



## REQUEST FOR APPLICATION

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

### **FARMWORKER WOMEN'S SEXUAL ASSAULT AND DOMESTIC VIOLENCE (FW) PROGRAM**

Release Date: June 15, 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 primary purpose of the FW Program is to fund program activities aimed at addressing and combating issues of sexual assault and domestic violence experienced by monolingual and bilingual Spanish-speaking and low-income farmworker women.

#### **Eligibility:**

The only eligible Applicant for the FW Program is Organizacion en California Lideres Campesinas, Inc.

#### **Grant Subaward Performance Period:**

October 1, 2020 through September 30, 2021

#### **Submission Deadline:**

Friday, August 14, 2020



**FARMWORKER WOMEN'S SEXUAL ASSAULT AND DOMESTIC VIOLENCE (FW)  
PROGRAM**

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**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.....	3
PART II – RFA INSTRUCTIONS.....	6
A. SUBRECIPIENT HANDBOOK .....	6
B. FORMS.....	6
C. APPLICATION COMPONENTS.....	6
1. Grant Subaward Face Sheet (Cal OES 2-101) .....	6
2. Project Contact Information (Cal OES 2-102) .....	6
3. Signature Authorization (Cal OES 2-103) .....	7
4. Certification of Assurance of Compliance (Cal OES 2-104g).....	7
5. Budget Pages (Cal OES 2-106b) .....	7
6. Budget Narrative (Cal OES 2-107) .....	10
7. Project Narrative (Cal OES 2-108).....	10
8. Subrecipient Grants Management Assessment.....	11
9. Project Service Area Information (Cal OES 2-154) .....	11
10. Organizational Chart .....	12
11. Additional Forms/Documents .....	12
D. BUDGET POLICIES .....	13
E. ADMINISTRATIVE REQUIREMENTS .....	14
PART III – CHECKLIST .....	15

**FARMWORKER WOMEN'S SEXUAL ASSAULT AND DOMESTIC VIOLENCE (FW)  
PROGRAM  
PART I – OVERVIEW**

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- 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:

Alanna Wilson, Program Specialist  
[Alanna.Wilson@caloes.ca.gov](mailto:Alanna.Wilson@caloes.ca.gov) - (916) 328-7463

C. SUBMISSION DEADLINE AND OPTIONS

Applications must be delivered to Cal OES by 5:00 pm on Friday, August 14, 2020. Submission options are:

- Emailed to: [VSapplications@caloes.ca.gov](mailto:VSapplications@caloes.ca.gov)
- Postmarked or hand-delivered to the address below:

Cal OES - VSB  
3650 Schriever Avenue  
Mather, CA 95655  
Attn: Farmworker Women's Sexual Assault and Domestic Violence (FW)  
Program, Underserved Victims Unit

D. ELIGIBILITY

Organizacion en California de Lideres Campesinas, Inc. is the only eligible Applicant.

Applicants applying for programs supported with federal funds must be registered in the federal System for Award Management (SAM) and have an expiration date that is at least eight weeks after the application due date. [Check SAM status.](#)

Applicants that are community-based organizations must be registered with the California Department of Justice's Registry of Charitable Trusts with a "current" or "pending" status. [Check nonprofit status.](#)

E. GRANT SUBAWARD PERFORMANCE PERIOD

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

F. FUNDS

There is \$270,000 available for the Program for the Grant Subaward performance period. **Funding is contingent upon availability of funds.**

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:

Services\*Training\*Officers\*Prosecutors (STOP) Violence Against Women Formula Grant Program

- Promotes the development and 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.

- Cal OES's four-digit code for this federal fund is VAWA. This code will be in the drop-down on the Grant Subaward Face Sheet (Cal OES 2-101).
- Requires a cash or in-kind match equal to 25 percent of the total project cost. Tribes and victim service providers are exempt.

2. Funding Amount

Applicant may apply for up to \$270,000, for the 12-month Grant Subaward performance period.

Please see the chart below for the breakdown of the fund sources

2020 VAWA	MATCH	TOTAL PROJECT COST
\$270,000	EXEMPT	\$270,000

G. PROGRAM INFORMATION

1. Background Information

Due to social, economic, political, language, and cultural barriers, farmworker women are particularly vulnerable to sexual assault and domestic violence. These communities have proven to be difficult to reach and have remained traditionally unserved/underserved by victim services agencies.

2. Program Description

The primary purpose of the FW Program is to fund program activities aimed at addressing and combating issues of sexual assault and domestic violence experienced by monolingual and bilingual Spanish-speaking and low-income farmworker women.

Organizacion en California de Lideres Campesinas, Inc. oversees 14 Chapters (Chapters) that represent the community of farmworker women, including indigenous and/or migrant workers, throughout the state of California. They provide technical assistance and training to service providers, including law enforcement, on best practices. They also provide outreach and educational services.

3. Program Components

The Subrecipient must accomplish the following components:

- a. Provide statewide outreach and education on sexual assault and domestic violence among monolingual, bilingual Spanish-speaking and low-income farmworker women.
- b. Provide training to agencies addressing sexual assault and domestic violence in the farmworker community.
- c. Update outreach materials focusing on the special needs of farmworker women.
- d. Disseminate information to Cal OES-funded rape crisis and domestic violence subrecipients regarding the unique service provision needs of farmworker women.
- e. Link farmworker sexual assault and domestic violence victims to available resources.
- f. Coordinate and collaborate with rape crisis centers, domestic violence shelters, and victim witness programs in all chapter areas.
- g. Obtain Operational Agreements (OAs) with rape crisis centers, domestic violence shelters, and victim/witness programs in their service area(s). These documents must demonstrate a formal system of networking and coordination with other agencies and the Applicant.
- h. Coordinate and host community awareness and educational events addressing sexual assault and domestic violence for farmworker women from all Chapters.

4. Reporting Requirements

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

a. Cal OES Progress Reports

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

Report	Report Period	Due Date
1 <sup>st</sup> Report	October 1, 2020 – March 31, 2021	April 30, 2021
Final Report	April 1, 2021 – September 30, 2021	October 31, 2021

b. Office on Violence Against Women (OVW) Report

The Annual Progress Report for the STOP Violence Against Women Formula Grant Program is required only for Subrecipients who receive STOP Violence Against Women Formula Grant Program funds through OVW. The 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.

**FARMWORKER WOMEN'S SEXUAL ASSAULT AND DOMESTIC VIOLENCE (FW)  
PROGRAM**

**PART II – RFA INSTRUCTIONS**

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- 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 2-106b)

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).

The Applicant must include sufficient per diem and travel allocations for two persons to attend Cal OES training conferences or workshops outlined in this RFA.

c. Equipment

Equipment is defined as nonexpendable tangible personal property having a useful life of more than one year and a cost of \$5,000 or more per unit (excluding tax).

A line item is required for different types of equipment, but not for each specific piece of equipment (e.g., three laser jet printers must be one line item, not three).

6. Budget Narrative (Cal OES 2-107)

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

7. Project Narrative (Cal OES 2-108)

The Project Narrative is the main body of information describing the problem to be addressed, the plan to address the identified problem through appropriate and achievable objectives and activities, and the ability of the Applicant to implement the proposed plan.

a. Problem Statement

A Problem Statement is not required.

b. Plan

- 1) Describe the plan to update and disseminate outreach materials and provide outreach activities statewide to educate \_\_ monolingual Spanish-speaking farmworker women from all Chapters about sexual assault and domestic violence.

- 2) Describe the plan to provide trainings to \_\_ sexual assault service providers, \_\_ domestic violence service providers, and \_\_ law enforcement agencies addressing sexual assault and domestic violence in the farmworker community.
- 3) Describe the plan to disseminate information to Cal OES-funded rape crisis and domestic violence projects regarding the unique service provision needs of farmworker women.
- 4) Describe the plan to link \_\_ farmworker sexual assault victims to established rape crisis service providers and \_\_ farmworker domestic violence victims to established domestic violence service providers.
- 5) Describe the plan to update Operational Agreements to continue to coordinate and collaborate with rape crisis centers, domestic violence shelters, and victim witness programs in all chapter areas.
- 6) Describe the plan to provide \_\_ community awareness/educational events addressing sexual assault and domestic violence to \_\_ farmworker women.
- 7) Describe the plan to provide \_\_ staff and Chapter members, training(s) on working and advocating with service providers and law enforcement agencies.

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:

- Operational Agreement(s)/Operational Agreements Summary Form

OAs are required per Part I, Subpart G of this RFA.

- Petty Cash Victim Fund Procedures (Cal OES 2-153)

This form is required only if the Applicant proposes to have a line item in their Budget that meets the definition of Petty Cash in *SRH 2235.1*. Instructions are included on the form.

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

This form is required only if the Applicant proposes a line item in their Budget that meets the criteria for a Non-Competitive Bid Request per *SRH 3510*. 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 2236.11*. 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.

- Contracting and/or Procurement (*SRH 3400*)
- Audit Costs (*SRH 8150*)
- Automobiles (*SRH 2331*)
- Cash Match (*SRH 6511*)
- Computers and Automated Equipment (*SRH 2340*)
- Equipment (*SRH 2300*)
- Expert Witness Fees (*SRH 3710.2*)
- Office Space Rental (*SRH 2232*)
- Independent Contractor/Consultant (*SRH 3710*)
- Indirect Cost Rate Proposal (ICRP) (*SRH 2180 & SRH 2188*)
- In-Kind Match (*SRH 6512*)
- Match Requirements (*SRH 6500*)
- Prohibited Expense Items (*SRH 2240*)

- Project Income (SRH 6610)
- Additional Rental Space (SRH 2232.1)
- 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)

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

# FARMWORKER WOMEN'S SEXUAL ASSAULT AND DOMESTIC VIOLENCE (FW) PROGRAM

## PART III – CHECKLIST

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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 with Statutory Requirements of the Violence Against Women Act (VAWA) Fund as Amended, Services\*Training\*Officers\*Prosecutors (STOP) Formula Grant Program. ([Cal OES 2-104 g](#)) – 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 2-106b](#)) Budget Pages with One Funding Source
- 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
  - OPERATIONAL AGREEMENT(S)/OPERATIONAL AGREEMENTS SUMMARY FORM ([Cal OES 2-160](#))
  - PETTY CASH VICTIM FUND PROCEDURES ([Cal OES 2-153](#))
  - NON-COMPETITIVE BID REQUEST CHECKLIST ([Cal OES 2-156](#))
  - CONTRACTOR/CONSULTANT RATE EXEMPTION REQUEST ([Cal OES 2-164](#))
  - OUT-OF-STATE TRAVEL REQUEST ([Cal OES 2-158](#))
  - EXCESS LODGING RATE REQUEST/APPROVAL ([Cal OES 2-165](#))