



## REQUEST FOR APPLICATION

---

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

### **DOMESTIC VIOLENCE RESPONSE TEAM (VA) PROGRAM**

Release Date: August, 28, 2020

This Request for Application (RFA) provides detailed information and forms necessary to prepare an application for Cal OES grant funds. The terms and conditions of this RFA supersede previous RFAs and conflicting provisions stated in the [Subrecipient Handbook \(SRH\)](#).

### **PROGRAM SYNOPSIS**

#### **Program Description:**

The purpose of the VA Program is to support agencies in building protocols and practices for a collaborative and community-coordinated response to domestic violence.

#### **Eligibility:**

VA Program Subrecipients funded in fiscal year 2019-20 are the only eligible Applicants.

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

January 1, 2021-December 31, 2021

#### **Submission Deadline:**

Friday, October 09, 2020



# DOMESTIC VIOLENCE RESPONSE TEAM (VA) 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.....	3
PART II – RFA INSTRUCTIONS.....	9
A. SUBRECIPIENT HANDBOOK .....	9
B. FORMS.....	9
C. APPLICATION COMPONENTS.....	9
1. Grant Subaward Face Sheet (Cal OES 2-101) .....	9
2. Project Contact Information (Cal OES 2-102) .....	9
3. Signature Authorization (Cal OES 2-103) .....	10
4. Certification of Assurance of Compliance (Cal OES 2-104g).....	10
5. Budget Pages (Cal OES 2-106b .....	10
6. Budget Narrative (Cal OES 2-107) .....	13
7. Project Narrative (Cal OES 2-108).....	13
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

# DOMESTIC VIOLENCE RESPONSE TEAM (VA) 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:

Victoria McIntyre, Program Specialist  
[Victoria.McIntyre@caloes.ca.gov](mailto:Victoria.McIntyre@caloes.ca.gov) – (916) 328-7473

### C. SUBMISSION DEADLINE AND OPTIONS

Applications must be delivered to Cal OES by 5:00 pm Friday, September 25, 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 – Victim Services Branch  
3650 Schriever Avenue  
Mather, CA 95655  
Attn: Domestic Violence Response Team (VA) Program  
Domestic Violence Unit

D. ELIGIBILITY

VA Program Subrecipients funded in fiscal year 2019-20 are the only eligible Applicants.

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

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

E. GRANT SUBAWARD PERFORMANCE PERIOD

The Grant Subaward performance period is January 1, 2021-December 31, 2021.

F. FUNDS

Approximately \$500,000 is available for the Program for the Grant Subaward performance period.

1. Source of Funds

Detailed information on all VS Branch federal fund sources can be found in the VS Branch Federal Fund Information Guide. Applicants are strongly encouraged to review this document to familiarize themselves with the requirements for all fund sources that support this Program.

The Program is supported through the 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.
- 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 fund is STOP. This code will be in the drop-down on the Grant Subaward Face Sheet (Cal OES 2-101).

2. Funding Amount

Applicants may apply for up to \$125,000, for the 12-month Grant Subaward performance period.

Please see the chart below for the breakdown of the fund source and match.

20 STOP	MATCH	TOTAL PROJECT COST
\$125,000	Exempt	\$125,000

G. PROGRAM INFORMATION

1. Background Information

The VA Program was developed from studies that emphasized the impact of domestic violence intervention partnerships on communities in addressing domestic violence. The studies describe the impact of creating protocols to address victim needs, creating strategy, increasing community awareness, and increasing the collaboration between domestic violence service providers and law enforcement.

2. Program Description

The purpose of the VA Program is to support agencies in building protocols and practices for a collaborative and community-coordinated response to domestic violence. The VA Program builds the capacity of communities that demonstrate a need for greater collaboration and coordination between domestic violence service providers and law enforcement organizations.

3. Program Components

a. Advocacy Liaison

Subrecipients must commit a minimum of one 0.5 Full Time Equivalent (FTE) domestic violence advocate to work as a liaison to law enforcement and other community partners. The advocate must:

- 1) Meet the requirements of a "Domestic Violence Counselor" pursuant to Evidence Code §1037.1(a) (1).
- 2) Assist with the development, improvement, and achievement of protocols for responding to domestic violence calls.
- 3) Coordinate training of law enforcement officers and 9-1-1 dispatchers.
- 4) Serve as a point of contact for the law enforcement agency in initiating mechanisms of inter-agency accountability.
- 5) Collaborate in the creation of practical administrative tools/resources for officers responding to domestic violence calls (resource lists, checklists, handouts, etc.).
- 6) Collaborate in the creation of practical outreach materials that will be available for distribution by law enforcement officers.

b. Law Enforcement Liaison

Subrecipients must contract for a portion of a law enforcement officer position. The officer will act as a liaison between the law enforcement organization and other partnering agencies. The officer selected must:

- 1) Assist with the maintenance and improvement of protocols that respond to domestic violence calls throughout the officer's organization.
- 2) Assist the domestic violence service provider with coordinating training for law enforcement officers and 9-1-1 dispatchers associated within the officer's organization and outside of the officer's organization.
- 3) Serve as a point of contact for the domestic violence service provider in maintaining mechanisms of inter-agency accountability.
- 4) Collaborate in the creation of practical administrative tools and resources that will serve as a resource for officers

responding to domestic violence calls (resource lists, checklists, handouts, etc.).

- 5) Collaborate in the creation of practical outreach materials that will be available for distribution by law enforcement officers to domestic violence victims.

c. Domestic Violence Protocols

Subrecipients must collaborate with local law enforcement to develop protocols and policies that will guide the actions of law enforcement and the domestic violence service provider in responding to victims of domestic violence. At a minimum, the protocols should include the following:

- 1) Identification of each agency's mission, purpose, and specific function or task at each point of intervention.
- 2) A system for tracking responses to victims so that in the event of future/repeat response, each responder (both officer and advocate) is informed about what types of services/interventions have already been provided and offered.
- 3) A comprehensive victim-centered strategy for addressing the needs of victims within the domestic violence service provider's service area, including culturally competent processes for addressing victims in unserved and underserved populations.
- 4) A mechanism for inter-agency accountability that clearly identifies a procedure for both the law enforcement organization and the domestic violence service provider to address concerns and conflicts with the other organization.

d. Community Response

Subrecipients must ensure a prompt in-person response to calls from law enforcement seeking assistance for a victim. Specifically:

- 1) Advocates must be able to be contacted and respond in person on a 24-hour basis.

- 2) Advocates may respond to any safe location agreed upon by both the advocate and the officer requesting the assistance of the advocate.

e. Training

Subrecipients must collaborate with local law enforcement to provide regular and ongoing training for officers and 9-1-1 dispatchers on effective and efficient ways of responding to domestic violence calls. Training curricula must be relevant to the duties, mission, and scope of the audience being trained and led jointly by the law enforcement and advocacy liaison. In addition, funds may be used to bring in experts to provide training to law enforcement personnel.

f. Tools and Materials

Subrecipients must continue to collaborate with local law enforcement to create and maintain administrative tools/resources for distribution to law enforcement officers and outreach materials for victims:

- 1) Administrative tools/resources for officers can include flyers, handouts, referral lists, and any other relevant materials that will assist officers in providing information to victims as efficiently and effectively as possible.
- 2) Outreach materials for victims should be designed to be distributed by law enforcement officers for use by victims and should include a relevant list of resources and services available within the service area.

g. Capacity Building Plan

It is the intent of the VA Program to encourage agencies to maintain a sustainability plan for long-term capacity building. Subrecipients should continue to collaborate with law enforcement in effectuating strategies for a continued, coordinated response to domestic violence that extends beyond the grant cycle. Subrecipients will be required to report these efforts.

h. Co-location

While not mandated as a component of the Program, it is strongly recommended that the domestic violence advocate assigned to collaborate with the law enforcement organization be provided with a workspace in the law enforcement organization's office. It is the intent of the Program to foster relationship-building between the Subrecipient and the law enforcement organization through allowance of co-location.

i. Operational Agreements (OAs)/Second Tier Subawards

The project must have OAs with agencies in the following disciplines:

- Local law enforcement
- District attorney's office(s)
- Victim/Witness Assistance Program(s)
- Other domestic violence agencies with overlapping service areas
- Hospitals/medical treatment facilities

An OA is a formal agreement, without the exchange of money, between an implementing agency and one or more participating agencies. 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 project.

j. Assistance with California Victim Compensation Board Claims

Subrecipients are strongly encouraged to assist victims with applying for compensation benefits through the California Victim Compensation Board. Activities may include:

- Advising of the availability of such benefits
- Assisting with application forms and understanding procedures
- Obtaining necessary documentation to support the claim
- Monitoring claim status

Subrecipients are also strongly encouraged to budget for tablets or mobile communication devices and cellular service to swiftly

facilitate the on-line application process in the office or in the field.

4. Reporting Requirements

Progress Reports serve as a record for the implementation and maintenance of the Program. 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	January 1, 2021 – June 30, 2021	July 31, 2021
Final Report	January 1, 2021 – December 31, 2021	January 31, 2022

b. Office on Violence Against Women (OVW) Reports

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, 2022.

# DOMESTIC VIOLENCE RESPONSE TEAM (VA) PROGRAM

## PART II – RFA INSTRUCTIONS

---

- A. SUBRECIPIENT HANDBOOK
  - B. FORMS
  - C. APPLICATION COMPONENTS
  - D. BUDGET POLICIES
  - E. ADMINISTRATIVE REQUIREMENTS
- 

### 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).

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

There is no Problem Statement required for this RFA.

b. Plan

In narrative form, address the following:

- 1) Describe how the project has sustained the plan to accomplish the Program Components identified in Part I, Section G, number 3 of the RFA.
- 2) Describe activities that the project will focus on during the 2020-21 Grant Subaward performance period.

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 Summary Form (Cal OES 2-160)

OAs are required per Part I, Section 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.

- Noncompetitive Bid Request Checklist (Cal OES 2-156)  
This form is required for each proposed line-item in their Budget that meets the criteria for a Non-Competitive Bid Request per *SRH 3510*. Instructions are included on the form.
- Computers and Automated Systems Purchase Justification Guidelines (Cal OES 2-157)  
This form is required only if the Applicant proposes a line-item in their Budget for computers or automated equipment that require a justification per *SRH 2341*. 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.

#### 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)

## DOMESTIC VIOLENCE RESPONSE TEAM (VA) 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 Violence Against Women Act (STOP) ([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 2-106b](#) Budget Pages with One Funding Source)
- BUDGET NARRATIVE ([Cal OES 2-107](#))
- PROJECT NARRATIVE ([Cal OES 2-108](#))
  - PROBLEM STATEMENT
  - PLAN
- SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT
- PROJECT SERVICE AREA INFORMATION (Cal OES 2-154)
- ORGANIZATIONAL CHART
- ADDITIONAL FORMS, IF APPLICABLE
  - OPERATIONAL AGREEMENT SUMMARY FORM
  - 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](#))
  - COMPUTERS AND AUTOMATED SYSTEMS PURCHASE JUSTIFICATION GUIDELINES ([Cal OES 2-157](#))
  - OUT-OF-STATE TRAVEL REQUEST ([Cal OES 2-158](#))