



REQUEST FOR APPLICATION

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

HUMAN TRAFFICKING ADVOCACY (HA) PROGRAM

Release Date: July 7, 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 HA Program is to provide funding to Victim Witness Assistance Centers, as defined in the California Penal Code Section 13835.2, to provide dedicated, specialized staff and support services to identify and provide comprehensive services to victims of human trafficking, including sex and labor trafficking.

Eligibility:

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

Grant Subaward Performance Period:

January 1, 2021, through December 31, 2021

Submission Deadline:

Monday, September 14, 2020



3650 SCHRIEVER AVENUE, MATHER, CA 95655

(916) 845-8741 TELEPHONE

[CalOES Website](#)

HUMAN TRAFFICKING ADVOCACY (HA) PROGRAM

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HUMAN TRAFFICKING ADVOCACY (HA) PROGRAM PART I – OVERVIEW

- A. PUBLIC RECORDS ACT NOTICE
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 - D. ELIGIBILITY
 - E. GRANT SUBAWARD PERFORMANCE PERIOD
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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

Contact your Human Trafficking Unit Program Specialist concerning this RFA, the application process, or programmatic issues.

C. SUBMISSION DEADLINE AND OPTIONS

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

- Emailed to: VSapplications@caloes.ca.gov
- Postmarked or hand-delivered to the address below:

California Governor's Office of Emergency Services
Victim Services Branch
3650 Schriever Avenue
Mather, CA 95655
Attn: Human Trafficking and Legal Assistance Unit

D. ELIGIBILITY

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

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, through December 31, 2021.

F. FUNDS

There is \$1,619,464 available for the Program for the Grant Subaward performance period.

1. Source of Funds

The Program is supported through the Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program (Formula Grant Program)

- Supports eligible crime victim assistance programs.
- Requires a cash and/or in-kind match equal to 20 percent of the total project cost. Applicants may request a partial or full match waiver. **To request a match waiver, Applicants must submit the VOCA Match Waiver Request form (Attachment A) to the applicable Program Specialist, by email, by August 21, 2020.** All sections of the form must be completed. Answers to questions 9 through 11 must be specific and unique to the Applicant and Program.
- The federal award numbers are 2018-V2-GX-0029 and 2019-V2 -GX-0053.

2. Funding Amount

Applicants may apply for the funding amounts listed in the chart below, for the 12-month Grant Subaward performance period.

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

Subaward #	Subrecipient	18VOCA	18VOCA Match	19VOCA	19VOCA Match	Total Project Cost
HA20030010	Alameda County	\$77,250	\$19,313	\$77,250	\$19,313	\$193,126
HA20030070	Contra Costa County	\$77,250	\$19,313	\$77,250	\$19,313	\$193,126
HA20030100	Fresno County	\$77,250	\$19,313	\$77,250	\$19,313	\$193,126
HA20030190	Los Angeles County	\$77,250	\$19,313	\$77,250	\$19,313	\$193,126
HA20030300	County	\$77,250	\$19,313	\$77,250	\$19,313	\$193,126
HA20030330	Riverside County	\$77,250	\$19,313	\$77,250	\$19,313	\$193,126
HA20030340	Sacramento County	\$66,950	\$16,738	\$66,950	\$16,738	\$167,376
HA20030380	San Francisco County	\$77,250	\$19,313	\$77,250	\$19,313	\$193,126
HA20030420	Santa Barbara County	\$77,250	\$19,313	\$77,250	\$19,313	\$193,126
HA20030430	Santa Clara County	\$77,250	\$19,313	\$77,250	\$19,313	\$193,126
HA20030540	Tulare County	\$47,532	\$11,883	\$47,532	\$11,883	\$118,830
TOTAL		\$809,732	\$202,438	\$809,732	\$202,438	\$2,024,340

G. PROGRAM INFORMATION

1. Background Information

The California Alliance to Combat Trafficking and Slavery Task Force released a comprehensive report “Human Trafficking in California” in October of 2007. The report indicated that increased funding was needed for organizations to provide services to victims of human trafficking, in part to help increase the chances of victims escaping the circumstances of their trafficking. Subsequently, Cal OES, with input from

its VOCA Steering Committee, established and continues to administer the HA Program to support Victim/Witness Assistance Centers that assist human trafficking victims.

Since 2015, collaboration and coordination between local Human Trafficking Task Forces (HTTF), Victim/Witness Assistance Centers, child welfare Commercial Sexual Exploitation of Children (CSEC) Steering Committees/CSEC Multi-Disciplinary Teams, and other local anti-trafficking partnerships has emerged as a promising practice for identifying and serving the needs of human trafficking victims statewide.

On August 30, 2019, Assembly Bill (AB) 1735 was signed by Governor Newsom. The bill expands the statutory definition of a human trafficking caseworker for the purpose of providing the protection of privileged communication between caseworker and victim, by expanding the list of topics about which human trafficking caseworkers shall be trained. In addition to an updated definition of a human trafficking caseworker and minimum training requirements for such, AB 1735 includes specific language to clarify that a human trafficking caseworker may be subject to Mandated Child Abuse and Neglect Reporting requirements(PC 11165 et seq) and that the human trafficking caseworker must convey to the human trafficking victim either orally or in writing any applicable limitations on confidentiality of communications between the victim and the caseworker. **The requirements of AB 1735 do not apply to human trafficking advocates employed by a County District Attorney's Office.** as advocates working in the District Attorney's Office are considered part of the criminal justice system and cannot offer the protection of privilege between a human trafficking caseworker and the human trafficking victim.

2. Program Description

The purpose of the HA Program is to provide funding to Victim/Witness Assistance Centers, as defined in the California Penal Code Section 13835.2, to provide dedicated, specialized staff and support to identify and provide comprehensive services to victims of human trafficking, including sex and labor trafficking.

3. Program Components

Subrecipients must continue the following program activities:

- Employ, at a minimum, one half-time Victim/Witness Advocate or increase the time of an existing Victim/Witness Advocate by half-time, to assist the Victim/Witness Coordinator in providing direct services to human trafficking victims.
- Identify and assist victims of human trafficking and offer comprehensive services to meet each victim's individualized needs (see a-o, below).
- Identify and assist victims of human trafficking and offer comprehensive services to meet each victim's individualized needs (see a-o, below).
- Collaborate, as appropriate, with local, state, and federal law enforcement, local public agencies, victim service providers, and other non-profit organizations to enhance or expand service delivery to victims of human trafficking.
- Be an active member of an anti-human trafficking working group (see examples described in Part I, G, 1, Background Information).
- Use volunteers to assist with delivering services to victims of human trafficking. Note: If you are unable to use volunteers, you must submit a Volunteer Waiver and be approved in order to meet this requirement.

The following are the minimum services Subrecipients must provide through the HA Program. For the purpose of this RFA, the term "client" is synonymous with "victim," "witness," or "survivor."

a. Crisis Intervention

Crisis Intervention is any in-person or telephone/electronic contact (including phone, text, or email) with a client who, at any time, has been negatively affected or is in emotional crisis as a result of a crime or potential crime. After victimization, when the client is in need of crisis counseling, the Subrecipient shall provide the necessary intervention services and arrange for the provision of

other needed services by local service agencies, as frequently as needed.

b. Emergency Assistance

Emergency Assistance is any immediate financial intervention in response to a client's basic material needs within the first 24 hours after in-person or telephone/electronic contact is made with the client. At the initial or subsequent contact and assessment of a client's material needs, Subrecipients must provide and/or arrange emergency assistance and appropriate local agency services if needed. Assistance provided by the Subrecipient is subject to the availability of resources.

c. Resource and Referral Assistance

Resource and Referral Assistance is a non-emergency referral, based on the client's request or advocate's assessment, to individual(s) or agencies that may provide goods or services necessary to the client, but not provided by the Subrecipient. Subrecipients are also encouraged to coordinate referrals to resources with their local human trafficking working group (task force, multi-disciplinary team, collaborative, partnership, etc.)

d. Direct Counseling/Therapy

Direct Counseling/Therapy refers to any in-person or telephone contact with a client who is in emotional crisis resulting from a crime for the purpose of providing guidance or emotional support.

e. Assistance with California Victim Compensation Board Claims

Subrecipients will inform and assist victims with applying for compensation benefits through the California Victim Compensation Board. Activities under this component 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 services to swiftly facilitate the on-line application process in the office or in the field.

f. Property Return

Upon request from the client, Subrecipients must actively assist in obtaining the return of the client's property held as evidence by the criminal justice system. In some cases where property cannot be returned, an explanation will be provided to the client or family member.

g. Orientation to the Criminal Justice System

As needed, Subrecipients will provide clients with in-person or telephone information on the location, procedures, and function of the local criminal justice system. Subrecipients should have printed information available in languages appropriate to the needs of the community in their service area.

h. Court Escort

Upon request from the client or deemed necessary by the Subrecipient's staff allocated to the HA Program, the Subrecipient will provide information on the case and/or support during court appearances or interview with law enforcement and prosecutors. *The client must have physical accompaniment for the Court Escort Service to be counted.* Clients who are assisted by staff in preparation for court appearances or interviews, but not accompanied, should be counted under Orientation to the Criminal Justice System.

i. Outreach to Criminal Justice Agencies

Staff and volunteers allocated by the Subrecipient to the HA Program will provide outreach to criminal justice agencies regarding services and resources available through the Victim/Witness Assistance Center in general and the HA Program in particular, as well as explain the rights and holistic needs of victims of human trafficking.

j. Community Outreach

Subrecipients must promote their services through the use of public media (e.g., newspapers, radio, television, and/or social media) and presentations to victim service organizations and community groups, service clubs, hospitals, and schools. Subrecipients are encouraged to participate in media/public awareness-related events promoting victim services, including the annual Human Trafficking Awareness Month and Victims' Rights Week.

k. Case Status/Disposition

Upon request from the client, Subrecipients will advise a client of the progress and disposition of their case as it progresses through the criminal justice system.

l. Notification of Family/Friends

Upon request from the client, Subrecipients will notify a client's relatives and/or friends of the occurrence of a crime and the client's condition as a result of that crime.

m. Employer Notification/Intervention

Upon request from the client, Subrecipient will inform an employer(s) that their employee was a victim/witness to a crime and/or notify the employer(s) to minimize any loss of pay or other benefits, where the occurrence of the crime has caused, or will cause, an employee to lose time from work as a result of participation in the criminal justice system.

n. Restitution

Upon request from the client, Subrecipients will assist in obtaining restitution, ascertaining the client's economic loss, and providing the district attorney's office, court, and probation department with information relevant to the client's losses prior to the imposition of a sentence. After the sentence is imposed, the Subrecipient should refer the client to the appropriate agency having jurisdiction over the offender.

o. Linkage to Other Services Offered by Public and Private Agencies

Subrecipients must have a referral system established with other public and private agencies providing services appropriate for victims of human trafficking. At a minimum, this referral system must include coordination with law enforcement agencies, social service and/or human assistance agencies, schools, mental health, and health care providers. Additional resources may include, but are not limited to, education, employment services, creditor intervention, child care assistance, witness notification, and funeral arrangements (to assist family members of deceased victims). Subrecipients should also provide transportation and follow-up services to assist the victim to access the services and supports they need.

4. Operational Agreements (OA)/Second Tier Subawards

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

OAs and/or Second Tier Subawards with the following organizations in the Subrecipient's service area are required and must be submitted with the Subrecipient's application:

- Local law enforcement
- Domestic violence service providers
- Sexual assault service providers
- Community-based organizations that work with human trafficking victims and their children
- Existing or new Cal OES-funded projects that serve human trafficking victims

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. The following reports are required:

a. Cal OES Progress Reports

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

Report	Report Period	Due Date
1 st Report	January 1, 2021 – June 30, 2021	July 30, 2021
2 nd /Final Report	July 1, 2021 – December 31, 2021	January 31, 2022

b. Office for Victims of Crime (OVC) Reports

There are two, on-line OVC reports Subrecipients will also need to complete:

1) Subgrant Award Report (SAR)

This on-line report is due **within 90 days of the beginning of the performance period**. Cal OES will initiate access and the Subrecipient must complete the remainder of the report in the OVC Performance Measurement Tool.

2) Subgrantee Report

Subrecipients receiving Victims of Crime Act funds must complete this report no later than two weeks following the end of each federal fiscal year quarter. Subrecipients will report data directly into the OVC PMT database no later than the due dates listed, unless otherwise instructed by your Program Specialist.

Report Period	Due Date*
January 1, 2021 – March 31, 2021	on or about April 14, 2021
April 1, 2021 – June 30, 2021	on or about July 14, 2021
July 1, 2021 – September 30, 2021	on or about October 14, 2021
October 1, 2021 – December 31, 2021	on or about January 14, 2022

* Exact due dates will be provided by your Program Specialist at the end of each quarter.

For technical assistance, issues or questions regarding the OVC PMT database, please contact the OVC PMT Help Desk at ovcpmt@csrincorporated.com or call toll-free (844) 884-2503.

HUMAN TRAFFICKING ADVOCACY (HA) 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 2-104f)

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 2-106a)

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)

The Budget Narrative should describe the following:

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

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 for this RFA. However, please provide relevant updates to your target area, target population, or crime statistics, if applicable.

b. Plan

In narrative form, address the following:

- 1) Describe how the Subrecipient plans to identify and respond to the holistic needs of human trafficking victims, including both sex and labor trafficking victims. Address changes needed to continue providing the required Program Components during the COVID-19 pandemic.
- 2) Describe the roles and responsibilities of staff allocated to the Program.
- 3) Describe how staff allocated to the Program are qualified to manage and implement the Program. Include relevant training, whether in-person or online, and the source/dates of training, as well as qualifications specific to human trafficking of allocated staff. Provide current resumes along with job descriptions that specify the title, job duties, education, and experience for each position for which grant funds, including match, are requested. Indicate the number of hours and percentage of time each budgeted position is devoted to the Program. Indicate if volunteers will be used to assist in meeting Program goals and objectives.
 - **For Applicants or Implementing Agencies who are not a County District Attorney's Office**, per AB 1735, a human trafficking caseworker allocated to the HA Program **must** hold an advanced degree or license (e.g. MSW or other master's degree in counseling/related field) **and** at least

one year experience working directly with human trafficking victims, **OR**

- Have at least 40 hours of Human Trafficking training (12 topics related to human trafficking are specified in AB 1735) **and** is supervised by a person described above. Both the human trafficking caseworker who qualifies by having a degree and the 40 hours human trafficking caseworker trainee must be supervised by a person who meets the minimum requirements. **The requirements of AB 1735 do not apply to HA Subrecipients whose Implementing Agency is the County District Attorney's Office.** as advocates working in the District Attorney's Office are considered part of the criminal justice system and cannot offer the protection of privilege between a human trafficking caseworker and the human trafficking victim.

- 4) Describe the Subrecipient's ability to collaborate with local, state, and federal agencies, local public agencies, victim service providers, and non-profit and/or faith-based organizations to enhance or expand service delivery to victims of human trafficking. Both formal (i.e., anti-human trafficking working groups for which the Subrecipient has signed an OA/Second Tier Subaward) and informal partnerships may be addressed in this response. If collaborative meetings have been impacted by the COVID-19 pandemic, please address how the project will ensure participation in their local partnerships continues to support the Program's objectives.

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:

- Match Waiver Request

This form is required only if the Applicant is requesting to waive a portion, or all, of the required Match. See Part I, F. for additional information.

- Operational Agreement(s)

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 3511*. 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 2236.1.1*. 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.

- 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)

HUMAN TRAFFICKING ADVOCACY (HA) 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 VICTIMS OF CRIME ACT (VOCA) ([Cal OES 2-104f](#)) – 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 2-106a](#): Budget Pages Multiple Fund 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
 - MATCH WAIVER REQUEST(S)
 - OPERATIONAL AGREEMENT(S)
 - 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](#))