



REQUEST FOR PROPOSAL

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

INTIMATE PARTNER VIOLENCE PREVENTION (FD) PROGRAM

Release Date: Tuesday, September 28, 2021

This Request for Proposal (RFP) provides detailed information and forms necessary to prepare a proposal for Cal OES grant funds. The terms and conditions of this RFP supersede previous RFPs and conflicting provisions stated in the [Subrecipient Handbook \(SRH\)](#).

PROGRAM SYNOPSIS

Program Description:

The purpose of the FD Program is to prevent intimate partner violence, including teen dating violence, prioritize underserved populations within communities, and build the capacity of local organizations to do this work.

Eligibility:

To be eligible for funding, Applicants must be a non-governmental organization operating in California. Additional eligibility requirements are outlined on page two of this RFP.

Grant Subaward Performance Period:

January 1, 2022 – December 31, 2022

Available Funding:

Individual Applicants may request up to \$125,753.

Submission Deadline:

Tuesday, November 23, 2021



3650 SCHRIEVER AVENUE, MATHER, CA 95655

(916) 328-7493 TELEPHONE

[CalOES Website](#)

INTIMATE PARTNER VIOLENCE PREVENTION (FD) PROGRAM RFP

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INTIMATE PARTNER VIOLENCE PREVENTION (FD) PROGRAM RFP

PART I – OVERVIEW

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

Proposals 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 proposal. If you believe that any of the information you are putting on this proposal is exempt from the Public Records Act, please indicate what portions of the proposal 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 RFP, the proposal process, or programmatic issues must be submitted in writing by email to:

Addy Jimenez Haga, Program Specialist
Adrianna.Jimenez@caloes.ca.gov

Cal OES staff cannot assist the Applicant with the actual preparation of their proposal. Cal OES can only respond to technical questions about the RFP during the period between the publication date and completion of the RFP process.

C. SUBMISSION DEADLINE AND OPTIONS

One original and three copies of the proposal must be delivered to Cal OES by the date and time below. Submission options are postmarked or hand-delivered, to the address below, by 5:00 pm Tuesday, November 23, 2021.

California Governor's Office of Emergency Services
Victim Services Branch
3650 Schriever Avenue
Mather, CA 95655
Attn: Intimate Partner Violence Prevention (FD) Program
Domestic Violence Unit

D. ELIGIBILITY

To be eligible to receive funds the Applicant must:

1. Be a non-governmental organization (NGO) operating in California.
2. Receive a minimum of 50% of available points on the Rating Sheet.
3. Have a DUNS number issued by Dun & Bradstreet and must not have an exclusion record in the federal System for Award Management (SAM). An exclusion record in the SAM indicates that a contractor (agency) is listed in the (federal) government-wide system for debarment and suspension. An agency that is debarred or suspended is excluded from activities involving federal financial and nonfinancial assistance and benefits.
4. Be registered with the California Department of Justice's Registry of Charitable Trusts with a "current" or "pending" status. [Check nonprofit status.](#)

Only one proposal per Applicant will be eligible to receive funding. If an Applicant submits more than one proposal, only the highest scoring proposal, meeting the criteria above, will be considered for funding.

E. GRANT SUBAWARD PERFORMANCE PERIOD

The Grant Subaward performance period is January 1, 2022 – December 31, 2022. Applicants selected for funding will be eligible for a non-competitive reapplication for four consecutive years, contingent upon availability of funds.

F. FUNDS

There is \$1,006,030 available for the Program for the Grant Subaward performance period.

1. Source of Funds

Detailed information on all Victim Service (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. 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).

- b. The Family Violence Prevention and Services/Domestic Violence Shelter and Supportive Services Grant (FVPS)
 - This program requires a cash and/or in-kind match equal to 20 percent of the total project cost.
 - These funds must be expended by July 31, 2022, and the final Report of Expenditures and Request for Funds (Cal OES 2-201) must be received by August 31, 2022.
 - Cal OES's four-digit code for this fund is FVPS. 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 \$125,753, for the 12-month Grant Subaward performance period.

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

21FVPS	21FVPS MATCH	21STOP	21STOP MATCH	TOTAL PROJECT COST
\$63,253	\$15,813	\$62,500	Exempt	\$141,566

G. PROGRAM INFORMATION

1. Background Information

Cal OES collaborated with the California Department of Public Health (CDPH), ValorUS (formerly the California Coalition Against Sexual Assault), and the California Partnership to End Domestic Violence (the Partnership) to identify current gaps in domestic violence, sexual violence, and teen dating violence prevention programs across California. Many effective prevention models now exist. Rather than focusing on individuals and victims, a primary prevention approach focuses on community and population-based prevention, as well as providing a critical referral to services for those at risk.

Prevention programs should practice the Center for Disease Control and Prevention (CDC) strategies outlined in the [Preventing Intimate Partner Violence Across the Lifespan: A Technical Package of Programs, Policies, and Practices](#).

For the purpose of this RFP, the definitions for Intimate Partner Violence and Teen Dating Violence adapted by the CDC and other state agencies apply and are defined below:

Intimate Partner Violence (IPV): Often referred to as domestic violence, includes physical violence, sexual violence, stalking, and psychological aggression (including coercive tactics) by a current or former intimate partner (i.e., spouse, boyfriend/girlfriend, dating partner, or ongoing sexual partner). Some forms of IPV (e.g., aspects of sexual violence, psychological aggression, including aggressive tactics, and stalking) can be perpetuated electronically through mobile devices and social media

sites, as well as, in person. IPV happens in all types of intimate relationships, including heterosexual relationships and relationships among sexual minority populations.

Teen Dating Violence (TDV): A type of IPV that can include physical violence, sexual violence, psychological aggression, and stalking. Violence can take place in person, online, or through technology.

2. Program Description

The purpose of the FD Program is to prevent intimate partner violence, including teen dating violence, prioritize underserved populations within communities, and build the capacity of local organizations to do this work.

3. Program Components

a. Prevention Staff

Subrecipients must commit a minimum of one full-time equivalent (FTE) staff to accomplish the goals of the FD Program. The prevention staff person must:

- Have at least one year of experience doing prevention work in family violence or teen dating violence.
- Attend skill-based training, on-going technical assistance, and/or networking opportunities, emphasizing intimate partner violence prevention, offered through the Statewide Domestic Violence Prevention Resource Center (PV) Program, through the California Partnership To End Domestic Violence ([Prevention Core Competencies](#)) and the Statewide Prevention Coordination (PP) Program through the California Department of Public Health. No registration fee will be required.

b. Implementation of a Prevention Program

Subrecipients must conduct a comprehensive primary prevention program, targeting a specific underserved population, within a community or school setting, by implementing one of the three designated prevention strategies and at least two approaches produced by the CDC Domestic Violence prevention technical packages. The allowable strategies and approaches are referenced in the chart below.

- *Strategy:* The preventative direction or actions to achieve the goal of preventing violence.
- *Approach:* The specific ways to advance the strategy. This can be accomplished through program policies and practices.

The allowable strategies and approaches include:

Strategy	Approaches
Teach safe and healthy relationship skills to prevent sexual violence, domestic violence, and teen dating violence and promote social norms that protect against violence	<ul style="list-style-type: none"> • Social-emotional learning programs for youth • Healthy relationship programs for couples • Teaching healthy, safe dating and intimate relationship skills to adolescents • Healthy friendship programs for youth • Strengthening leadership and opportunities for girls • Bystander empowerment and education • Prevention programs involving the entire family • Engage educators and other community partners in prevention efforts
Engage Influential Adults and Peers	<ul style="list-style-type: none"> • Men and boys as allies in prevention • Family-based programs • Bystander empowerment and education • Engage parents in prevention & violence prevention efforts • Engage athletes in prevention, leading prevention efforts
Create protective environments	<ul style="list-style-type: none"> • Improve school climate and safety

	<ul style="list-style-type: none">• Improve organizational policies and workplace climate• Modify the physical and social environments of neighborhoods• Establish and consistently apply workplace policies• Address community-level risks through environmental approaches• Engage educators and other school/university partners in prevention efforts
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The selected strategy must:

- Include activities that act across multiple levels of the [Sociological Ecological Model \(SEM\)](#) (individual, relationship, community, and societal);
- Use the *Preventing Intimate Partner Violence Across the Lifespan: A Technical Package of Programs, Policies, and Practices* and the *STOP SV: A Technical Package to Prevent Sexual Violence* as a framework;
- Assist key stakeholders/groups identified in, but not limited to, Operational Agreements (OAs)/Second-Tier Subawards in developing comprehensive prevention trainings and policies that promote healthy relationships and prevent domestic abuse;
- Expand community awareness of healthy, respectful, and non-violent relationships through outreach and citizen involvement; and
- Increase access to prevention information and materials for community stakeholders. The [CDC WEBSITE](#) contains helpful examples of IPV resources.

The following links to the CDC technical packages can be used for in-depth descriptions of these evidence-based and evidence-informed approaches that align with the strategies in the chart:

[Preventing Intimate Partner Violence Across the Lifespan: A Technical Package of Programs, Policies, and Practices](#), and the [STOP SV: A Technical Package to Prevent Sexual Violence \(cdc.gov\)](#).

c. Evaluation

Subrecipients must develop an evaluation plan through the assistance of technical assistance providers (The Partnership to End Domestic Violence and California Department of Public Health), in order to determine how short-term, intermediate, and long-term outcomes and impact will be measured. This evaluation plan will be developed, but not implemented until the second year of the funding cycle.

d. Operational Agreements (OAs)

Subrecipients are required to enter into either an OA or a Second-Tier Subaward with key stakeholders/groups and communities, including school settings, within the first six months of the Grant Subaward performance period. This is required in order to leverage prevention efforts and program effectiveness.

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

In addition to the elements listed in the SRH, the OA must outline the selected strategy and approaches along with realistic expectations for all partners.

The following OAs or Second-Tier Subawards are required:

- A Middle or High School that maintains an OA for the 2021|22 school year; and
- Stakeholders that represent the selected population in need in order to support the program efforts that have been proposed. Examples include:

- School boards;
- After-school programs;
- Youth or teen-serving organizations;
- Community-based organizations;
- Religious centers/faith communities;
- Cultural associations;
- LGBTQ+ centers;
- Sports leagues/organizations;
- Charity leagues/organizations;
- Advocacy groups; and
- Any other allied community stakeholder identified by the Subrecipient.

4. Reporting Requirements

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

a. Cal OES Progress Reports

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

Report	Report Period	Due Date
1 st Report	January 1, 2022 – June 30, 2022	July 31, 2022
2 nd Report	July 1, 2022 – December 31, 2022	January 31, 2023

b. 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.

INTIMATE PARTNER VIOLENCE PREVENTION (FD) PROGRAM RFP

PART II – RFP INSTRUCTIONS

- A. SUBRECIPIENT HANDBOOK
 - B. COPIES OF THE PROPOSAL
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 - E. PROPOSAL COMPONENTS
 - F. BUDGET POLICIES
 - G. ADMINISTRATIVE REQUIREMENTS
-

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 a proposal, including a Glossary of Terms.

B. COPIES OF THE PROPOSAL

One original and three copies of the proposal must be submitted, per the submission options outlined on page 1. Copies must be assembled separately and individually fastened in the upper left corner. Do not bind the proposal.

C. 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.**

D. SPACE LIMITATIONS

If a space limitation is specified under the Programmatic Narrative section, strict adherence to the space limitation is required. **Information included beyond the space limitation and/or unrequested attachments will not be considered in the rating process.** Failure to comply with the spacing/formatting requirements, including **font size and margins**, is one

factor that may negatively impact the Applicant's comprehensive assessment score.

E. PROPOSAL COMPONENTS

Applicants must complete and submit all required forms. All forms have written instructions. General information regarding each form is below. The Checklist in Part V is included to ensure Applicants submit all required components.

1. Proposal Cover Sheet

The sheet identifies the Program for which the Applicant is submitting a proposal.

2. 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).

3. 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.

4. 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.

5. Grant Subaward Certification of Assurance of Compliance (Cal OES Form 2-104I).

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;
- 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 2-104I) once in Grant Subaward agreement. Every year, Cal OES updates each Grant Subaward Certificate of Assurance of Compliance (Cal OES Form 2-104I) 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.

6. 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 2-106b) 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.

7. 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 expenses.**

The Budget Pages should:

- Cover the entire Grant Subaward performance period;
- Include costs related to the objectives and activities of the Grant Subaward;
- Strict adherence to required and prohibited expenses; and

- Include costs in the correct category (i.e., Personnel Costs, Operating Costs, and Equipment Costs – see below).

Include **only** those items 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 matching funds (if applicable) in excess of the required match on the Grant Subaward Budget Pages (Cal OES Form 2-106a).

a. Personnel Costs – Salaries/Employee Benefits

1) Salaries

Personnel includes Grant Subaward services performed by Grant Subaward 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 @ \$1,500/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 budgeted as a part of salaries. If the Applicant's personnel have accrued sick leave or vacation time prior to the approval of 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 expenses 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 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).

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 Expenses 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*.

8. Grant Subaward Budget Narrative (Cal OES Form 2-107) – Maximum three Pages

The Budget Narrative should describe the following:

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

9. Grant Subaward Programmatic Narrative (Cal OES Form 2-108)

The Programmatic 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 – Maximum Two Pages

In narrative form, address the following:

- 1) Identify the specific underserved population(s) to focus on and why they were selected;
- 2) Describe the demographics of the service area, emphasizing the identified underserved population(s); and
- 3) Describe the challenges in providing effective prevention activities, strategies, or collaboration efforts for preventing IPV with the identified population.

b. Plan – Maximum Six Pages

In narrative form, address the following as it pertains to the chosen focus area:

- 1) Identify and describe the prevention strategy and approaches to be implemented;
- 2) Specify how the identified underserved population(s) will be prioritized in the selected prevention strategy;
- 3) Describe the activities proposed for at least three levels of the SEM associated with the selected strategy;
- 4) Describe the plan to reach or improve currently established connections with the identified underserved population(s);
- 5) Describe the plan for leveraging existing resources to build on current prevention efforts;
- 6) Describe the plan for establishing and maintaining OAs;
- 7) Describe the timeline for implementing the selected prevention strategy and approaches;
- 8) Describe the plan to evaluate the selected prevention strategy and approaches;

- 9) Describe how the prevention strategy is anticipated to improve prevention efforts in the Applicant's community and the identified underserved population, and
- 10) Describe roles and responsibilities of the 1 FTE prevention staff.

c. Capabilities – Maximum four Pages

In narrative form, address the following:

- 1) Describe the Applicant's history with IPV prevention efforts;
- 2) Describe the minimum qualifications of the 1 FTE prevention staff;
- 3) Demonstrate the Applicant's experience in leveraging other partnerships to prevent IPV;
- 4) Describe the Applicant's history engaging with the identified underserved population(s);
- 5) Describe the Applicant's experience conducting data collection, needs assessments, and/or evidence-based planning for prevention strategy and approaches; and
- 6) Describe the Applicant's capabilities needed to successfully implement the chosen prevention strategy and approaches.

10. 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.

11. Grant Subaward Service Area Information (Cal OES Form 2-154)

This form identifies the counties, cities, and congressional districts served by the Grant Subaward.

12. 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 in the Grant Subaward Budget Pages (Cal OES Form 2-106a) and Grant Subaward Budget Narrative (Cal OES Form 2-107).

13. Additional Forms/Documents

The following are required only if applicable:

- Operational Agreements

Operational Agreements are required per Part I, Subpart G, of this RFP. The OAs are required within six months of the Grant Subaward performance period.

- 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 to lodging costs per *SRH Section 4.065*.

- Payee Data Record

This form is required only if the Applicant has never before received a Grant Subaward from Cal OES' VS Branch.

F. 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)

- 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 6.050*);
- Independent Contractor/Consultant (*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*).

G. ADMINISTRATIVE REQUIREMENTS

Subrecipients must administer their Grant Subawards 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 a proposal 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*).

INTIMATE PARTNER VIOLENCE PREVENTION (FD) PROGRAM RFP

PART III – SELECTION AND FINALIZING THE GRANT SUBAWARD

- A. SELECTION OF PROPOSAL FOR FUNDING
 - B. FINALIZING THE GRANT SUBAWARD
-

A. SELECTION OF PROPOSAL FOR FUNDING

1. Proposal Rating

Eligible proposals received by the deadline are generally evaluated by a three-member team. The rater scores are averaged and then ranked numerically. Proposals are only evaluated numerically; no notes are taken during the evaluation. The Rating Sheet used for this process is included in Part IV of this RFP and is for informational purposes only.

2. Funding Decision

Final funding decisions are made by the Director of Cal OES. Funding decisions are based on the following:

- The ranked score of the proposal;
- Consideration of priorities or geographical distribution specific to this RFP; and
- Prior negative administrative and programmatic performance, if applicable.

Subrecipients previously funded by Cal OES will be reviewed for poor past compliance, including fiscal management, progress and annual reports, audit reports, and other relevant documentation or information. This review may result in one or more of the following actions:

- The Subrecipient may not be selected for funding;
- The amount of funding may be reduced; and
- Grant Subaward Conditions may be placed on the Grant Subaward

3. Notification Process

The Official Designee (who signed Grant Subaward Face Sheet) will be notified in writing, via electronic communication, of the results of the

rating process. Applicants not selected for funding will receive a denial letter containing their average score and information on the appeal process.

Cal OES can only respond to technical questions about the RFP during the period of time between the publication date and completion of the RFP process. Requests for records must be made through a Public Records Act request at PRA@caloes.ca.gov.

The Grant Subaward Programmatic Narrative (Cal OES Form 2-108), Grant Subaward Budget Narrative (Cal OES Form 2-107), and Budget Pages (Cal OES Form 2-106a) for the top-ranked proposal may be posted on the Cal OES website.

B. FINALIZING THE GRANT SUBAWARD

1. Grant Subaward Application

Once selected for funding, Cal OES may require additional documentation to finalize the Grant Subaward Application package. The Program Specialist identified in your Award Letter can provide technical assistance in completing these components.

2. Grant Subaward

A copy of the executed Grant Subaward and pertinent attachments will be sent to the Grant Subaward Director. The Applicant is not authorized to incur costs against the grant until a copy of the fully executed Grant Subaward is received. When the executed Grant Subaward is received, a Report of Expenditures and Request for Funds (Cal OES Form 2-201) may be submitted for reimbursement.

a. Grant Subaward Conditions

Cal OES may add Grant Subaward Conditions to the Grant Subaward prior to or after funding. If conditions are added, these will be discussed with the Subrecipient and a copy of the conditions will be sent to the Subrecipient when the conditions are made part of the Grant Subaward.

b. Grant Subaward Amounts

When the amount of funds available is limited, Cal OES may reduce the amount of the Grant Subaward from the amount requested by the Applicant. In addition, Cal OES reserves the right to negotiate budgetary changes with the Applicant prior to executing the Grant Subaward. If either of these actions is required, Cal OES will notify the Applicant prior to executing the Grant Subaward.

3. Standard Grant Subaward Funding Authority

Allocation of funds is contingent on the enactment of the State Budget.

Cal OES does not have the authority to disburse funds until the Budget is passed, and the Grant Subaward is fully executed. Expenditures incurred prior to authorization are made at the Subrecipient's own risk and may be disallowed. Cal OES employees are not able to authorize an Applicant to incur expenses or financial obligations prior to the execution of a Grant Subaward. However, once the Grant Subaward is finalized the Subrecipient may claim reimbursement for expenses incurred on, or subsequent to, the start of the Grant Subaward performance period.

If, during the term of the Grant Subaward, the state and/or federal funds appropriated for the purposes of the Grant Subaward are reduced or eliminated by the California Legislature or the United States Government, or in the event revenues are not collected at the level appropriated, Cal OES may immediately terminate or reduce the Grant Subaward by written notice to the Subrecipient.

Cal OES Grant Subawards are subject to applicable restrictions, limitations, or conditions enacted by the California Legislature and/or the United States Government, subsequent to the execution of the Grant Subaward.

INTIMATE PARTNER VIOLENCE PREVENTION (FD) PROGRAM RFP

PART IV – RATING SHEET

Control # _____
Rater # _____
Applicant _____
Funds Requested: _____

<u>CATEGORY</u>	<u>TOTAL POINTS POSSIBLE</u>
1. PROBLEM STATEMENT	<u>60</u>
2. PLAN	<u>200</u>
3. CAPABILITIES	<u>120</u>
4. BUDGET PAGES AND NARRATIVE	<u>80</u>
5. COMPREHENSIVE ASSESSMENT	<u>60</u>
TOTAL	<u>520</u>

Each of the above categories contain questions assigned a point value. The point scale is divided into five columns labeled **I, II, III, IV,** and **V**. The Applicant's response to each question is evaluated on the following criteria:

- I. **ABSENT:** The response does not address the specific question, or a response was not provided.

- II. **UNSATISFACTORY:** The response does not completely address the question. The information presented does not provide a good understanding of Applicant's intent, does not give the detailed information requested by the RFP, and/or does not adequately support the proposal or the intent of the Program.

- III. **SATISFACTORY:** The response addresses the question and provides a good understanding of the Applicant's intent. The response adequately supports the proposal and the intent of the Program.

- IV. **ABOVE AVERAGE:** The response is above average and provides a clear and detailed understanding of the Applicant's intent. The response presents a persuasive argument that supports the proposal and the intent of the Program.

- V. **EXCELLENT:** The response is outstanding, with clear, detailed, and relevant information. The response presents a compelling argument that supports the proposal and the intent of the Program.

PROGRAMMATIC NARRATIVE	I	II	III	IV	V
a. Problem Statement (Maximum Two Pages) How well does the proposal:	0	5	10	15	20
1) identify the specific underserved population(s) to focus on and why they were selected?					
2) describe the demographics of the service area, emphasizing the identified underserved population(s)?					
3) describe the challenges in providing effective prevention activities, strategies, or collaboration efforts for preventing IPV with the identified population?					
b. Plan (Maximum Six Pages) How well does the proposal:	0	5	10	15	20
1) identify and describe the prevention strategy and approaches to be implemented?					
2) specify how the identified underserved population(s) will be prioritized in the selected prevention strategy;					
3) describe the activities proposed for at least three levels of the SEM associated with the selected strategy?					
4) describe the plan to reach or improve currently established connections with the identified underserved population(s)?					
5) describe the plan for leveraging existing resources to build on current prevention efforts?					
6) describe the plan for establishing and maintaining OAs?					
7) describe the timeline for implementing the selected prevention strategy and approaches?					
8) describe the plan to evaluate the selected prevention strategy and approaches?					
9) describe how the prevention strategy is anticipated to improve prevention efforts in the Applicant's community and the identified underserved population?					

PROGRAMMATIC NARRATIVE	I	II	III	IV	V
10) describe roles and responsibilities of the 1 FTE prevention staff?					
c. Capabilities (Maximum Four Pages) How well does the proposal:	0	5	10	15	20
1) describe the Applicant's history with IPV prevention efforts?					
2) describe the minimum qualifications of the 1 FTE prevention staff?					
3) demonstrate the Applicant's experience in leveraging other partnerships to prevent IPV?					
4) describe the Applicant's history engaging with the identified underserved population(s)?					
5) describe the Applicant's experience conducting data collection, needs assessments, and/or evidence-based planning for prevention strategy and approaches?					
6) describe the Applicant's capabilities needed to successfully implement the chosen prevention strategy and approaches?					
BUDGET PAGES & BUDGET NARRATIVE (Maximum Three Pages) How well do the Budget Pages and Budget Narrative:	0	5	10	15	20
1) support the objectives and activities?					
2) allocate funds to minimize administrative costs and support direct services?					
3) demonstrate how Grant Subaward-funded staff duties and time commitments support the proposed objectives and activities?					
4) support the necessity for subcontracts and unusual expenditures?					
COMPREHENSIVE ASSESSMENT	0	15	30	45	60
How well does this proposal support the overall intent, goals, and purpose of the FD Program?					

INTIMATE PARTNER VIOLENCE PREVENTION (FD) PROGRAM RFP

PART V – CHECKLIST

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

- PROPOSAL COVER SHEET – Please complete and attach to the front of the proposal.
- GRANT SUBAWARD FACE SHEET ([Cal OES FORM 2-101](#)) – Signed by the Official Designee authorized to enter into the Grant Subaward.
- GRANT SUBAWARD CONTACT INFORMATION ([Cal OES FORM 2-102](#))
- GRANT SUBAWARD SIGNATURE AUTHORIZATION ([Cal OES FORM 2-103](#))
- GRANT SUBAWARD CERTIFICATION OF ASSURANCE OF COMPLIANCE FVPS-STOP ([Cal OES FORM 2-104L](#)) – Signed by the Official Designee who signed the Grant Subaward Face Sheet and by the official delegating that authority.
- GRANT SUBAWARD BUDGET PAGES (EXCEL SPREADSHEET FORMAT) ([Cal OES FORM 2-106a](#), Budget Pages Multiple Fund Source)
- GRANT SUBAWARD BUDGET NARRATIVE ([Cal OES FORM 2-107](#))
- GRANT SUBAWARD PROGRAMMATIC NARRATIVE ([Cal OES FORM 2-108](#))
 - PROBLEM STATEMENT
 - PLAN
 - CAPABILITIES
- [SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT](#)
- GRANT SUBAWARD SERVICE AREA INFORMATION ([Cal OES FORM 2-154](#))
- ORGANIZATIONAL CHART
- ADDITIONAL FORMS, IF APPLICABLE
 - OPERATIONAL AGREEMENTS SUMMARY FORM ([Cal OES FORM 2-160](#))
 - NON-COMPETITIVE PROCUREMENT REQUEST ([Cal OES FORM 2-156](#))
 - INDEPENDENT CONTRACTOR/CONSULTANT RATE EXEMPTION REQUEST ([Cal OES FORM 2-164](#))
 - OUT-OF-STATE TRAVEL REQUEST ([Cal OES FORM 2-158](#))
 - LODGING RATE EXEMPTION REQUEST ([Cal OES FORM 2-165](#))
 - PAYEE DATA RECORD – Please complete if Applicant has never before received a Grant Subaward from Cal OES’s VS Branch ([Std. 204](#))