to domestic violence. This template, "A Statewide Law Enforcement Protocol for Children Exposed to Domestic Violence," is available from Cal OES upon request.

d. Collaboration

Once the partnerships are built, law enforcement, child protective services, and domestic violence representatives must share information, and collaborate to effectively assess the needs and service options for the child and the family. This should be accomplished through:

- 1) The development of an EV Multi-Disciplinary Team, which includes representation from law enforcement, child protective services, mental health, domestic violence agencies, probation, and relevant attorneys;
- 2) Schedule and conduct bi-monthly consultation meetings specific to the children exposed to domestic violence caseload. These meetings must at a minimum include EV Program staff.
- 3) Co-location of EV Program staff, while not required, is highly recommended.
- 4) Operational Agreements with EV Multi-Disciplinary Team participants are required and must be submitted within three months of the executed Grant Subaward.

e. Data Collection

The Subrecipient must utilize a shared secure web-based database developed by the Children's Justice Act Evaluator (CJ) Program to collect and share information pertaining to children exposed to domestic violence. At a minimum, the EV database tracks the following information:

- Police report number
- Description of the incident
- Children present
- Who responded to the scene
- Referrals made
- Services provided
- Charges filed
- Case disposition
- Assigned staff (per agency)

The CJ Program provides technical assistance regarding utilization of the database for reporting of data currently tracked and recorded.

f. Evaluation

The Subrecipient must retain all available records related to implementation of the EV Program. These records must include at a minimum:

- Source documentation that substantiates the number of services provided.
- Meeting minutes and attendance records from all collaborative meetings related to the EV Program.
- Protocols developed in response to the EV Program objectives.
- Attendance records and curriculum syllabi used at training events supported by the EV Program.
- Feedback, complaints, and recommendations from victims who received services as a part of the EV Program or from any agencies which are part of the Program collaboration.
- Program-related financial records, including timesheets, for positions funded by the EV Program.

g. Mandatory Objectives

The Subrecipient must perform all of the following mandatory objectives:

- Ensure the EV Response Team members receive specialized domestic violence training in their respective discipline.

- Ensure the EV Response Team members are cross-trained on the identification of each discipline’s roles and procedures as well as limitations in responding to children exposed to domestic violence.
- Utilize the Attorney General’s Children Exposed to Domestic Violence protocol, “A Statewide Law Enforcement Protocol for Children Exposed to Domestic Violence,” to develop a protocol specific to the law enforcement agency represented on the team.
- Work towards establishing an immediate, on-site response within the target area by the Child Protective Service Professional and Domestic Violence Advocate to domestic violence calls where children are present.
- Ensure follow up by law enforcement with the domestic violence adult victim and children via safety patrols or similar activities.
- A Child Protective Services professional and/or Domestic Violence Advocate will attempt to make follow-up contact with the children and family in order to refer the family to relevant service providers for follow-up services.
- Conduct bi-monthly, in-person case conferences to review all cases responded to by the EV Response Team.
- Facilitate information sharing by law enforcement, child protective services, probation, mental health, public health, and domestic violence agencies along with relevant attorneys, through the establishment and the development of a multi-disciplinary team which meet every other month.
- Utilize the EV database program to track and monitor EV project data.

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. The following reports are required:

- 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	September 1, 2018–February 28, 2019	March 31, 2019
Final Report	March 1, 2019 – August 31, 2019	September 30, 2019

- b. Subrecipients are required to submit quarterly updates to the CJA Task Force. The information required for the quarterly update is:
- What is the Program's purpose?
 - What are the Program's objectives?
 - Is the Program achieving/meeting all of its objectives?
 - Is the Program expending its funds in a timely manner?
 - Has the Program been successful overall?

CHILDREN EXPOSED TO DOMESTIC VIOLENCE RESPONSE (EV) 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.** 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 (Included in Part IV)
- 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 – Children’s Justice Act (CJA) (Cal OES 2-104c)
- Project Narrative (Cal OES 2-108)
- Budget Pages (Cal OES 2-106b)
- 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,” 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 2-104c)

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 4 Pages

In narrative form, address the following:

- a. Describe how the issue of children exposed to domestic violence impacts the Applicant’s targeted service area;

- b. Using relevant statistical information (e.g. crime incidents, crime rates per capita, or crime trends) quantify the extent of the problem of children exposed to domestic violence in the Applicant's targeted service area;
 - c. Describe the risk factors and challenges associated with providing services to children exposed to domestic violence within the Applicant's targeted service area;
 - d. Describe barriers to receiving specialized domestic violence training for EV Response Team members;
 - e. Describe any obstacles associated with coordinating collaborative strategies and efforts to address the needs of children exposed to domestic violence within the Applicant's targeted service area;
 - f. Describe any obstacles Child Protective Services professionals or Domestic Violence Advocates experience when providing immediate on-site response to domestic violence calls where children are present within the targeted service area;
 - g. Identify the problems regarding current information-sharing amongst local law enforcement, child welfare, and the district attorney's office in dealing with children exposed to domestic violence cases; and
 - h. Indicate whether you are using a database to track and monitor incidents of children exposed to domestic violence and identify any problems or shortcomings to data collection.
2. Plan – Maximum 6 Pages

In narrative form, address the following:

- a. Describe the plan for creating an EV Response Team for responding to incidents of domestic violence within the targeted service area;
- b. Describe how the Applicant will ensure the EV Response Team members receive specialized domestic violence training in their own discipline;
- c. Describe the plan to ensure the EV Program will cross-train law enforcement, first responders, child protective service workers, and community-based domestic violence advocates. Include the identification of each discipline's roles, procedures related to children exposed to domestic violence, and each discipline's limitations in responding to children exposed to domestic violence;
- d. Describe how the Applicant will utilize the Attorney General's Children Exposed to Domestic Violence protocol, "A Statewide Law Enforcement Protocol for

Children Exposed to Domestic Violence,” to develop a protocol specific to the law enforcement agency represented on the team;

- e. Describe the plan for ensuring immediate on-site response within the targeted service area by Domestic Violence Advocates and Child Protective Services professionals to domestic violence calls where children are present;
 - f. Describe the method by which law enforcement officers will follow-up with the domestic violence adult victims and children, i.e. safety patrols or similar activities;
 - g. Describe a plan of action by which Child Protective Services professionals and/or Domestic Violence Advocates will make follow-up contact with the children and family in order to refer the family to relevant service providers;
 - h. Provide a timeline and a plan to conduct bi-monthly, in-person case conferences to review all cases responded to by the EV team;
 - i. Describe how the Applicant will collaborate and facilitate information sharing among personnel from the law enforcement, Child Protective Services, probation, mental health, public health, and domestic violence agencies along with relevant attorneys, through the development of MOUs and bi-monthly, multi-disciplinary team meetings;
 - j. Describe how the Applicant will implement the CJA Program database to track and monitor EV project data.
3. Capabilities – Maximum 4 Pages

In narrative form, address the following:

- a. Describe the Applicant’s past experience coordinating effective collaborative services with multiple independent outside agencies, including domestic violence service providers, Child Protective Services, first responders, and other law enforcement entities supporting its ability to act as the lead agency and to administer and manage subaward funding in coordination with other agencies;
- b. Describe the roles and responsibilities of representatives from each of the agencies in the planning and development phase of the EV Program;
- c. Describe the Applicant’s ability and experience in implementing a comprehensive computerized database for the purpose of data collection and information sharing;
- d. Describe the Applicant’s ability to track outcomes to determine if the project is progressing according to their plan and on schedule; and

- e. Describe how the project will perform self-evaluations to identify needs and address improvement.

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 2-106b) for each of the following three budget categories:

a. Personal Services – Salaries/Employee Benefits

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 (see *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.

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. 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:

- Operational Agreement (OA)
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
- Petty Cash Victim Fund Procedures (Cal OES 2-153) [if applicable]
- Project Service Area Information (Cal OES 2-154)
- Noncompetitive Bid Request (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]

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

CHILDREN EXPOSED TO DOMESTIC VIOLENCE RESPONSE (EV) 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

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

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.

c. 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 (see *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 2-106b)

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 consultant 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:

- a. Describe the need for a vehicle, including the size of the service area and the need to provide direct service away from the office
- b. Describe the lack of available agency vehicles
- c. 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
- d. 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.

1. Depreciation (*SRH 2249*)

Depreciation charges are not allowable expenditures.

CHILDREN EXPOSED TO DOMESTIC VIOLENCE RESPONSE (EV) PROGRAM

PART IV – ATTACHMENTS

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

- A. RATING FORM
 - B. GLOSSARY OF TERMS
-

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,” 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>

CHILDREN EXPOSED TO DOMESTIC VIOLENCE RESPONSE (EV) PROGRAM

RATING FORM

Control #: _____

Rater #: _____

Applicant: _____

Funds Requested: _____

<u>CATEGORY</u>	<u>TOTAL POINTS POSSIBLE</u>
1. PROBLEM STATEMENT	<u>160</u>
2. PLAN	<u>200</u>
3. CAPABILITIES	<u>100</u>
4. BUDGET	<u>40</u>
5. COMPREHENSIVE ASSESSMENT	<u>100</u>
TOTAL	<u>600</u>

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 <u>160</u> Points)	0	5	10	15	20
a. How well does the Applicant describe how the issue of children exposed to domestic violence impacts the Applicant’s targeted service area?					
b. How well does the Applicant using relevant statistical information (e.g. crime incidents, crime rates per capita, or crime trends) quantify the extent of the problem of children exposed to domestic violence in the Applicant’s targeted service area?					
c. How well does the Applicant describe risk factors and challenges associated with providing services to children exposed to domestic violence within the Applicant’s targeted service area?					
d. How well does the Applicant describe barriers to receiving specialized domestic violence training for EV Response Team members?					
e. How well does the Applicant describe any obstacles associated with coordinating collaborative strategies and efforts to address the needs of children exposed to domestic violence within the Applicant’s targeted service area?					
f. How well does the Applicant describe any obstacles Child Protective Services professionals and Domestic Violence Advocates experience when providing immediate on-site response to domestic violence calls where children are present within the targeted service area?					
g. How well does the Applicant identify the problems regarding current information-sharing amongst local law enforcement, child welfare, and the district attorney’s office in dealing with children exposed to domestic violence cases?					
h. How well does the Applicant indicate whether they are using a database to track and monitor incidents of children exposed to domestic violence and identify any problems or shortcomings to data collection?					

2. Plan (Maximum <u>200</u> Points)	0	5	10	15	20
a. How well does the Applicant describe its plan for creating an EV Response Team for responding to incidents of domestic violence within the targeted service area?					
b. How well does the Applicant describe how it will ensure the EV Response Team members receive specialized domestic violence training in their own discipline?					
c. How well does the Applicant describe the plan to ensure the EV Program will cross-train law enforcement, first responders, Child Protective Service workers, and community-based Domestic Violence Advocates? How well does the Applicant include the identification of each discipline’s roles, procedures related to children exposed to domestic violence and each discipline’s limitations in responding to children exposed to domestic violence?					
d. How well does the Applicant describe how it will utilize the Attorney General’s Children Exposed to Domestic Violence protocol, “A Statewide Law Enforcement Protocol for Children Exposed to Domestic Violence,” to develop a protocol specific to the law enforcement agency represented on the team?					
e. How well does the Applicant describe its plan for ensuring immediate on-site response within the targeted service area by Domestic Violence Advocates and Child Protective Services professionals to domestic violence calls where children are present?					
f. How well does the Applicant describe the method by which law enforcement officers will follow-up with the domestic violence adult victim and children, i.e. safety patrols or similar activities?					
g. How well does the Applicant describe a plan of action by which Child Protective Services professionals and/or Domestic Violence Advocates will make follow-up contact with the children and family in order to refer the family to relevant service providers?					
h. How well does the Applicant provide a timeline and a plan to conduct bi-monthly, regularly scheduled, in-person case conferences to review all cases responded to by the EV Team?					

i. How well does the Applicant describe how it will collaborate and facilitate information sharing among personnel from the law enforcement, Child Protective Services, probation, mental health, public health, and domestic violence agencies along with relevant attorneys, through the development of MOUs and bi-monthly, multi-disciplinary team meetings?					
j. How well does the Applicant describe how it will implement the CJ Program’s data program to track and monitor EV project data?					
3. Capabilities (Maximum <u>100</u> Points)					
a. How well does the Applicant describe its past experience coordinating effective collaborative services with multiple independent outside agencies, including domestic violence service providers, Child Protective Services, first responders, and other law enforcement entities supporting its ability to act as the lead agency and to administer and manage subaward funding in coordination with other agencies?					
b. How well does the Applicant describe the roles and responsibilities of representatives from each of the agencies in the planning and development phase of the EV Program?					
c. How well does the Applicant describe its ability and experience in implementing a comprehensive computerized database for the purpose of data collection and information sharing?					
d. How well does the Applicant describe its ability to track outcomes to determine if the project is progressing according to its plan and on schedule?					
e. How well does the Applicant describe how it will perform self-evaluations to identify needs and address improvement?					
BUDGET PAGES & NARRATIVE (Maximum <u>40</u> Points)	0	5	10	15	20
How well do the proposed Budget Pages & Narrative support the objectives and activities?					
a. How well are funds allocated to minimize administrative costs and support direct services?					
b. How well do project-funded staff duties and time commitments support the proposed objectives and activities?					

c. How well do the proposed Budget Pages & Narrative support the necessity for subcontracts and unusual expenditures?					
COMPREHENSIVE ASSESSMENT (Maximum <u>100</u> Points)	0	25	50	75	100
How well does this proposal support the overall intent, goals, and purpose of the Program?					

CHILDREN EXPOSED TO DOMESTIC VIOLENCE RESPONSE (EV) 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.