

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 19, 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:

The purpose of the CT Program is to maintain a comprehensive, coordinated, community response that is victim-centered, enhances victim safety, provides confidential service 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, 2022, through December 31, 2022

Submission Deadline:

Thursday, September 30, 2021



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 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

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

C. SUBMISSION DEADLINE AND OPTIONS

Applications must be emailed to VSapplications@caloes.ca.gov by 5:00 pm on Thursday, September 30, 2021.

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 non-governmental organizations must be registered with the California Department of Justice's Registry of Charitable Trusts with a "current", "exempt", or "pending" status. [Check nonprofit status.](#)

E. GRANT SUBAWARD PERFORMANCE PERIOD

The Grant Subaward performance period is January 1, 2022, through December 31, 2022.

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 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 numbers are 2019-V2-GX-0053 and 2020-V2-GX-0031.
- 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.
 - 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 Form 2-101).
- c. State General Fund
- Provided through the 2021-22 State Budget Act.
 - Funds are one-time supplemental funding for various Victims of Crime Act-funded programs that provide services to victims of crime, including rape crisis centers, domestic violence shelters, housing first, victim witness and child advocacy centers programs.
 - Cal OES's four-character code for this federal fund is VCGF. 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 \$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.

Campus Sexual Assault Program RFA

Subrecipient	2019 VOCA	MATCH	2020 VOCA	MATCH	2021 STOP	MATCH	2021 VCGF	TOTAL PROJECT COST
CSU, Long Beach Research Foundation	\$75,000	\$18,750	\$24,720	\$6,180	\$50,000	\$16,667	\$54,780	\$246,097
Cerritos Community College District	\$75,000	\$18,750	\$24,720	\$6,180	\$50,000	\$16,667	\$54,780	\$246,097
SDSU, Research Foundation	\$75,000	\$18,750	\$24,720	\$6,180	\$50,000	\$16,667	\$54,780	\$246,097
Rio Hondo Community College District	\$75,000	\$18,750	\$24,720	\$6,180	\$50,000	\$16,667	\$54,780	\$246,097
University of Southern California	\$75,000	\$18,750	\$24,720	\$6,180	\$50,000	\$16,667	\$54,780	\$246,097
Sonoma State University	\$75,000	\$18,750	\$24,719	\$6,180	\$50,000	\$16,667	\$54,781	\$246,097
California Institute of Technology	\$75,000	\$18,750	\$24,719	\$6,180	\$50,000	\$16,667	\$54,781	\$246,097
The University Corporation, CSU, Northridge	\$75,000	\$18,750	\$24,719	\$6,180	\$50,000	\$16,667	\$54,781	\$246,097

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 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; and
- 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; and
- 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; and
- Responsibilities of the higher education institution.

g. Co-location

The Subrecipient must provide a reasonable workspace 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 Summary (Cal OES Form 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 2021-22. When this is not the case, a new OA for 2021-22 (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; and
- 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; and
- 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 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, 2022 – June 30, 2022	July 31, 2022
Final Report	July 1, 2022 – December 31, 2022	January 31, 2023

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* (on or about)
January 1, 2022 – March 31, 2022	April 14, 2022
April 1, 2022 – June 30, 2022	July 14, 2022
July 1, 2022 – September 30, 2022	October 14, 2022
October 1, 2022 – December 31, 2022	January 13, 2023

* 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, 2023.

CAMPUS SEXUAL ASSAULT (CT) PROGRAM

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 2-104h)

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 Act of 1990;
- California Environmental Quality Act;
- Federal grant fund requirements;
- Lobbying restrictions;
- Debarment and Suspension requirements; and
- 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 2-104h) once in Grant Subaward. Each year, Cal OES updates each Grant Subaward Certification of Assurance of Compliance (Cal OES Form 2-104h) 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 2-106a)

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 2-106a) 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 2-106a) 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 2-106a) 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 2-106a) 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); and
- Contain a detailed description of each line item.

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 2-106a) 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; and
- 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 2-106a).

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 written Project Narrative is not required for the CT program. In lieu of this requirement, an Objective and Activities FY 2021-22 form (Attachment B) 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 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. 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 Grant Subaward. 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 on the Grant Subaward Budget Pages (Cal OES Form 2-106a) and Grant Subaward Budget Narrative (Cal OES 2-107) (if required).

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(s)/Operational Agreements Summary (Cal OES Form 2-160)

This form lists the OAs a Subrecipient has with participating agencies/organizations. OAs are required per Part I, Subpart G of this RFA.

- Petty Cash Victim Fund Certification (Cal OES Form 2-153)

This form is required only if the Applicant proposes to have a line item on their Grant Subaward Budget Pages (Cal OES Form 2-106a) that meets the definition of Petty Cash in *SRH Section 4.040*.

- Non-Competitive Procurement Request (Cal OES Form 2-156)

This form is required only if the Applicant proposes a line item on their Grant Subaward Budget Pages (Cal OES Form 2-106a) that meets the criteria for a Non-Competitive Procurement Request per *SRH Section 6.045*.

- Independent Contractor/Consultant Rate Exemption Request (Cal OES Form 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 Section 6.050*.

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

This form is required only if the Applicant proposes a line item for out-of-state travel per *SRH Section 4.065*

- Lodging Rate Exemption Request (Cal OES Form 2-165)

This form is required only if an Applicant is requesting approval for an exemption for lodging costs per *SRH Section 4.065*.

C. BUDGET POLICIES

The following sections of the [SRH](#) may be helpful in developing the Grant Subaward Budget Pages (Cal OES 2-106a) 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 6.05*);
- Independent Contractor/Consultant Rate Exemption Request (*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*); and
- 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*); and
- Records Requirements (*SRH Part 12*).

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 2-106a) Budget Pages Multiple Fund Sources
- PROJECT NARRATIVE ([Cal OES 2-108](#))
 - OBJECTIVES AND ACTIVITIES FY 2021-22 FORM (ATTACHMENT B)
- SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT
- PROJECT SERVICE AREA INFORMATION ([Cal OES 2-154](#))
- ORGANIZATIONAL CHART
- ADDITIONAL FORMS, IF APPLICABLE
 - MATCH WAIVER REQUEST (ATTACHMENT A)
 - OPERATIONAL AGREEMENTS SUMMARY ([Cal OES 2-160](#))
 - PETTY CASH VICTIM FUND PROCEDURES ([Cal OES 2-153](#))
 - NON-COMPETITIVE BID REQUEST CHECKLIST ([Cal OES 2-156](#))
 - INDEPENDENT CONTRACTOR/CONSULTANT RATE EXEMPTION REQUEST ([Cal OES 2-164](#))
 - OUT-OF-STATE TRAVEL REQUEST ([Cal OES 2-158](#))
 - LODGING RATE EXEMPTION REQUEST ([Cal OES 2-165](#))