



REQUEST FOR APPLICATION

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

EQUALITY IN PREVENTION & SERVICES FOR DOMESTIC ABUSE (GL) PROGRAM

Release Date: April 17, 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 GL Program is to maintain and expand domestic violence services for the lesbian, gay, bi-sexual, transgender, and/or questioning (LGBTQ) communities that will increase access to culturally appropriate domestic violence education, prevention, outreach, and services for these unserved/underserved communities.

Eligibility:

The only eligible Applicants are the GL Program Subrecipients funded in the prior fiscal year.

Grant Subaward Performance Period:

July 1, 2020 – June 30, 2021

Submission Deadline:

Monday, June 01, 2020



3650 SCHRIEVER AVENUE, MATHER, CA 95655

(916) 845-8844 TELEPHONE

[CalOES Website](#)

EQUALITY IN PREVENTION & SERVICES FOR DOMESTIC ABUSE (GL) PROGRAM

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EQUALITY IN PREVENTION & SERVICES FOR DOMESTIC ABUSE (GL) 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
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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:

Katie Accinelli, Program Specialist
Katie.Accinelli@caloes.ca.gov
(916) 845-8844

C. SUBMISSION DEADLINE AND OPTIONS

One original application 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 on Monday, June 01, 2020.

California Governor's Office of Emergency Services
Victim Services Branch
3650 Schriever Avenue
Mather, CA 95655
Attn: Equality in Prevention & Services for Domestic Abuse (GL) Program,
Domestic Violence Unit

D. ELIGIBILITY

The only eligible Applicants are the GL Program Subrecipients funded in the prior fiscal year.

Applicants applying for 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 July 1, 2020 – June 30, 2021.

F. FUNDS

Approximately \$423,000 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 Family Violence Prevention and Services/Domestic Violence Shelter and Supportive Services Grant Program funds (FVPS).

- Requires a cash and/or in-kind match equal to 20 percent of the total project cost.

2. Funding Amount

Applicants may apply for up to \$141,000 for the 12-month Grant Subaward performance period.

Please see the following chart for the breakdown of the fund source and match per Grant Subaward.

2020 FVSP	2020 FVSP MATCH	TOTAL PROJECT COST
\$141,000	\$35,250	\$176,250

G. PROGRAM INFORMATION

1. Background Information

Pursuant to Penal Code §13823.17 and enacted through Assembly Bill 2051, Cohn, Chapter 856, Statutes of 2006, The GL Program was established to create and/or enhance domestic violence services for the lesbian, gay, bisexual, transgender, and queer (or questioning) (LGBTQ) communities in an effort to increase access to culturally appropriate domestic violence education, prevention, outreach, and services for these unserved/underserved communities. The GL Program expands domestic violence program services for the LGBTQ community by providing crisis intervention, legal advocacy, participation in domestic violence multidisciplinary teams within the services area(s) of the project (including, but not limited to, law enforcement, medical treatment facilities, and other service providers). Services include a twenty-four hour crisis hotline, counseling, a business center, legal assistance, educational workshops and publications, community resources and referrals, emergency shelter, and household establishment assistance.

2. Program Description

The purpose of the GL Program is to maintain and expand domestic violence services for LGBTQ communities that will increase access to culturally appropriate domestic violence education, prevention, outreach, and services for these unserved/underserved communities. This will be accomplished by:

- Providing initial crisis intervention to domestic violence victims following the incidence of domestic violence.
- Providing ongoing crisis intervention, advocacy, and court accompaniment throughout the criminal justice process.
- Participating in domestic violence multidisciplinary team meetings within the service area(s) of the project (including, but not limited to, law enforcement, medical treatment facilities, and other service providers).

- Raising awareness of domestic violence services in the LGBTQ communities.

3. Program Components

a. All projects must provide the following services:

- Twenty-Four Hour Crisis Hotline or access to an After-Hours Hotline

Subrecipients must provide a 24-hour crisis hotline seven days per week. Immediate crisis intervention and assistance to LGBTQ victims of domestic violence and their children must be provided through a crisis hotline by agency staff and/or volunteers who are trained domestic violence counselors, pursuant to Evidence Code §1037.1. Subrecipients that do not have a 24-hour crisis hotline must collaborate with a partner agency in their local service area to provide access to an after-hours hotline.

NOTE: Agencies may collaborate to provide this service.

- Counseling (Individual and Peer Group)

Individual – Subrecipients must provide a means for LGBTQ victims of domestic violence and their children to obtain individual counseling, when it is requested. Paid or volunteer staff may provide this service, pursuant to Evidence Code §1037.1. The counseling requirement may also be met by the development and implementation of written procedures for referrals to qualified professional counselors and/or counseling agencies.

Group Counseling – Subrecipients must provide interactive group counseling services, with staff and/or appropriately trained volunteer facilitators, pursuant to Evidence Code §1037.1.

- Business Centers

Subrecipients must have at least one established, well publicized, business center (office) location. This office will be utilized to provide information, referral, and overall assistance

to LGBTQ victims of domestic violence and their children. This business center must be accessible to all victims (NOT just those victims in need of shelter). At a minimum, business centers must be open during routine business hours (i.e., Monday through Friday, 9:00 a.m. – 5:00 p.m.).

NOTE: Business centers may be closed for holidays designated in the agency's Holiday Policy.

- Legal Assistance with Temporary Restraining Orders/Other Protective Orders and Custody Disputes

Subrecipients must have qualified staff to provide information and assistance to LGBTQ victims of domestic violence in the understanding, preparing, and processing of legal documents necessary to obtain temporary restraining orders and other protective orders and/or custody orders. This requirement may be met by developing Operational Agreements (OAs) with an appropriate referral agency.

- Criminal Justice and Social Service Advocacy

Subrecipients must provide a means of advocacy to LGBTQ domestic violence victims, as necessary, to intervene on their behalf with the criminal justice system and social services agencies (e.g., district attorney's offices, courts, Victim/Witness Assistance Programs, social service agencies, Cal WORKS, schools, county offices, non-governmental social service providers, etc.). Advocacy includes accompanying survivors to court and social service providers.

NOTE: This service may be met through referrals to Victim/Witness Assistance Programs as needed.

- Educational Workshops and/or Publications

Subrecipients must provide educational workshops and/or publications to staff and LGBTQ victims as a means of providing education and awareness.

NOTE: Publications produced in part or in whole with federal funds will require the following credit reference:

- “This project/publication was supported by funding awarded through the California Governor’s Office of Emergency Services (Cal OES).”
- Community Resources and Referrals

Subrecipients must establish themselves as active participants and advocates in the local public and private health and social services network for the timely and comprehensive response to the needs of LGBTQ victims of domestic violence and their children. Subrecipients must collaborate with all local health, public health, and social services agencies that are available to assist LGBTQ victims of domestic violence and their children, and when appropriate, must refer victims to those agencies.

- Emergency Shelter Access or Shelter Referral

Subrecipients must provide confidential emergency shelter services for domestic violence victims and their children/dependents if requested. Pursuant to Penal Code §13823.15(f)(15)(B) emergency shelter services for domestic violence victims and their children/dependents are defined as: (B) “...safe and confidential emergency housing on a 24-hour basis for survivors of domestic violence and their children, including but not limited to, hotel or motel arrangements, havens, and safe houses.” Interim shelter provisions must be provided when there is no availability at the designated shelter.

NOTE: Agencies may collaborate to provide this service.

- Household Establishment Assistance

Upon request by the client, Subrecipients must assist survivors of domestic violence in establishing a new residence (e.g., furniture, food, transportation, cash donations, etc.).

- Establish, maintain, and participate in the local community service network to ensure appropriate response to survivors' needs

The Subrecipient must establish itself as an active participant in the local public and private social services network, (i.e., the local domestic violence council and any other collaborative domestic violence partnerships, advocating for the timely and comprehensive response to domestic violence survivors' needs). Projects must maintain contact with all local agencies that are available to assist survivors of domestic violence, and, when appropriate, must refer victims to those agencies.

A referral resources list must be developed, maintained, regularly updated, and include the following: law enforcement agencies, district and city attorney's offices, medical care providers, mental health treatment facilities, county social services and child protective services agencies, other domestic violence centers, rape crisis centers, victim/witness assistance centers, family justice centers, etc.

b. Access to Services

Services shall be made available to all LGBTQ domestic violence victims; no income eligibility standard may be imposed upon individuals with respect to eligibility for assistance or services supported by state and federal funds. In addition, Subrecipients must advertise services within the targeted service area.

c. Use of Volunteers

Subrecipients funded through the GL Program must use volunteers to the greatest extent possible. Projects must demonstrate the utilization of volunteers in the overall operations of the GL Program.

d. 40-hour Training – Domestic Violence Counselors

Subrecipients must ensure advocates and volunteers working with LGBTQ victims and their children meet the requirements of a "domestic violence counselor," as pursuant to Evidence Code §1037.1(a)(1). Projects must provide this training in accordance

with Evidence Code §1037.1(a)(2) which states, "The 40 hours of training must be supervised by an individual who qualifies as a counselor", as pursuant to Evidence Code Section 1037.1(a)(1), "and who has at least one year of experience counseling domestic violence victims for the domestic violence victim service organization. The training shall include, but need not be limited to, the following areas:

- History of domestic violence;
- Civil and criminal law as it relates to domestic violence, the domestic violence victim-counselor privilege, and other laws that protect the confidentiality of victim records and information;
- Societal attitudes towards domestic violence, peer counseling techniques;
- Housing, public assistance and other financial resources available to meet the financial needs of domestic violence victims; and
- Referral services available to domestic violence victims."

Subrecipients must complete the Cal OES Training Summary: 40-Hour Domestic Violence Counselor Training form and retain this form and your training agenda for review by Cal OES upon request and/or at performance assessment, monitoring and/or technical assistance site visits. A copy of the most current version of the required Cal OES Domestic Violence Counselor Training Summary form can be obtained by contacting your Domestic Violence Unit Program Specialist.

Domestic violence counselors are protected as privileged recipients of confidential communication (Evidence Code §1037.2); anyone who knowingly discloses confidential information from a privileged source is guilty of a misdemeanor (Penal Code §632.2). In certain instances (new staff hired just after scheduled training, less than five participants, etc.) projects may send advocates to the training of nearby projects.

Subrecipients must attach a copy of the corresponding training course agenda to each certificate of completion issued. The certificates and agenda shall be maintained in the staff/volunteer personnel file for each domestic violence counselor providing direct services to victims.

The California Partnership to End Domestic Violence (The Partnership), with support from Cal OES, has launched an online portal to access a 40-hour training curriculum and materials which fulfills the State's requirements for domestic violence counselors. This tool can be accessed on the Partnership's website: <https://cpedv.memberclicks.net/sample-40-hour-training-curriculum>.

NOTE: You must be a member of the Partnership to access the online portal. If you are a non-Partnership member, but employed by a Cal OES-funded agency, then you may gain access by emailing info@cpedv.org and requesting a username and password.

e. Operational Agreements

Subrecipients must have OAs with agencies in the following disciplines:

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

OAs must contain original signatures, titles, and agency names for both parties and include dates effective for the proposed subaward performance period. These documents must demonstrate a formal system of networking and coordination with other agencies and the Applicant.

OAs must have an effective period of no more than three years. OAs must be on file with the project and available for review by Cal OES staff during a site, monitoring and/or technical assistance visit.

Submission of a copy of each OA is not required with the grant application. However, the Grant Subaward application must include an Operational Agreements Summary (Cal OES 2-160)

form which delineates the agencies and timeframes for each OA in effect to support the required services under the GL Program.

f. 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. Regional Training

The VS Branch will be holding regional grants management trainings during the Grant Subaward performance period. Anticipated locations include: Sacramento, Redding, San Jose, Los Angeles, and San Diego. Although attendance is not mandatory, it is strongly encouraged. Interested Subrecipients should budget for two staff members to attend the two-day training.

5. 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. There are two Progress Reports required for the Program. See the chart for report periods and due dates. The Progress Reports can be accessed on the Cal OES website.

Report	Report Period	Due Date
1 st Report	July 1, 2020 – December 31, 2020	January 31, 2021
2 nd Report	January 1, 2021 – June 30, 2021	July 31, 2021

EQUALITY IN PREVENTION & SERVICES FOR DOMESTIC ABUSE (GL) PROGRAM

PART II – RFA INSTRUCTIONS

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

Applicants are strongly encouraged to review the [Subrecipient Handbook \(SRH\)](#). The SRH outlines the terms and conditions that apply to the Cal OES, VS Branch grants and provides helpful information for developing an application, including a Glossary of Terms.

B. FORMS

The Applicant must use the forms provided on our website. The forms must be printed on plain white 8½" x 11" paper and single sided. **Applicants may not alter the formatting of any forms, including the Project and Budget Narratives. No tables, charts, or changes to the margins are allowed.**

C. APPLICATION COMPONENTS

Applicants must complete and submit all required components. Specific information for each component is included next. The Checklist in Part III is included to ensure Applicants submit all required components.

1. Grant Subaward Face Sheet (Cal OES 2-101)

The Grant Subaward Face Sheet is the title page of the Grant Subaward that is signed by the Subrecipient and the Cal OES Director (or designee). Instructions are included on the form.

2. Project Contact Information (Cal OES 2-102)

The Project Contact Information form provides Cal OES with all relevant Subrecipient personnel. Information for each individual should be direct contact information. Instructions are included on the form.

3. Signature Authorization (Cal OES 2-103)

The Signature Authorization form provides Cal OES with signatures of authorized signers and who they authorize to sign on their behalf for all grant-related matters. Instructions are included on the form.

4. Certification of Assurance of Compliance (Cal OES 2-104d)

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

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.

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)
- Contain a detailed description of each line item

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 @ \$1,500/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 by an OA, which must be kept on file and made available for review during audits or at the request of Cal OES (SRH 3710 and 4500).

The Applicant must include sufficient per diem and travel allocations for two persons to attend required 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. 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. No Problem Statement required.
- b. Plan

In narrative form, address the following:

- 1) A plan for building the agency's capacity to better serve the LGBTQ population, including how your agency is addressing the growing demand for service to LGBTQ victims, including male survivors.
- 2) Planned prevention activity(ies) for the 20-21 fiscal year, and how the agency plans to implement these activities and achieve the desired goals.
- 3) A manageable plan for completing the remainder of the program requirements listed in Part 1, G, 3 of this RFA.

7. 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.

8. 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.

9. 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.

10. 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.

- 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 2236.11*. 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.

- 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*)
- Facility 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*)
- Participating Staff (*SRH 4500*)
- Prohibited Expense Items (*SRH 2240*)
- Project Income (*SRH 6610*)
- Rental Space for Training, Shelter, Counseling Rooms, and Other Required 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)
- Fidelity Bond (SRH 2160)
- Monthly Report of Expenditures and Request for Funds (SRH 6310)
- Monitoring (SRH 10400)
- Programmatic Technical Assistance and Site Visit Performance Assessment (SRH 10200-10300)
- Source Documentation (SRH 10111)

EQUALITY IN PREVENTION & SERVICES FOR DOMESTIC ABUSE (GL) 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 -2-104d FAMILY VIOLENCE PREVENTION & SERVICES (FVPS) ACT - (CAL OES 2-104d) – 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 NARRATIVE ([Cal OES 2-107](#))
- PROJECT NARRATIVE ([Cal OES 2-108](#))
 - PLAN
- SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT
- PROJECT SERVICE AREA INFORMATION (Cal OES 2-154)
- ORGANIZATIONAL CHART
- ADDITIONAL FORMS, IF APPLICABLE
 - 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](#))
 - COMPUTERS AND AUTOMATED SYSTEMS PURCHASE JUSTIFICATION GUIDELINES ([Cal OES 2-157](#))
 - OUT-OF-STATE TRAVEL REQUEST ([Cal OES 2-158](#))