

## REQUEST FOR APPLICATION

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

### **GUN VIOLENCE RESTRAINING ORDER OUTREACH (GO) PROGRAM**

Release Date: January 14, 2022

This Request for Application (RFA) provides detailed information and forms necessary to prepare an application for Grant Subaward 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 GO Program is to inform domestic violence victims of the availability of gun violence restraining orders and how to petition for one through an outreach campaign tailored to domestic violence victims, including those most marginalized.

#### **Eligibility:**

The only eligible Applicant is the California Partnership to End Domestic Violence.

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

April 1, 2022, through March 30, 2024

#### **Submission Deadline:**

Friday, February 25, 2022



3650 SCHRIEVER AVENUE, MATHER, CA 95655

(916) 328-7602 TELEPHONE

[CalOES Website](#)

# GUN VIOLENCE RESTRAINING ORDER OUTREACH (GO) PROGRAM

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# GUN VIOLENCE RESTRAINING ORDER OUTREACH (GO) PROGRAM

## PART I – OVERVIEW

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

### A. PUBLIC RECORDS ACT NOTICE

Grant Subaward 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:

Leng Ly, Program Specialist  
[leng.ly@caloes.ca.gov](mailto:leng.ly@caloes.ca.gov) (916) 328-7602

### C. SUBMISSION DEADLINE AND INSTRUCTIONS

Applications must be emailed to [VSapplications@caloes.ca.gov](mailto:VSapplications@caloes.ca.gov) by 5:00 pm on Friday, February 25, 2022.

### D. PROGRAM ELIGIBILITY

The only eligible Applicant is the California Partnership to End Domestic Violence.

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

E. GRANT SUBAWARD PERFORMANCE PERIOD

The Grant Subaward performance period is April 1, 2022, through March 30, 2024.

F. FUNDS

There is \$5,000,000 available for the GO Program for the Grant Subaward performance period.

1. Source of Funds

The Program is supported with State General Funds through the 2021 State Budget Act.

- There is no match required.
- Cal OES's four-character code for this federal fund is DVST. This code will be in the drop-down on the Grant Subaward Face Sheet (Cal OES Form 2-101).

2. Funding Amount

The Applicant may apply for up to \$5,000,000, for the 24-month Grant Subaward performance period.

Please see the chart below for fund and match.

2021DVST	MATCH	TOTAL PROJECT COST
\$5,000,000	\$0	\$5,000,000

G. PROGRAM INFORMATION

1. Background

The 2021 California Budget includes \$11 million in one-time General Fund for the California Governor's Office of Emergency Services (Cal OES) to facilitate education and training efforts related to gun violence restraining orders (GVRO). The Budget Act provides limited details for how these funds should be allocated. The Governor's Budget Summary states: "Gun Violence Restraining Orders—The Budget includes \$11 million one-time General Fund for the Office of Emergency Services (Cal OES) to facilitate education and training efforts related to gun

violence restraining orders, including (1) \$5 million for Cal OES to conduct a public awareness campaign, (2) \$5 million for grants to domestic violence groups to conduct outreach, and (3) \$1 million to the City of San Diego for the city attorney to provide temporary gun violence restraining order trainings to entities statewide...”

Cal OES will design and implement a public education campaign (Campaign) to drive public awareness regarding GVROs and the petition process. This will include the development of a website, digital/social media advertisement, and digital and physical GVRO “pamphlets” for distribution to domestic violence groups.

The GO Program will assist with the development of the materials, create additional materials as needed, implement the campaign, and subaward funds to local domestic violence groups to conduct target outreach in their communities with emphasis on the most marginalized victims of domestic violence.

## 2. Program Description

The purpose of the GO Program is to inform domestic violence victims of the availability of gun violence restraining orders and how to petition for one through an outreach campaign tailored to domestic violence victims, including those most marginalized.

## 3. Program Components

The Subrecipient must accomplish the following:

### a. Campaign Materials

The Subrecipient must:

- Work in collaboration with Cal OES and any Cal OES contractor to guide the development of campaign materials.
- Modify materials as needed to meet the needs of domestic violence victims.

### b. Outreach

The Subrecipient must implement outreach efforts at the state level and subaward funds to domestic violence groups to implement in local communities.

1) State-level Outreach

The Subrecipient must further public awareness by promoting any digital/social media advertisement, and digital and physical GVRO “pamphlets” developed through Cal OES’s public awareness campaign.

The Subrecipient may develop additional public awareness materials/events that are specifically tailored to domestic violence victims.

2) Subawards

The Subrecipient must subaward at least \$4,000,000 to local domestic violence groups, through a formal Second-Tier Subaward, to conduct outreach to domestic violence victims within the community and ensure marginalized communities are reached.

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 Section 7.010*).

The Subrecipient must:

- Utilize a fair process to select Second-Tier Subrecipients.
- Utilize a fair and equitable method to determine individual Second-Tier Subaward allocation amounts.
- Utilize a Grant Subaward performance period of January 1, 2023 – December 31, 2023, for Second-Tier Subawards.

c. Evaluation

The Subrecipient must develop a plan to evaluate the effectiveness of the outreach efforts that include pre and post data on occurrences of gun violence during incidents of domestic violence. Also, a report detailing data points and pre-outreach campaign must be submitted with the second Progress Report.

d. Reporting Requirements

Progress Reports serve as a record for the implementation of the Grant Subaward. Statistics for Progress Reports must be collected on a quarterly basis, even when reporting occurs less frequently.

The Subrecipient must collect output data from the Second-Tier Subrecipients. Cal OES will provide the Subrecipient with a Progress Report that identifies what must be collected.

There are eight Cal OES 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	April 1, 2022 – June 30, 2022	July 31, 2022
2 <sup>nd</sup> Report	July 1, 2022 – September 30, 2022	October 31, 2022
3 <sup>rd</sup> Report	October 1, 2022 – December 31, 2022	January 31, 2023
4 <sup>th</sup> Report	January 1, 2023 – March 31, 2023	April 30, 2023
5 <sup>th</sup> Report	April 1, 2023 – June 30, 2023	July 31, 2023
6 <sup>th</sup> Report	July 1, 2023 – September 30, 2023	October 31, 2023
7 <sup>th</sup> Report	October 1, 2023 – December 31, 2023	January 31, 2024
Final Report	January 1, 2024 – March 31, 2024	April 30, 2024

# GUN VIOLENCE RESTRAINING ORDER OUTREACH (GO) PROGRAM

## PART II – RFA INSTRUCTIONS

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

The Applicant is 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 an application, including a Glossary of Terms.

### B. APPLICATION 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. The **Applicant 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.**

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

#### 1. 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).

#### 2. 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.

3. 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.

4. Grant Subaward Certification of Assurance of Compliance (Cal OES Forms 2-104)

These forms are a binding affirmation that the Subrecipient will comply with the following regulations and restrictions:

- State and federal civil rights laws;
- Drug Free Workplace Act of 1990;
- California Environmental Quality Act;
- Lobbying restrictions;
- Proof of Authority documentation from the city council/governing board.

5. Grant Subaward Budget Pages (Cal OES Form 2-106b)

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.

The Grant Subaward Budget Pages (Cal OES Form 2-106b) 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. The Applicant may add additional columns to the Grant Subaward Budget Pages (Cal OES Form 2-106b) 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 costs.**

The Grant Subaward Budget Pages (Cal OES Form 2-106b) should:

- Cover the entire Grant Subaward performance period;

- Include costs related to the objectives and activities of the Grant Subaward;
- Strictly adhere to required and prohibited costs;
- Include costs in the correct category (i.e., Personnel Costs, Operating Costs, and Equipment Costs – see below); and
- Contain a detailed description of each line item.

Include **only** those items to be covered by Grant Subaward funds, including match funds, when applicable. The Applicant may supplement Grant Subaward funds with funds from other sources. However, since approved line items are subject to audit, Applicants should not include on the Grant Subaward Budget Pages (Cal OES 2-106b) matching funds (if applicable) in excess of the required match.

a. Personnel Costs – Salaries/Employee Benefits

1) Salaries

Personnel includes Grant Subaward services performed by 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 @ \$3,500/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 allocated as a part of salaries. If the Applicant's personnel have accrued sick leave or vacation time prior to the approval 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 costs 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 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:

- Computer equipment rentals;
- Consultant services (*SRH Section 6.050*);
- Equipment service and maintenance agreements;
- 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 Costs 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*.

6. Grant Subaward Budget Narrative (Cal OES Form 2-107)

A Grant Subaward Budget Narrative (Cal OES Form 2-107) is not required, however, the Applicant must provide a detailed description of each line item within the Grant Subaward Budget Pages (Cal OES Form 2-106b).

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

This form 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

In a narrative form, describe the need for domestic violence victims to better understand the availability of GVROs and how to petition for one. Include data on the prevalence of gun violence during incidents of domestic violence.

b. Plan

In narrative form, address the following:

- 1) The Applicant's plan to increase public awareness of GVROs and how to petition for one through state-level activities.
- 2) The Applicant's plan to subaward funds to local domestic violence groups.
- 3) The Applicant's plan to evaluate the effectiveness of the state-level and local outreach efforts.

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 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.

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

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

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 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 on the Grant Subaward Budget Pages (Cal OES Form 2-106b) and Grant Subaward Budget Narrative (Cal OES 2-107) (if required).

11. Additional Forms/Documents

The following are required only if applicable:

- 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 2-106b) 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 the Applicant is requesting approval for an exemption for lodging costs per *SRH Section 4.065*.

### C. BUDGET POLICIES

The following sections of the [SRH](#) may be helpful in developing the Grant Subaward Budget Pages (Cal OES 2-106b) and Grant Subaward Budget Narrative (Cal OES 2-107) (if required):

- 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*).

D. ADMINISTRATIVE REQUIREMENTS

Subrecipients must administer their Grant Subaward 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 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*).

# GUN VIOLENCE RESTRAINING ORDER OUTREACH (GO) 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 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 (Cal OES FORM 2-104) – 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 2-106 b. Budget Pages with One Funding Source)
- GRANT SUBAWARD BUDGET NARRATIVE ([Cal OES FORM 2-107](#))
- GRANT SUBAWARD PROGRAMMATIC NARRATIVE ([Cal OES FORM 2-108](#))
  - PROBLEM STATEMENT
  - PLAN
- [SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT](#)
- GRANT SUBAWARD SERVICE AREA INFORMATION ([Cal OES FORM 2-154](#))
- ORGANIZATIONAL CHART
- ADDITIONAL FORMS, IF APPLICABLE
  - 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](#))