



FISCAL YEAR 2024-25 SPECIALIZED EMERGENCY HOUSING (KE) PROGRAM SUPPLEMENTAL

The provisions of this Program Supplemental provide the programmatic requirements and supersede previous Request for Applications and conflicting administrative and fiscal requirements in the [Subrecipient Handbook \(SRH\)](#). Applicants are strongly encouraged to review the SRH, which outlines the requirements that apply to Cal OES Victim Services Branch Grant Subawards, including a Glossary of Terms.

A. PREREQUISITES

Before the Grant Subaward performance period begins, Applicants must:

- **Not** have an exclusion record in SAM. An exclusion record in the SAM indicates that a contractor (agency) is listed in the (federal) government-wide system for debarment and suspension. An agency that is debarred or suspended is excluded from activities involving federal financial and nonfinancial assistance and benefits. [Check SAM status](#).
- Be registered with the California Department of Justice's Registry of Charitable Trusts with a "current," "exempt," or "pending" status (applies to non-profit organizations only). [Check non-profit status](#).
- Have a current registration on the IRS Tax Exempt Organization Search website (e.g., must not be on the Auto-Revocation List). If an Applicant is on the Auto-Revocation List, they must provide documentation that substantiates they have been reinstated. [Check IRS Status](#).

B. FUNDING INFORMATION

Funding is contingent upon availability of funds and passage of the 2024-25 State Budget Act.

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.

Applicable federal grant award numbers can be found on the Grant Subaward Face Sheet.

The Program is supported through the following funds:

1. Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program (Formula Grant Program)
 - Supports eligible crime victim assistance programs.
 - Requires the use of volunteers. Applicants with a compelling reason for not using volunteers must provide a justification in the Programmatic Narrative.
 - 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 upload the VOCA Match Waiver Request Form in the Grants Central System as part of their application.
2. Victims of Crime General Funds (State General Funds)
 - Supplements the decrease of the VOCA Victim Assistance Formula Grant Program funds for this Grant Subaward performance period only.
 - One time funding used to minimize the impact of the reduction of VOCA Victim Assistance Formula Grant Program funds.
 - There is no match requirement.

C. PROGRAMMATIC INFORMATION

1. Background Information/Program Description

The purpose of the Program is to expand emergency shelter/emergency housing assistance and provide supportive services to victims/survivors of crime with specialized needs (e.g., elderly, youth, men, disabled, LGBTQIA+, non-English speaking, culturally or religiously marginalized, etc.) who cannot be served through a traditional shelter. In addition, victims/survivors must be allowed to choose which supportive services best fit their needs.

A victim/survivor of crime is a person who has suffered physical, sexual, financial, or emotional harm as a result of the commission of a crime. Victims/survivors do not need to have reported the crime to law

enforcement and eligibility is not dependent on the victim's/survivor's immigration status.

Subrecipients are required to provide services in a victim-driven, trauma-informed manner. Victims/survivors must be allowed to choose which services they access.

2. Programmatic Components

Subrecipients must comply with the components of the Housing First Model in [Welfare and Institutions Code § 8255](#), and must emphasize victim/survivor choice through collaborative decision making when implementing the following for victims/survivors of crime with specialized needs:

a. Emergency Shelter/Emergency Housing Assistance

Subrecipients must respond to the immediate safety needs by providing emergency shelter or other emergency housing assistance including, but not limited to:

- Shelter (e.g., a physical shelter facility, hotel/motel voucher, safehouse).
- Short-term (up to 45 days) in-home care and supervision services for children and adults who remain in their own homes when the offender/caregiver is removed.
- Short-term (up to 45 days) nursing home, adult foster care, or group-home placement for adults for whom no other safe, short-term residence is available.
- Window, door, and lock replacement or repair, and other repairs necessary to ensure a victim's/survivor's safety.

b. Crisis Intervention/Survivor-driven Advocacy

Subrecipients must provide immediate, short-term emotional and physical care by including in-person crisis intervention and flexible, trauma-informed advocacy that addresses the victim's/survivor's unique and evolving safety needs. This requirement may be provided directly by the Subrecipient or through the development and implementation of written Operational Agreements (OAs)

and/or Second-Tier Subawards with victim service providers in the Subrecipient's service area.

c. Emergency Food and Clothing

Subrecipients must provide food and clothing.

d. Counseling

Subrecipients must provide individual counseling. This requirement may be provided directly by the Subrecipient or through the development and implementation of written OAs and/or Second-Tier Subawards with victim service providers in the Subrecipient's service area that employ qualified professional counselors.

e. Transportation

The Subrecipient must provide transportation assistance.

f. Operational Agreements/Second-Tier Subawards

Subrecipients are required to enter into at least three OAs or Second-Tier Subawards with participating agencies that will expand the Program's scope of services and assist in the implementation of their Grant Subawards.

An OA is a formal agreement, without the exchange of money, between an implementing agency and one or more participating agencies (*SRH Section 7.005*). A Second-Tier Subaward is a formal agreement that includes the exchange of money between an implementing agency and a participating agency to further the goals of the Grant Subaward (*SRH Section 7.010*).

D. PROGRAM 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:

1. Cal OES Progress Reports

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

Report	Report Period	Due Date
1 st Report	October 1, 2024 – March 31, 2025	April 30, 2025
2 nd Report	April 1, 2025 – September 30, 2025	October 30, 2025

2. Office for Victims of Crime (OVC) Reports

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

a. Subgrant Award Report (SAR)

This on-line report must be completed by both the Subrecipient and Cal OES within 90 days of the beginning of the Grant Subaward performance period. Cal OES will initiate access and the Subrecipient will have **60 days to complete** the remainder of the report in the OVC Performance Measurement Tool. Then, Cal OES will have 30 days to either approve the SAR, or work with the Subrecipient on corrections, and then approve the SAR.

b. 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 Grant Analyst.

Report Period	Due Date (on or about)
October 1, 2024 – December 31, 2024	January 14, 2025
January 1, 2025 – March 31, 2025	April 14, 2025
April 1, 2025 – June 30, 2025	July 14, 2025
July 1, 2025 – September 30, 2025	October 14, 2025

*Exact dates will be provided by your Grants Analyst 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.