



REQUEST FOR APPLICATION

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

EMERGENCY RESPONSE TO INTERPERSONAL VIOLENCE – 2020 PANDEMIC (CO) PROGRAM

Release Date: May 20, 2021

This Request for Application (RFA) provides detailed information and forms necessary to prepare an application for Grant Subaward funds. The terms and conditions of this RFA supersede previous RFAs and conflicting provisions stated in the [Subrecipient Handbook \(SRH\)](#).

PROGRAM SYNOPSIS

Program Description:

This Program is intended to combat the impacts of the COVID-19 pandemic on victim service providers. In order to ensure the immediate safety of victims of interpersonal violence (domestic violence, sexual assault, human trafficking, and child abuse for the purpose of this Program), funding will be distributed to service providers through three statewide coalitions.

The statewide coalitions will then subaward funds through Second-Tier Subawards to local service providers (includes governmental entities, hospitals, and non-governmental entities). Local service providers will use these funds to support the additional needs associated with providing safety and services for victims during this time of social distancing.

Eligibility:

The only eligible Applicants are the California Coalition Against Sexual Assault, the California Partnership to End Domestic Violence, and the Children's Advocacy Centers of California administered by the Child Abuse, Listening, Interviewing, and Coordination Center (CALICO).

Grant Subaward Performance Period:

January 1, 2021 – July 31, 2021

Submission Deadline:

Tuesday, May 25, 2021



3650 SCHRIEVER AVENUE, MATHER, CA 95655

(916) 845-8228 TELEPHONE

[CalOES Website](#)

Table of Contents

PART I – OVERVIEW 1

- A. PUBLIC RECORDS ACT NOTICE..... 1
- B. CONTACT INFORMATION..... 1
- C. SUBMISSION DEADLINE AND OPTIONS 1
- D. ELIGIBILITY 1
- E. GRANT SUBAWARD PERFORMANCE PERIOD 2
- F. FUNDS 2
- G. PROGRAM INFORMATION 4

PART II – RFA INSTRUCTIONS 8

- A. SUBRECIPIENT HANDBOOK..... 8
- B. APPLICATION FORMS 8
 - 1. Grant Subaward Face Sheet (Cal OES Form 2-101)..... 8
 - 2. Grant Subaward Contact Information (Cal OES Form 2-102) 9
 - 3. Grant Subaward Signature Authorization (Cal OES Form 2-103) 9
 - 4. Grant Subaward Certification of Assurance of Compliance (Cal OES Form 2-104f) 9
 - 5. Grant Subaward Budget Pages (Cal OES Form 2-106b)..... 9
 - 6. Grant Subaward Budget Narrative (Cal OES Form 2-107)..... 12
 - 7. Grant Subaward Programmatic Narrative (Cal OES Form 2-108)..... 12
 - 8. Subrecipient Grants Management Assessment 13
 - 9. Grant Subaward Service Area Information (Cal OES Form 2-154)..... 13
 - 10. Match Waiver Request..... 13
- C. BUDGET POLICIES..... 13
- D. ADMINISTRATIVE REQUIREMENTS 14

PART III – CHECKLIST 15

EMERGENCY RESPONSE TO INTERPERSONAL VIOLENCE – 2020 PANDEMIC (CO) PROGRAM

PART I – OVERVIEW

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

A. PUBLIC RECORDS ACT NOTICE

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

B. CONTACT INFORMATION

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

Nicole Holm, Children's Unit Chief
Nicole.Holm@caloes.ca.gov - (916) 845-8228

C. SUBMISSION DEADLINE AND OPTIONS

Applications must be emailed to VSapplications@caloes.ca.gov by 5:00 pm on Tuesday, May 25, 2021.

D. ELIGIBILITY

The only eligible Applicants are the California Coalition Against Sexual Assault, California Partnership to End Domestic Violence, and Children's Advocacy Centers of California administered by the Child Abuse, Listening, Interviewing, and Coordination Center (CALICO).

Applicants applying for programs supported with federal funds must be registered in the federal System for Award Management (SAM) and have an expiration date that is at least eight weeks after the Application due date. [Check SAM status.](#)

Applicants that are community-based organizations must be registered with the California Department of Justice's Registry of Charitable Trusts with a "current" or "pending" status. [Check nonprofit status.](#)

E. GRANT SUBAWARD PERFORMANCE PERIOD

The Grant Subaward performance period is January 1, 2021 – July 31, 2021.

F. FUNDS

There is \$6,083,851 available for the Program for the Grant Subaward performance period.

1. Source of Funds

Detailed information on all VS Branch federal fund sources can be found in the [VS Branch Federal Fund Information Guide](#). Applicants are **strongly encouraged** to review this document to familiarize themselves with the requirements for all fund sources that support this Program.

The Program is supported through the following funds:

- a. Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program (Formula Grant Program)
 - Supports eligible crime victim assistance programs.
 - Requires a cash and/or in-kind match equal to 20 percent of the total project cost. Applicants may request a partial or full match waiver.
 - **To request a match waiver, Applicants must submit the VOCA Match Waiver Request form (Attachment A) with their application.** All sections of the form must be completed. Answers to questions 9 through 11 must be specific and unique to the Applicant and Program.

- Cal OES's four-character code for this federal fund is VOCA. This code will be in the drop-down on the Grant Subaward Face Sheet (Cal OES Form 2-101).
 - The federal award number is 2018-V2-GX-0029.
- b. Family Violence Prevention and Services Program's Coronavirus (FVPC), Aid, Relief, and Economic Security Act Supplemental Funding.
- Supports activities to prepare for, prevent, and respond to COVID-19 victims of family violence, domestic violence, and dating violence.
 - No match required.
 - Cal OES's four-character code for this federal fund is FVPC. This code will be in the drop-down on the Grant Subaward Face Sheet (Cal OES Form 2-101).

2. Funding Amount

Applicants may apply for up to the amounts in the chart below.

Applicant	2018 VOCA	2018 VOCA Match	20 FVPC	TOTAL PROJECT COST
California Partnership to End Domestic Violence	\$1,764,862	\$441,216	\$263,089	\$2,469,167
California Coalition Against Sexual Assault	\$2,027,950	\$506,988	\$0	\$2,534,938
Children's Advocacy Centers of California	\$2,027,950	\$506,988	\$0	\$2,534,938

3. Advance of Funds

This Program is exempt from SRH 9.025, Section D.1. Subrecipients may request an advance of up to 100% of the Grant Subaward Amount as needed. Subrecipients must adhere to the advance of state funds procedures in *SRH 9.025, Section D. 2.* and use the Request for Advance of Grant Subaward Funds Request (Cal OES form 2-202).

4. Subrecipient Administrative Support

Subrecipients may not use more than \$20,000 toward administrative support for this program.

G. PROGRAM INFORMATION

1. Background Information/Program Description

This program is intended to combat the impacts of the COVID-19 pandemic on victim service providers. In order to ensure the immediate safety of victims of interpersonal violence (domestic violence, sexual assault, human trafficking, and child abuse for the purpose of this Program), funding will be distributed to service providers through three statewide coalitions.

The statewide coalitions will then subaward funds through Second-Tier Subawards (*SRH 4.060* and *SRH 7.010*) to local service providers (includes governmental entities, hospitals, and non-governmental entities). Local service providers will use these funds to support the additional needs associated with providing safety and services for victims during this time of social distancing.

2. Program Components

Subrecipients must accomplish the following:

a. Subaward Funds

Subrecipients must create an application process and subaward funds to local victim service providers to support additional needs resulting from the COVID-19 pandemic.

1) Required Documents for Subawards

Subawards must include the following documents:

- CO Program Grant Subaward Face Sheet;
- CO Program Certification Form; and
- CO Program Budget Form.

2) Activities/Expenses Supported

Subawarded funds may cover the following direct victim services and/or technology needs (for serving victims remotely) for agencies:

- Emergency shelter/housing
- Emergency food/clothing/personal care items (including gift cards)
- Utility assistance
- Information Technology support
- Laptops/Tablets
- Cell phones
- Cell service/data services
- Video conferencing memberships
- Audio/visual equipment
- Hazard pay (service providers must have appropriate policies in place)
- Administrative time off (service provider must have appropriate policies in place)
- Overtime
- Other needs directly resulting from the pandemic

3) Approval of Subawards

Subrecipients must award funds on a first-come basis and may not prioritize service providers that have a membership with the Subrecipient's coalition. Subrecipients must approve or deny applications within one week of receipt. All Subrecipients must accept applications from human trafficking victim service providers and any other victim service provider responding to the immediate needs of victims of interpersonal violence.

4) Subaward Amounts

Individual subawards must not exceed the following amounts without written approval from Cal OES:

- \$75,000 for first time awards during this performance period.
- \$50,000 for victim service providers previously awarded funding under the CO19 Program Grant Subaward.

5) Coordination of Subawards

Subrecipients must coordinate with each other to ensure duplicative subawards (for the exact same expenses) are not awarded.

6) Outreach

Subrecipients must develop and implement a plan to inform all applicable victim service providers of the availability of funds. Cal OES will provide contact information upon request.

3. Reporting Requirements

Progress Reports serve as a record for the implementation of the Grant Subaward. Statistics for Progress Reports must be collected on a quarterly basis, even when reporting occurs less frequently. The following reports are required:

a. Cal OES Progress Reports

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

Report	Report Period	Due Date
1 st Report	January 1, 2021 – June 30, 2021	July 30, 2021
Final Report	July 1, 2021 – July 31, 2021	August 30, 2021

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.

2) Subgrantee Report

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

Report Period	Due Date*
January 1, 2021 – June 30, 2021	on or about July 14, 2021
July 1, 2021 – July 31, 2021	on or about October 14, 2021

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

Subrecipients must collect and compile data from all Second-Tier Subaward Subrecipients to complete these reports. The Victim Assistance SUBGRANTEE Data Template (provided by Cal OES during the CO19 Program Grant Subaward performance period) may be used to ensure the correct data is collected by local victim services providers.

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.

PART II – RFA INSTRUCTIONS

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

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

B. APPLICATION FORMS

The Applicant must use the forms provided on our website. The forms must be printed on plain white 8½" x 11" paper and single sided. **Applicants may not alter the formatting of any forms, including the Grant Subaward Programmatic Narrative (Cal OES Form 2-108) and the Grant Subaward Budget Narrative (Cal OES Form 2-107). No tables, charts, or changes to the margins are allowed.**

Applicants must complete and submit all required forms. All forms have written instructions. General information regarding each form is below. The Checklist in Part III is included to ensure Applicants submit all required components.

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

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

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

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

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

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

4. Grant Subaward Certification of Assurance of Compliance (Cal OES Form 2-104f)

This 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

Subrecipients may be asked to sign and submit an updated Grant Subaward Certification of Assurance of Compliance (Cal OES Form 2-104f) once in Grant Subaward agreement. Each year, Cal OES updates each Grant Subaward Certificate of Assurance of Compliance (Cal OES Form 2-104f) to ensure that any new conditions placed upon the federal award are passed down to Subrecipients. Subrecipients will be notified if this change is needed.

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

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

The Grant Subaward Budget Pages (Cal OES Form 2-106b) automatically calculate the subtotal at the end of each budget category and provide the total of the three spreadsheets at the

bottom of the Equipment Costs page. Applicants may add additional columns to the Grant Subaward Budget Pages (Cal OES Form 2-106b) when necessary.

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

The Grant Subaward Budget Pages (Cal OES Form 2-106b) should:

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

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

a. Personnel Costs – Salaries/Employee Benefits

1) Salaries

Personnel includes Grant Subaward services performed by staff **directly employed by the Applicant** (not a contract or Participating Agency) and must be identified by position, cost, and time spent on allowable activities for the Grant Subaward (e.g., Clerical Staff @ \$20/hour x 980 hours; or Victim Advocate @ \$3,500/month x 12 months x .50 FTE). Personnel may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must also be allocated as a part of salaries. If the Applicant's personnel have accrued sick leave or vacation time prior to the approval the Grant Subaward, they may not take time off using Grant Subaward funds.

2) Benefits

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

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

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

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

b. Operating Costs

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

Examples of common operating costs include, but are not limited to:

- Audit costs (*SRH Section 14.035*)
- Computers with an acquisition cost of \$4,999 or less
- Computer equipment rentals
- Consultant services (*SRH Section 6.050*)
- Equipment service and maintenance agreements
- Financial Assistance for clients (*SRH Section 4.040*)
- Furniture and office equipment with an acquisition cost of \$4,999 or less

- Indirect costs (*SRH Section 4.045*)
- Insurance (e.g., vehicle, fire, bonding, theft, malpractice, and liability)
- Internet access
- Office supplies
- Office rental space (*SRH Section 4.055*)
- Postage
- Printing
- Second-Tier Subawards (*SRH Section 7.010*)
- Software
- Training materials
- Travel and per diem (*SRH Section 4.065*)
- Utilities
- Vehicle maintenance

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

c. Equipment Costs

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

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

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

6. Grant Subaward Budget Narrative (Cal OES Form 2-107)

A Grant Subaward Budget Narrative (Cal OES Form 2-107) is not required, however, Applicants must provide a detailed description of each line item within the Grant Subaward Budget Pages (Cal OES Form 2-106b).

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

This form is the main body of information describing the problem to be addressed, the plan to address the identified problem through

appropriate and achievable objectives and activities, and the ability of the Applicant to implement the proposed plan.

a. Problem Statement

A Problem Statement is not required.

b. Plan

Please provide a one-page narrative on how you plan to accomplish the Program Components from Part I, G. 2.

8. Subrecipient Grants Management Assessment

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

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

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

10. Match Waiver Request

This VOCA Victim Assistance Formula Grant Program Match Waiver Request form is required only if the Applicant is requesting to waive a portion or all of the required match.

C. BUDGET POLICIES

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

- Additional Rental Space (*SRH Section 4.055*)
- Audit Costs (*SRH Section 14.055*)
- Automobiles (*SRH Section 5.020*)
- Contracting and Procurements Requirements (*SRH Part 6*)
- Equipment and Equipment Costs Requirements (*SRH Part 5*)
- Expert Witness Fees (*SRH Section 6.050*)

- Independent Contractor/Consultant (SRH Section 6.050)
- Indirect Cost or Facilities and Administration (SRH Section 4.045)
- Match Requirements (SRH Section 9.060)
- Facility Rental (SRH Section 4.055)
- Prohibited Operating Costs (SRH Section 4.070)
- Grant Subaward and Other Income (SRH Section 9.075)
- Supplanting Prohibited (SRH Section 1.065)
- Travel (SRH Section 4.065)

D. ADMINISTRATIVE REQUIREMENTS

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

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

PART III – CHECKLIST

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

- GRANT SUBAWARD FACE SHEET ([Cal OES FORM 2-101](#)) – Signed by the Official Designee authorized to enter into the Grant Subaward.
- GRANT SUBAWARD CONTACT INFORMATION ([Cal OES FORM 2-102](#))
- GRANT SUBAWARD SIGNATURE AUTHORIZATION ([Cal OES FORM 2-103](#))
- GRANT SUBAWARD CERTIFICATION OF ASSURANCE OF COMPLIANCE – VOCA ([Cal OES FORM 2-104f](#)) – Signed by the Official Designee who signed the Grant Subaward Face Sheet and by the official delegating that authority.
- GRANT SUBAWARD BUDGET PAGES (EXCEL SPREADSHEET FORMAT) ([Cal OES FORM 2-106b](#))
- GRANT SUBAWARD PROGRAMMATIC NARRATIVE ([Cal OES FORM 2-108](#))
 - PLAN
- [SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT](#)
- GRANT SUBAWARD SERVICE AREA INFORMATION ([Cal OES FORM 2-154](#))
- MATCH WAIVER REQUEST FORM