



REQUEST FOR APPLICATION

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

DOMESTIC VIOLENCE ASSISTANCE (DV) PROGRAM

Release Date: July 2, 2020

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

PROGRAM SYNOPSIS

Program Description:

The DV Program provides local assistance for comprehensive support services to existing domestic violence service providers throughout the State, including emergency shelter to victims of domestic violence and their children.

Eligibility:

The only eligible Applicants are the DV Program Subrecipients funded in the prior fiscal year.

Grant Subaward Performance Period:

October 1, 2020 through September 30, 2021

Submission Deadline:

Friday, August 21, 2020



3650 SCHRIEVER AVENUE, MATHER, CA 95655

(916) 845-8272 TELEPHONE

[Cal OES Website](#)

DOMESTIC VIOLENCE ASSISTANCE (DV) PROGRAM

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DOMESTIC VIOLENCE ASSISTANCE (DV) PROGRAM

PART I – OVERVIEW

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A. PUBLIC RECORDS ACT NOTICE

Grant 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

Contact your Domestic Violence Unit Program Specialist concerning this RFA, the application process, or programmatic issues.

C. SUBMISSION DEADLINE AND OPTIONS

Applications must be delivered to Cal OES by 5:00 pm on Friday, August 21, 2020. Submission options are:

- Emailed to: VSapplications@caloes.ca.gov
- Postmarked or hand-delivered to the address below:

CalOES – VSB
3650 Schriever Avenue
Mather, CA 95655
Attn: Domestic Violence Assistance (DV) Program
Domestic Violence Unit

D. ELIGIBILITY

The only eligible Applicants are the DV Program Subrecipients funded in the prior fiscal year.

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 October 1, 2020 through September 30, 2021.

F. FUNDS

Approximately \$55,000,000 is available for the Program for the Grant Subaward performance period. **Funding is contingent upon availability of funds and passage of the 2020-21 State Budget Act.**

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. State General Fund

- The State General Fund provides for the implementation of 14 services to domestic violence survivors pursuant to Penal Code §13823.15.
- Cal OES's four-character code for this State fund is DVPO. This code will be in the drop-down on the Grant Subaward Face Sheet (Cal OES 2-101).

- State General Funds require a cash and/or in-kind match equal to ten percent of the funds requested.
- b. 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 of full match waiver. **To request a match waiver, Applicants must submit the VOCA Match Waiver Request form (Attachment A) to the applicable Program Specialist, by email, by August 14, 2020.** All sections of the form must be completed. Answers to questions 9 through 11 must be specific and unique to the Applicant and Program.
 - Due to your agency's ability to request to waive the full match requirement for the VOCA fund amount, the portion of 20DVP0 funds that has historically met the match is not represented in the VOCA match columns on the 2020-21 DV Program Fund Chart. However, if your agency chooses to still meet the VOCA match requirement with 20DVP0 funds, please build your budget accordingly.
 - 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 2-101).
 - The federal award number for the 2018 funds is 2018-V2-GX-0029. The federal award number for the 2019 funds is unknown at the time of release of this RFA. Contact your Program Specialist if you need this information.
- c. Services*Training*Officers*Prosecutors (STOP) Violence Against Women Formula Grant Program
- Promotes the development and the implementation of effective, victim-centered law enforcement, prosecution, and court strategies to address violent crimes against women and the development and enhancement of victim services in cases involving violent crimes against women.

- Requires a cash or in-kind match equal to 25 percent of the total project cost. Tribes and victim service providers are exempt.
 - Cal OES's four-digit code for this federal fund is STOP. This code will be in the drop-down on the Grant Subaward Face Sheet (Cal OES 2-101).
 - The federal award number is unknown at the time of release of this RFA. Contact your Program Specialist if you need this information.
- d. The Family Violence Prevention and Services/Domestic Violence Shelter and Supportive Services Grant.
- A cash and/or in-kind match equal to 20 percent of the total project cost.
 - These funds must be expended by July 31, 2021, and the final Report of Expenditures and Request for Funds (Cal OES 2-201) must be received by August 31, 2021.
 - Cal OES's four-digit code for this federal fund is FVPS. This code will be in the drop-down on the Grant Subaward Face Sheet (Cal OES 2-101).
 - The federal award number is unknown at the time of release of this RFA. Contact your Program Specialist if you need this information.

2. Funding Amount

Applicants may apply for up to \$537,587 or \$537,588 for the 12-month Grant Subaward performance period.

The 2020-21 DV Program Funding Chart, showing individual funding and match amounts per fund source, will be emailed to all Subrecipients. This can also be obtained by contacting your Program Specialist.

G. PROGRAM INFORMATION

1. Background Information

Per Penal Code §132823.15 – 13823.16, all Subrecipients must provide access to emergency shelter and supportive services, listed under the Program Components.

2. Program Description

The Program provides local assistance for comprehensive support services to existing domestic violence service providers throughout the State, including emergency shelter to victims of domestic violence and their children.

Support is also provided for the maintenance and further development of domestic violence services to unserved and underserved populations, incorporating, but not limited to, rural areas, non-English speaking individuals, persons of color, and geographical areas without services.

3. Program Components

a. Twenty-four-Hour Crisis Hotline

Subrecipients must provide a 24-hour crisis hotline, seven days per week. Immediate crisis intervention and assistance to survivors of domestic violence and their children must be provided through this telephone response by agency staff and/or volunteers who are trained domestic violence counselors, pursuant to Evidence Code §1037.1. Agencies may collaborate to provide this service.

b. Counseling (Individual and Peer Group)

Subrecipients must provide a means for survivors of domestic violence and their children to obtain individual counseling, when it is requested. Paid or volunteer staff may provide this service, pursuant to Evidence Code §1037.1. The counseling requirement may also be met by the development and implementation of written procedures for referrals to qualified professional counselors and/or counseling agencies.

Subrecipients must provide interactive group counseling services, with staff and/or appropriately trained volunteer facilitators, pursuant to Evidence Code §1037.1.

c. Business Centers

Subrecipients must have at least one established, well publicized, business center (office) location. This office will be utilized to provide information, referral, and overall assistance to survivors of domestic violence and their children. This business center must be accessible to all survivors (not just those survivors in need of shelter). At a minimum, business centers must be open during routine business hours (i.e., Monday through Friday, 9:00 a.m. – 5:00 p.m.). Business centers may be closed for holidays designated in the agency's Holiday Policy.

d. Emergency Shelter for Survivors and Their Children

Subrecipients must provide confidential emergency shelter services for domestic violence survivors and their children/dependents. Pursuant to Penal Code §13823.15(f)(15)(B), emergency shelter services for domestic violence survivors and their children/dependents are defined as: (B) "...safe and confidential emergency housing on a 24-hour basis for survivors of domestic violence and their children, including but not limited to, hotel or motel arrangements, havens, and safe houses." Interim shelter provisions must be provided when there is no availability at the designated shelter.

e. Emergency Food and Clothing

Subrecipients must provide a means for responding to the immediate food and clothing needs of survivors of domestic violence and their children. This requirement may be met through referrals by the development and implementation of written Operational Agreements (OAs) with community organizations that offer these services.

f. Emergency Response to Calls from Law Enforcement

Subrecipients must provide 24-hour telephone response to law enforcement agencies, in the service area, seeking emergency services for survivors of domestic violence and their

children/dependents. Written OAs must be in place and include the types of emergency services available (e.g. shelter, clothing, food, and counseling); and protocols concerning how the law enforcement agency and the service provider will coordinate the provision of services to the survivors and their children/dependents (e.g., procedures regarding field response, and inter-agency communication protocols).

A list of agency services, including shelter and all supportive services, will be provided to all local law enforcement agencies and updated regularly.

- g. Medical Advocacy and Emergency Response to Survivors in Hospital Emergency Rooms, Medical Clinics, and/or Medical Offices

Subrecipients must provide 24-hour telephone response to local hospital emergency rooms, medical clinics and/or offices within the service area to establish and/or maintain a plan for the treatment and assistance of domestic violence survivors. Written OAs must be in place and include a description of how services are coordinated with local hospital emergency rooms (e.g., how referrals are made by emergency rooms to the project; the procedure for how such referrals are responded to; and, whether or not there is a system for follow-up by the Subrecipient).

When requested by survivors, Subrecipients must provide advocacy by intervening on the survivor's behalf with emergency rooms, medical clinics, and/or offices.

- h. Transportation

Subrecipients must provide a means for emergency transportation to shelters or other places of safety as appropriate for survivors of domestic violence and their children. The project should also provide a means for survivors to receive non-emergency transportation. This can be met by providing vouchers, direct cash, and/or by transporting the victim.

- i. Counseling for Children

Subrecipients must provide a means for children of survivors of domestic violence to obtain counseling. The counseling must be

goal-oriented, topic-focused, and age appropriate. Paid or volunteer staff may provide this service. These structured and facilitated services should be provided at the shelter and/or business center. This requirement may be met through referral by developing and implementing OAs with qualified counselors and/or counseling agencies.

j. Criminal Justice and Social Services Advocacy

Subrecipients must provide a means of advocacy to domestic violence survivors when necessary to intervene on their behalf with the criminal justice system and social services agencies (e.g., district attorney's offices, courts, Victim/Witness Programs, social service agencies, Cal WORKS, schools, county offices, non-governmental social service providers, etc.). This may include accompanying survivors to the above agencies, with the exception of courts.

k. Legal Assistance with Temporary Restraining Orders/Other Protective Orders and Custody Disputes

Subrecipients must have qualified staff to provide information and assistance to survivors of domestic violence in understanding, preparing, and processing the legal documents necessary to obtain temporary restraining orders and other protective orders and/or custody orders. This requirement may be met by developing OAs with an appropriate referral agency.

l. Court Accompaniment

Subrecipients must provide a means for survivors to be accompanied, by an advocate, to criminal and/or civil court hearings. This service may be met through referrals to Victim/Witness Assistance Programs when needed.

m. Establish, maintain, and participate in the Local Community Service Network to Ensure Appropriate Response to Survivors' Needs

Subrecipients must establish themselves as active participants in the local public and private social services network(s), (i.e., the local Domestic Violence Council and any other collaborative Domestic Violence partnerships, advocating for the timely and

comprehensive response to Domestic Violence survivors' needs). Subrecipients must maintain contact with all local agencies that are available to assist survivors of domestic violence, and, when appropriate, must refer clients to those agencies.

Information and referral calls may generate from the business center, administration office, outreach center, etc. Subrecipients must maintain a daily, 24-hour hotline. Information and referrals must be provided through this telephone response.

A referral resources list must be developed, maintained, regularly updated and include the following: law enforcement agencies, district and city attorney's office, medical care providers, mental health treatment facilities, county social services and child protective services agencies, other domestic violence centers, rape crisis centers, victim/witness assistance centers, family justice centers, etc.

n. Household Establishment Assistance

Upon request by the client, Subrecipients must assist survivors of domestic violence in establishing a new residence (e.g., furniture, food, transportation, cash donations, etc.).

4. Children's Program

Subrecipients must ensure that the needs of children of domestic violence victims are met, including, but not limited to, arranging for school-aged children to continue their education during their stay at a shelter location.

5. Transitional Housing Assistance

Transitional Housing Assistance is a valuable service that may be provided in addition to the previously identified core program components. Providing Transitional Housing Assistance is not a mandated objective within the statutory guidelines; it is optional and provided at the discretion of the agency. Cal OES will allow a limited amount of grant funds – up to 20 percent of Total Project Cost – to be used in support of Transitional Housing Assistance. All expenses for this service must meet the following guidelines:

- All funds used for Transitional Housing Assistance must be used to help survivors of domestic violence, exclusively.
- All 14 of the Direct Services Program Components must be provided by the agency and fully operational.
- Expenses must be approved in advance by Cal OES.

6. Nondiscrimination Service Policy

All Subrecipients must have written policies ensuring all services are inclusive of all survivors of domestic violence and their children. No person shall be, on the basis of race, color, religion, national origin, sex, gender identity, sexual orientation, or disability, excluded from participation in services. Subrecipients may not have policies excluding male dependent children from the shelter.

When necessary, sex-segregated programming (e.g., shelter, support groups) is allowed. A written justification of the need for sex-segregated services is required. When offering sex-segregated services, Subrecipients must ensure services are comparable. For example, female survivors may not receive shelter for 90 days with access to meals while men receive shelter (through motel/hotel vouchers) for five nights with no access to meals.

Subrecipients must comply with the Americans with Disabilities Act (ADA) of 1990, 42 U.S.C. 12101, et seq., and Title 28 of the Code of Federal Regulations, part 35. The Applicant shall operate so that each service is accessible to and usable by individuals with disabilities. Subrecipients may comply with the requirements of this section through such means as redesign of equipment, reassignment of services to accessible buildings, assignment of aides to beneficiaries, home visits, delivery of services at alternative accessible sites, alteration of existing facilities and construction of new facilities, use of accessible rolling stock or other conveyances, or any other methods that result in making its services, programs, or activities readily accessible to and usable by individuals with disabilities.

Subrecipients must ensure that communication with individuals with disabilities is as effective as communication with others without disabilities. This includes the use of telecommunications systems for communications by telephone. Subrecipients must also ensure that individuals with impaired vision or hearing can obtain information as to the existence and location of accessible services, activities, and

facilities, as well as provide appropriate signage. This includes all written materials (i.e., brochures, applications, consents, videos, etc.).

7. Voluntary Participation in Services

All Subrecipients must have written policies that are posted in common areas where survivors can see or access them (i.e. intake form, business office lobby, counseling room(s), restrooms, and shelter common areas). Survivors cannot be required to participate in supportive services in order to access emergency shelter. Any resource accessed by a survivor must be voluntary and not be conditioned upon participation in other services or programs, no matter how helpful the program.

As appropriate, communal living rules are allowed but Subrecipients are encouraged to keep rules or guidelines to a minimum. Clients may be asked to leave a program if that client purposefully and willingly violates the Subrecipient's rules in a manner that endangers the safety and well-being of other participants, staff, or children.

8. Client Confidentiality

Federal statute explicitly recognizes the privacy needs of survivors of domestic violence. Following that statutory precedent, Subrecipients must protect the privacy and confidentiality of survivors of domestic violence; this protection should include, but is not limited to, the maintaining of confidential client files in a locked filing cabinet or storage room for a period of no less than three years. Additionally, Subrecipients are obligated to maintain written protocols ensuring the confidentiality of client information from the point of collection to the point of destruction.

9. 40-Hour Training – Domestic Violence Counselors

a. Evidence Code §1037.1

Subrecipients must ensure advocates and volunteers working with domestic violence victims and their children are appropriately trained prior to providing services.

The training must be supervised by a Domestic Violence Counselor with at least one year of experience counseling domestic violence victims for the agency and include the following training topics:

- History of domestic violence
- Civil and criminal law as it relates to domestic violence, the domestic violence victim-counselor privilege, and other laws that protect the confidentiality of victim records and information
- Societal attitudes towards domestic violence, peer counseling techniques
- Housing, public assistance and other financial resources available to meet the financial needs of domestic violence victims
- Referral services available to domestic violence victims

b. Modality

The training should be taught in person. If the agency is unable to provide the entire training in person, distance learning is acceptable. The following must be adhered to:

- The session on peer counseling techniques must be taught in person
- Any sessions taught through distance learning must:
 - Utilize visual aids, including, but not limited to: webinars – live or previously recorded, reading materials, and films/documentaries.
 - Include methods to check for understanding, including, but not limited to quizzes, discussions, online discussion boards.
 - Include an in-person follow-up (one-on-one or group), to ensure the trainee(s) can apply what was learned to appropriately apply services to domestic violence victims and their children.
 -
- Subrecipients utilizing distance learning training must provide a brief narrative describing how the training will be provided, either:
 - With the DV Program Application when addressing the 40-Hour Training Program component, if currently conducting distance learning training; or

- o Separately, to the appropriate Cal OES Domestic Violence Unit Program Specialist, prior to implementing distance learning training.

c. Documentation

Subrecipients must attach a copy of the corresponding training course agenda to each certificate of completion issued. The certificates and agenda shall be maintained in the staff/volunteer personnel file for each domestic violence counselor providing direct services to victims.

d. Resources

The California Partnership to End Domestic Violence (The Partnership) and your Cal OES Program Specialist are resources for assistance in implementing the required training areas and training topics.

The Partnership, with support from Cal OES, has launched an online portal to access a 40-hour training curriculum and materials which fulfills the State's requirements for domestic violence counselors. This tool can be accessed on the Partnership's website: <https://cpedv.memberclicks.net/sample-40-hour-training-curriculum>.

You must be a member of the Partnership to access the online portal. If you are a non-Partnership member, but are a Cal OES-funded agency, then you may gain access by emailing info@cpedv.org and requesting a username and password.

10. Operational Agreements

Subrecipients must have OAs with agencies in the following disciplines:

- Local Law Enforcement
- District attorney's office(s)
- Victim/Witness Assistance Program(s)
- Other domestic violence agencies with overlapping services areas
- Child Protective Services
- Hospitals/medical treatment facilities

OAs must contain original signatures, titles and agency names for both parties and include dates effective for the proposed Grant Subaward performance period. These documents must demonstrate a formal system of networking and coordination with other agencies and the Applicant. Submission of a copy of each OA is not required with the application. However, the Grant Subaward Application must include an Operational Agreements Summary (Cal OES 2-160) form which delineates the agencies and timeframes for each OA in effect to support the required services under the DV Program.

OAs must have an effective period of no more than three years and cover the entire Grant Subaward performance period. OAs must be on file with the project and available for review by Cal OES staff during a site, monitoring, and/or technical assistance visit.

11. Language Access Plan

In accordance with the U.S. Department of Justice, Title VI of the Civil Rights Act of 1964 42 U.S.C. §2000d, et seq., Executive Order 13166, the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, Cal OES-funded DV Program Subrecipients are required to implement meaningful language access policies and practices in order to ensure access to programs and services for Domestic Violence survivors and their children/dependents who have limited to non-existent English proficiency, including access to sign language interpreter services for Deaf and Hard of Hearing survivors.

Language Access Plans should address the following:

- How your agency meets the needs of survivors who have limited to non-existent English proficiency including Deaf and Hard of Hearing survivors.
- How your agency implements your language access plan within your agency and ensures accessibility by Domestic Violence survivors and their children/dependents including Deaf or Hard of Hearing survivors.
- How your agency supports the expenses incurred from the development and implementation of your agency's language access plan.

Subrecipients should budget for implementation of their Language Access Plan. Cal OES funds may be used to support the Language Access Plan.

Language Access Plan resources are available on the California Partnership to End Domestic Violence website at www.cpedv.org and by clicking on the links below:

- Model Protocol on Services for Limited English Proficient Immigrant and Refugee Victims - Washington State Coalition Against Domestic Violence, November 2002
http://onlineresources.wnylc.net/pb/orcdocs/LARC_Resources/LEPTopics/DV/2002_Model%20ProptocolLEP_victims.pdf.
- Asian & Pacific Islander Institute on Domestic Violence, APIA Health Forum – Resource Guide for Advocates & Attorneys on Interpretation Services for Domestic Violence Victims
<https://www.api-gbv.org/resources/interpretation-resource-guide/>
- Illinois Supreme Court, Languages Access Policy
http://www.illinoiscourts.gov/civiljustice/languageaccess/Language_Access_Policy.pdf.

12. Assistance with California Victim Compensation Board Claims

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

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

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

13. Reporting Requirements

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

a. Cal OES Progress Reports

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

Report	Report Period	Due Date
1st Report	October 1, 2020 – March 31, 2021	April 30, 2021
Final Report	April 1, 2021 – September 30, 2021	October 31, 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
October 1 2020 – December 31, 2020	On or about January 13, 2021
January 1, 2021 – March 31, 2021	On or about April 13, 2021
April 1, 2021 – June 30, 2021	On or about July 13, 2021
July 1, 2021 – September 30, 2021	On or about October 13, 2021

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

For technical assistance, issues or questions regarding the OVC PMT database, please contact the OVC PMT Help Desk at ovcpmt@csrincorporated.com or call toll-free (844) 884-2503.

c. Office on Violence Against Women (OVW) Report

The Annual Progress Report for the STOP Violence Against Women Formula Grant Program is required only for Subrecipients who receive STOP Violence Against Women Formula Grant Program funds through OVW. The report covers the calendar year period of January 1 through December 31. This report is due to Cal OES no later than January 31, 2021.

DOMESTIC VIOLENCE ASSISTANCE (DV) PROGRAM

PART II – RFA INSTRUCTIONS

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

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

B. FORMS

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

C. APPLICATION COMPONENTS

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

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

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

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

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

3. Signature Authorization (Cal OES 2-103)

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

4. Certification of Assurance of Compliance (Cal OES 2-104h, 2-104m, or 2-104l)

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

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

The Budget demonstrates how the Applicant will implement the proposed plan with the funds available through this Program. The budget is the basis for management, fiscal review, and audit. **Budgets are subject to Cal OES modifications and approval.** Failure of the Applicant to include required budget items does not eliminate responsibility to comply with those requirements during the implementation of the project.

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

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

The Budget Pages should:

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

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

a. Personal Services – Salaries/Employee Benefits

1) Salaries

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

2) Benefits

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

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable budget items. Benefits, such as uniforms or California Bar Association dues

are allowable budget items if negotiated as a part of an employee benefit package.

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

b. Operating Expenses

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

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

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

Salaries for staff not directly employed by the Applicant must be shown as consultant and/or participating staff costs and must be supported with a Second Tier Subaward, which must be kept on file and made available for review during audits or at the request of Cal OES (SRH 3710 and 4300).

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).

6. Budget Narrative (Cal OES 2-107)

The Applicant **may** submit a narrative with the Project Budget, but it is **not required** for this RFA.

7. Project Narrative (Cal OES 2-108)

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

a. Problem Statement

No Problem Statement is required.

b. Plan

In narrative form, address the following:

- 1) The unserved/underserved populations in your service area(s) and how your agency provides services to the unserved/underserved populations identified in your service area(s).
- 2) How your agency will implement and complete the Program Components listed in Part I, G, 3, of this RFA.

c. DV Program Grant Application Addendum (Attachment B)

PART I: DV SUBRECIPIENT AGENCY INFORMATION

- Complete this section, **even if nothing has changed**, to reflect the most current agency information, inclusive of hotline telephone number(s), business center address(es), and number of domestic violence shelter facilities data.

PART II: REQUIRED SERVICE OBJECTIVES AND PROJECTED GOALS

- Complete the Required Service Objectives and Projected Goals Worksheet to project service provision goals of the mandated 14 direct services components (as outlined in Part I, G, 3, of this RFA) for 2019-20.

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 grant terms and conditions posed by each Subrecipient of pass-through funding. The assessment is made in order to determine and provide an appropriate level of technical assistance, training, and grant oversight to Subrecipients. Instructions are included on the form.

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

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

10. Organizational Chart

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

11. Additional Forms/Documents

The following are required only if applicable:

- Match Waiver Request

This form is required only if the Applicant is requesting to waive a portion, or all, of the required Match. See Part I, F., 1 for additional information.

- Operational Agreement Summary Form (Cal OES 2-160)

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

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

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

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

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

- Contractor/Consultant Rate Exemption Request (Cal OES 2-164)

This form is required only if the Applicant is requesting an exemption to the maximum rate for an independent contractor/consultant of \$650 per eight-hour day or \$81.25 per hour per *SRH* 3710.1. Instructions are included on the form.

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

This form is required only if the Applicant proposes a line item for out-of-state travel per *SRH* 2236.11. Instructions are included on the form.

- Excess Lodging Rate Request/Approval Form (Cal OES 2-165)

This form is required only if an Applicant is requesting approval for excess lodging costs per *SRH* 2236.2.

D. BUDGET POLICIES

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

- Contracting and/or Procurement (SRH 3400)
- Audit Costs (SRH 8150)
- Automobiles (SRH 2331)
- Cash Match (SRH 6511)
- Computers and Automated Equipment (SRH 2340)
- Equipment (SRH 2300)
- Expert Witness Fees (SRH 3710.2)
- Facility Rental (SRH 2232)
- Independent Contractor/Consultant (SRH 3710)
- Indirect Cost Rate Proposal (ICRP) (SRH 2180 & SRH 2188)
- In-Kind Match (SRH 6512)
- Match Requirements (SRH 6500)
- Participating Staff (SRH 4500)
- Prohibited Expense Items (SRH 2240)
- Project Income (SRH 6610)
- Rental Space for Training, Shelter, Counseling Rooms, and Other Required Space (SRH 2232.1)
- Rented or Leased Equipment (SRH 2233)
- State Funds Matching State or Federal Funds (SRH 6522)
- Supplanting Prohibited (SRH 1330)
- Travel and Per Diem (SRH 2236)

E. ADMINISTRATIVE REQUIREMENTS

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

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

DOMESTIC VIOLENCE ASSISTANCE (DV) PROGRAM

PART III – CHECKLIST

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

- GRANT SUBAWARD FACE SHEET ([Cal OES 2-101](#)) – Signed by the official authorized to enter into the Grant Subaward.
- PROJECT CONTACT INFORMATION ([Cal OES 2-102](#))
- SIGNATURE AUTHORIZATION ([Cal OES 2-103](#))
- CERTIFICATION OF ASSURANCE OF COMPLIANCE. ([Cal OES 2-104h](#), [2-104m](#), or [2-104l](#)) – Signed by the official who signed the Grant Subaward Face Sheet and by the official delegating that authority.
- BUDGET PAGES (EXCEL SPREADSHEET FORMAT) ([Cal OES 2-106](#)): a. Budget Pages Multiple Fund Source
- BUDGET NARRATIVE ([Cal OES 2-107](#))
- PROJECT NARRATIVE ([Cal OES 2-108](#))
 - PLAN
 - DV PROGRAM GRANT APPLICATION ADDENDUM (ATTACHMENT B)
- [SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT](#)
- PROJECT SERVICE AREA INFORMATION ([Cal OES 2-154](#))
- ORGANIZATIONAL CHART
- ADDITIONAL FORMS, IF APPLICABLE
 - MATCH WAIVER REQUEST(S) (ATTACHMENT A)
 - OPERATIONAL AGREEMENTS SUMMARY FORM ([Cal OES 2-160](#))
 - PETTY CASH VICTIM FUND PROCEDURES ([Cal OES 2-153](#))
 - NON-COMPETITIVE BID REQUEST CHECKLIST ([Cal OES 2-156](#))
 - CONTRACTOR/CONSULTANT RATE EXEMPTION REQUEST ([Cal OES 2-164](#))
 - OUT-OF-STATE TRAVEL REQUEST ([Cal OES 2-158](#))
 - EXCESS LODGING RATE REQUEST/APPROVAL ([Cal OES 2-165](#))