



REQUEST FOR APPLICATION

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

COURT EDUCATION AND TRAINING (CW) PROGRAM

Release Date: June 29, 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 Program is designed to develop and provide trainings, seminars, publications and symposiums to increase the knowledge of court personnel in cases involving domestic violence, sexual assault, stalking, and teen dating violence. These trainings are offered to both state and tribal court judges and judicial officers.

Eligibility:

The only eligible Applicant is the Judicial Council of California, Administrative Office of the Courts.

Grant Subaward Performance Period:

October 1, 2020 – September 30, 2021

Submission Deadline:

Friday, August 21, 2020



3650 SCHRIEVER AVENUE, MATHER, CA 95655

(916) 845-8807 TELEPHONE

[CalOES Website](#)

COURT EDUCATION AND TRAINING (CW) PROGRAM

TABLE OF CONTENTS

PART I – OVERVIEW	1
A. PUBLIC RECORDS ACT NOTICE.....	1
B. CONTACT INFORMATION.....	1
C. SUBMISSION DEADLINE AND OPTIONS.....	1
D. ELIGIBILITY.....	2
E. GRANT SUBAWARD PERFORMANCE PERIOD.....	2
F. FUNDS.....	2
G. PROGRAM INFORMATION	4
PART II – RFA INSTRUCTIONS	8
A. SUBRECIPIENT HANDBOOK.....	8
B. FORMS.....	8
C. APPLICATION COMPONENTS	8
1. Grant Subaward Face Sheet (Cal OES 2-101)	8
2. Project Contact Information (Cal OES 2-102)	8
3. Signature Authorization (Cal OES 2-103)	9
4. Certification of Assurance of Compliance (Cal OES 2-104g)	9
5. Budget Pages (Cal OES 2-106a)	9
6. Budget Narrative (Cal OES 2-107).....	12
7. Project Narrative (Cal OES 2-108)	12
8. Subrecipient Grants Management Assessment	14
9. Project Service Area Information (Cal OES 2-154).....	14
10. Organizational Chart.....	14
11. Additional Forms/Documents.....	14
D. BUDGET POLICIES.....	15
E. ADMINISTRATIVE REQUIREMENTS	16
PART III – CHECKLIST	17

COURT EDUCATION AND TRAINING (CW) PROGRAM

PART I – OVERVIEW

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

A. PUBLIC RECORDS ACT NOTICE

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

B. CONTACT INFORMATION

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

Olga Stupak, Program Specialist
Olga.Stupak@caloes.ca.gov – (916) 845-8807

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:

Cal OES – Victim Services Branch
3650 Schriever Avenue
Mather, CA 95655
Attn: Court Education and Training (CW) Program
Victim Witness and Prosecution Unit

D. ELIGIBILITY

The only eligible Applicant is the Judicial Council of California, Administrative Office of the Courts.

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.](#)

E. GRANT SUBAWARD PERFORMANCE PERIOD

The Grant Subaward performance period is October 1, 2020, through September 30, 2021.

F. FUNDS

There is \$868,597 available for the CW 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. 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) to the applicable Program Specialist, by email, by August 1, 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 unknown at the time of release of this RFA. Contact your Program Specialist if you need this information.
- 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 August 1, 2020.**
 - Cal OES's four-digit code for 2018 and 2019 federal fund is VAWA. Cal OES's four-digit code for the 2020 federal fund in STOP. These codes will be in the drop-down on the Grant Subaward Face Sheet (Cal OES 2-101).
 - The 2018 federal award number is 2018-KF-AX-0025 and the 2019 federal award number is 2019-WF-AX-0040. The 2020 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

The Applicant may apply for up to \$868,597, 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.

2018 VAWA	2018 VAWA MATCH	2019 VAWA	2019 VAWA MATCH	2020 STOP	2020 STOP MATCH	2020 VOCA	2020 VOCA MATCH	TOTAL PROJECT COST
\$28,218	\$9,406	\$75,782	\$25,261	\$664,597	\$221,532	\$100,000	\$25,000	\$1,149,796

G. PROGRAM INFORMATION

1. Program Description

The Program is designed to develop and provide trainings, seminars, publications and symposiums to increase the knowledge of court personnel in cases involving domestic violence, sexual assault, stalking and teen dating violence. These trainings are offered to both state and tribal court judges and judicial officers.

2. Program Components

a. Training Needs Assessment

The Subrecipient will convene the Implementation Planning Committee to determine training priorities for state and tribal court judges and court personnel. Trainings must be victim centered, trauma informed, and address current needs.

The training needs assessment will be used to guide the development of the subsequent year training plan.

b. Update Training

The Subrecipient must hold project team meetings to review the training needs assessment and develop curricula to ensure the following standards are met:

- Trainings are relevant and reflect current training needs for state and tribal court judges and court personnel.
- Trainings are victim centered, trauma informed, and culturally inclusive.
- Trainings uphold the legal rights of crime victims to include the California Victim's Bill of Rights Act of 2008, Marcy's Law, for criminal judges and court personnel.

c. Instructor Status

Instructors must collaborate with the project team to ensure the new training priorities and presentations are victim centered, trauma informed and culturally inclusive.

- d. Required trainings to be conducted within the Subaward Performance period.

The Subrecipient must conduct:

- A minimum of two in person or on-line comprehensive trainings on domestic violence and/or sexual assault for state and tribal court judges.
- A minimum of two in person or on-line comprehensive human trafficking trainings for state and tribal court judges.
- A minimum of two in person or on-line tribal related trainings for both state and tribal court judges.
- Provide domestic violence and/or sexual assault, human trafficking, and tribal court trainings for court personnel.
- Provide judicial education for family, criminal, civil, juvenile, and probate judges.

- e. Training Materials

The Subrecipient must:

- Create and provide appropriate training materials/handouts for each training. Publications produced in part or in whole will require the following credit reference. *"This project/publication was supported by the funding awarded by 2018-KF-AX-0025, 2019-WF-AX-0040, 2020-WF-AX-XXXX, and/or 2020-V2-GX-XXXX, Subaward CW20-19-1535, through the California Governor's Office of Emergency Services (Cal OES)."*
- Provide state and tribal courts with equipment, technical assistance, and educational materials.
- Update and distribute a Project Fact Sheet to state and tribal courts.

f. Logistics

The Subrecipient must:

- Schedule trainings at a minimum of one month in advance.
- Advertise trainings to target audience.
- Conduct evaluations of each training to measure the effectiveness of the instructor and the training.

3. 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:

b. 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	October 1, 2020 – March 31, 2021	April 30, 2021
Final Report	April 1, 2021 – September 30, 2021	October 29, 2021

c. 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.

d. 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, 2021.

COURT EDUCATION AND TRAINING (CW) 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 2-104g)

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)

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 Budget Narrative should describe the following:

- a. How the Applicant's proposed budget supports the objectives and activities.
- b. How funds are allocated to minimize administrative costs and support direct services.
- c. How shared costs are allocated.
- d. How program-funded staff duties and time commitments support the proposed objectives and activities.
- e. The necessity for subcontracts and unusual expenditures.
- f. Need for mid-year salary range adjustments.

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

A problem statement is not required in the application.

b. Plan

In narrative form, address the following:

- 1) The Applicant's plan to conduct a meeting with the Implementation Planning Committee.

Meeting information must include a report of the success of previous grant performance period objectives and identify training needs for future grant performance periods. Consideration of the tribal court needs must be part of the discussion and training recommendations.

Based upon the recommendations from the Implementation Planning Committee, new and emerging trends may be taken into consideration to modify the program's objectives/course development and implementation.

- 2) The Applicant's plan to update trainings to ensure trainings are relevant to emerging needs, victim centered, and culturally inclusive.
- 3) The Applicant's plan to develop and conduct a minimum of two comprehensive domestic violence and/or sexual assault trainings for criminal court judges.
- 4) The Applicant's plan to conduct a minimum of two comprehensive trainings on human trafficking for criminal court judges.
- 5) The Applicant's plan to develop and conduct a minimum of two tribal-related trainings to state and tribal court judges. Tribal court objectives must continue to address problems/issues identified in the May 2010 Administrative Office of the Courts (AOC), Native American Communities Justice Project-Beginning the Dialogue: Domestic Violence, Sexual Assault, Stalking, and Teen-Dating Violence report, as well as the areas of concern identified by the California Tribal/State Court Coalition.
- 6) The Applicant's plan to develop and conduct comprehensive trainings on domestic violence, sexual assault, and/or human trafficking for court personnel.

- 7) The Applicant's plan to develop and conduct judicial education for family, civil, juvenile, and probate judges.
- 8) The Applicant's plan to update training materials, provide technical assistance, equipment, and educational materials.

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.

- 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*)

COURT EDUCATION AND TRAINING (CW) 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 2-104g](#)) – 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
- SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT
- PROJECT SERVICE AREA INFORMATION ([Cal OES 2-154](#))
- ORGANIZATIONAL CHART
- ADDITIONAL FORMS, IF APPLICABLE
 - MATCH WAIVER REQUEST(S)
 - 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](#))