



REQUEST FOR APPLICATION

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

CAMPUS SEXUAL ASSAULT (CT) PROGRAM

Release Date: August 4, 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 purpose of the CT Program is to maintain a comprehensive, coordinated, community response that is victim-centered, enhances victim safety, provides confidential services to sexual assault victims, holds offenders accountable, and includes comprehensive outreach activities at institutions of higher education.

Eligibility:

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

Grant Subaward Performance Period:

January 1, 2021 through December 31, 2021

Submission Deadline:

Monday, September 21, 2020



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(916) 845-8359 TELEPHONE

[CalOES Website](#)

CAMPUS SEXUAL ASSAULT (CT) PROGRAM

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CAMPUS SEXUAL ASSAULT (CT) 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 Sexual Assault 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 Monday, September 21, 2020. Submission options are:

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

California Governor's Office of Emergency Services
Victim Services Branch
3650 Schriever Avenue
Mather, CA 95655
Attn: Campus Sexual Assault (CT) Program
Sexual Assault Unit

D. ELIGIBILITY

The only eligible Applicants are the CT 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 January 1, 2021 through December 31, 2021.

F. FUNDS

There is \$1,636,000 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 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**

September 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.

- 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 is 2019-V2-GX-0053.
- b. 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. **To request a match waiver, Applicants must submit the STOP Match Waiver Request form (Attachment B) to the applicable Program Specialist, by email, by September 14, 2020.**
 - 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.

2. Funding Amount

Applicants may apply for up to \$204,500, for the 12-month Grant Subaward performance period.

Please see the chart below for the breakdown of the fund sources (by four-digit code) and match.

Subrecipient	2019 VOCA	MATCH	2020 STOP	MATCH	TOTAL PROJECT COST
CSU, Long Beach Research Foundation	\$154,500	\$38,625	\$50,000	\$16,667	\$259,792
Cerritos Community College District	\$154,500	\$38,625	\$50,000	\$16,667	\$259,792
SDSU, Research Foundation	\$154,500	\$38,625	\$50,000	\$16,667	\$259,792
Rio Hondo Community College District	\$154,500	\$38,625	\$50,000	\$16,667	\$259,792
University of Southern California	\$154,500	\$38,625	\$50,000	\$16,667	\$259,792
Sonoma State University	\$154,500	\$38,625	\$50,000	\$16,667	\$259,792
California Institute of Technology	\$154,500	\$38,625	\$50,000	\$16,667	\$259,792
The University Corporation, CSU, Northridge	\$154,500	\$38,625	\$50,000	\$16,667	\$259,792

G. PROGRAM INFORMATION

1. Background Information

The number of sexual assaults reported, pursuant to The Jeanne Clery Disclosure of Campus Security Policy of Campus Crime Statistics Act, often differ dramatically from national research on the prevalence of sexual assault on campuses. The 2014 Campus Sexual Violence Study by the Department of Justice, Office of Justice Programs, reported 11.2% of all students experience a rape or sexual assault during college and that only 20% of female victims will report the crime to law enforcement.

There are a variety of reasons sexual assault victims choose not to report the crime to law enforcement or other campus staff ranging from self-blame to mistrust of the criminal justice system and/or the campus adjudication system.

2. Program Description

The purpose of the CT Program is to maintain a comprehensive, coordinated, community response that is victim-centered, enhances victim safety (regardless of whether or not they report the crime to law enforcement or other investigatory bodies and regardless of whether or not they choose to participate in an investigation), provides confidential services to sexual assault victims, holds offenders accountable, and includes comprehensive outreach activities at institutions of higher education.

This will be accomplished by maintaining a Sexual Assault Counselor from a local Cal OES-funded Rape Crisis Center on the campus, promoting the availability of the services, a joint Police/Sexual Assault Counselor response to reported incidents of sexual assault, and training for Police/Safety Officers, campus investigatory personnel, staff, and faculty.

The Sexual Assault Counselor must meet the training requirements of Evidence Code §1035.2 and be an employee or volunteer of a Cal OES-funded Rape Crisis Center.

3. Program Components

A comprehensive coordinated community response will include the following required services and/or activities:

a. Coordinated Community Response (CCR) Team

To be effective, the comprehensive coordinated community response must include the participation of:

- Campus victim services providers
- Student organizations/student leaders
- Campus Law Enforcement/Safety Officers or Community (off-campus) Law Enforcement Officers
- Campus health providers
- Campus housing officials
- Campus administrators
- Campus disciplinary board members
- Local Cal OES-funded Rape Crisis Center
- Community (off-campus) victim service organizations
- Community (off-campus) law enforcement

The Subrecipient must maintain a CCR Team that includes, at a minimum, representatives from the above. The CCR Team must work collectively and collaboratively to continue to accomplish the remaining components of the Program.

b. Services for Victims

The Subrecipient must contract with a local Cal OES-funded Rape Crisis Center to fund at least one full-time equivalent (FTE) Sexual Assault Counselor, as defined in California Evidence Code §1035.2. The Sexual Assault Counselor must attend training specific to sexual assault through the California Coalition Against Sexual Assault (CALCASA), participate in the ongoing training of campus personnel, and provide the following services to victims:

1) Crisis Intervention Services

Respond to reports of sexual assault/misconduct and offer crisis intervention services to victims.

2) Advocacy

Intervene with agencies or individuals on behalf of the victim, including disciplinary hearings, Title IX investigations, and administrative interviews.

3) Follow-Up Services

Attempt to contact the victim within three working days after the initial contact.

4) Accompaniment Services

At the discretion of the victim, provide support by being physically present during meetings and/or appointments related to the sexual assault.

5) Information and Referral

Provide the victim with appropriate referrals for additional services and maintain a current written list of community resources.

c. Investigation and Coordination

The Subrecipient must commit at least a 0.5 FTE campus police officer to act in both an investigative and coordinating capacity.

If the campus does not have a Police Officer; a Safety/Security Officer (Safety Officer) or a Community (off-campus) Law Enforcement Officer may be used to meet this requirement. This must be one individual and not a portion of two or more Police Officers. The Campus Police, Safety Officer or Community (off-campus) Law Enforcement Officer must:

- 1) Attend the Peace Officer Standards and Training (POST) Sexual Assault First Responder training offered through the San Diego Regional Training Center.
- 2) Attend training specific to campus sexual assault through CALCASA.
- 3) Coordinate a joint response (Sexual Assault Counselor and Campus Police) to reports of sexual assault within the campus community.
- 4) Conduct follow-up contact with victims as needed.
- 5) Provide or coordinate initial and ongoing training on response to sexual assault victims to all campus police/safety personnel.
- 6) Coordinate with local (off-campus) police as necessary.

d. Training

The funded Campus Police/Safety Officer and Sexual Assault Counselor must coordinate or provide training for, at a minimum, all campus police and/or safety personnel, all campus disciplinary board members, all campus advocates, and appropriate campus housing authorities (for institutions with housing).

Training must include, but is not limited to:

- Dynamics of sexual assault
- Sensitivity in responding to victims of sexual assault
- Campus policies

- Campus protocols/procedures for response to victims of sexual assault
- Title IX, Clery Act, and other relevant regulatory guidance
- Relevant Education Codes
- Community resources
- Confidentiality

Subrecipients may use grant funds to contract subject matter experts to provide or assist with this program component.

e. Comprehensive Outreach

The Subrecipient must work with the CCR Team to develop a comprehensive outreach program that ensures all student/staff/faculty receive information about campus policies and resources regarding sexual assault/misconduct and increase student awareness. The comprehensive outreach program shall include a range of outreach strategies, including, but not limited to, women's empowerment programming, awareness raising campaigns, bystander intervention, and risk reduction.

f. Dissemination of Information Regarding Services & Victim Rights

The Subrecipient must make efforts to inform students/staff/faculty of the services provided by the Sexual Assault Counselor. The Subrecipient must consult student organizations/student leaders on how to best provide students with information regarding available services. Information and materials created must include, at a minimum:

- Services available
- Location of support services
- Limits of confidentiality
- Rights of victims
- Responsibilities of the higher education institution

g. Co-location

The Subrecipient must provide a reasonable work space for the contracted Sexual Assault Counselor at both the campus police/safety station and a second campus or campus adjacent location appropriate for confidential follow-up services. The

second location must be easily accessible (transportation not required) and comfortable for victims.

h. Participate in Community Multidisciplinary Meetings

The funded Campus Police/Safety Officer and the Sexual Assault Counselor must participate in any active sexual assault multidisciplinary teams/meetings in the community.

i. Community Victim Services/Operational Agreements

Coordinating with off-campus victim advocacy and law enforcement agencies is essential to fully address the potential needs of a victim of sexual assault. Subrecipients must maintain working relationships with local community service organizations and local non-campus law enforcement. The Subrecipient must submit copies of any Operational Agreements (OAs) relevant to the goals and objectives of the CT Program.

Complete the Operational Agreement (OA) Summary Form (Cal OES 2-160) and include it in the Application Appendix. List those agencies, organizations and individuals with whom the project must have OAs for 2019-20 and the years covered by those agreements. OAs may cover a maximum of three years. A new OA need **not** be obtained if the current one covers 2020-21. When this is not the case, a new OA for 2020-21 (at a minimum) must be obtained.

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.

At a minimum, the Subrecipient must have an OA with:

- Local (off-campus) law enforcement agency(ies)
- Local Cal OES Rape Crisis Program Subrecipients
- Local Cal OES Domestic Violence Assistance Program Subrecipients
- County Victim/Witness Program
- Local hospitals

j. CALCASA Training and Technical Assistance

CALCASA is an expert in the field of sexual assault on college campuses and a national training and technical assistance provider for colleges and universities through their work with the Office of Violence Against Women and the Centers for Disease Control and Prevention. The Subrecipient must contract with CALCASA for the required specific sexual assault training (for the Police/Safety Officer and Sexual Assault Counselor), strategic planning, and technical assistance with implementing the requirements of the CT Program. Monthly check-ins (in-person or telephonic conferencing) with CALCASA is required. A minimum of five percent and a maximum of six and a half percent of funds may be used for this purpose.

k. 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.

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:

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 15, 2021
Final Report	July 1, 2021 – December 31, 2021	January 15, 2022

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 – March 31, 2021	on or about April 14, 2021
April 1, 2021 – June 30, 2021	on or about July 14, 2021
July 1, 2021 – September 30, 2021	on or about October 14, 2021
October 1, 2021 – December 31, 2021	on or about January 13, 2022

* 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

Subrecipients receiving STOP Violence Against Women Formula Grant Program funds must complete the Annual Progress Report for the STOP Violence Against Women Formula Grant Program. This report covers the calendar year period of January 1 through December 31. This report is due to Cal OES no later than January 31, 2022.

CAMPUS SEXUAL ASSAULT (CT) 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)

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

Subrecipients may be asked to sign and submit an updated Certification of Assurance of Compliance once in Grant Subaward agreement. Each year, Cal OES updates each Certificate of Assurance of Compliance 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. 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)
- Contain a detailed description of each line item

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)

A Budget Narrative is not required, however, applicants must provide a detailed description of each line item within the Budget Pages.

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 written Project Narrative is not required for the CT program. In lieu of this requirement, an Objective and Activities FY 2020-21 form (Attachment C) will need to be submitted with the application. Each objective must include activities that describe the steps necessary to achieve the objective. List objectives on the left side and the activities on the right side of the page.

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 Agreements Summary Form

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.

- Non-Competitive Bid Request Checklist (Cal OES 2-156)

This form is required only if the Applicant proposes a line item in their Budget that meets the criteria for a Non-Competitive Bid Request per *SRH 3511*. 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 2236.1.1*. 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.

- Additional Rental Space (*SRH 2232.1*)
- Audit Costs (*SRH 8150*)
- Automobiles (*SRH 2331*)
- Cash Match (*SRH 6511*)
- Contracting and/or Procurement (*SRH 3400*)
- Equipment (*SRH 2300*)
- Expert Witness Fees (*SRH 3710.2*)
- Independent Contractor/Consultant (*SRH 3710*)

- Indirect Cost Rate Proposal (ICRP) (SRH 2180 & SRH 2188)
- In-Kind Match (SRH 6512)
- Internet Access (SRH 2340)
- Match Requirements (SRH 6500)
- Office Space Rental (SRH 2232)
- Prohibited Expense Items (SRH 2240)
- Project Income (SRH 6610)
- 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 and 2236.2)

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)
- Monitoring (SRH 10400)
- Programmatic Technical Assistance and Site Visit Performance Assessment (SRH 10200-10300)
- Report of Expenditures and Request for Funds (SRH 6300)
- Source Documentation (SRH 10111)

CAMPUS SEXUAL ASSAULT (CT) 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 Victims of Crime Act (VOCA) & Services*Training*Officers*Prosecutors (STOP) ([Cal OES 2-104h](#)) – 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)
- PROJECT NARRATIVE ([Cal OES 2-108](#))
 - OBJECTIVES AND ACTIVITIES FY 2020-21 FORM (ATTACHMENT C)
- SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT
- PROJECT SERVICE AREA INFORMATION ([Cal OES 2-154](#))
- ORGANIZATIONAL CHART
- ADDITIONAL FORMS, IF APPLICABLE
 - MATCH WAIVER REQUEST(S)
 - 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](#))