



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: August 11, 2021

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 HA Program is to provide funding to Victim Witness Assistance Centers, as defined in [California Penal Code Section 13835.2](#), for dedicated, specialized staff and supports 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, 2022 – December 31, 2022

Submission Deadline:

Wednesday, October 6, 2021



HUMAN TRAFFICKING ADVOCACY (HA) 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	1
E. GRANT SUBAWARD PERFORMANCE PERIOD.....	2
F. FUNDS.....	2
1. Source of Funds.....	2
2. Funding Amount.....	3
G. PROGRAM INFORMATION.....	4
1. Background Information	4
2. Program Description	5
3. Program Components.....	5
4. Reporting Requirements.....	10
PART II – RFA INSTRUCTIONS.....	12
A. SUBRECIPIENT HANDBOOK	12
B. APPLICATION FORMS.....	12
1. Grant Subaward Face Sheet (Cal OES Form 2-101)	12
2. Grant Subaward Contact Information (Cal OES Form 2-102)	12
3. Grant Subaward Signature Authorization (Cal OES Form 2-103).....	13
4. Grant Subaward Certification of Assurance of Compliance (Cal OES Form 2-104f)	13
5. Grant Subaward Budget Pages (Cal OES Form 2-106a)	13
6. Grant Subaward Budget Narrative (Cal OES Form 2-107)	16
7. Grant Subaward Programmatic Narrative (Cal OES Form 2-108)	16
8. Subrecipient Grants Management Assessment.....	18
9. Grant Subaward Service Area Information (Cal OES Form 2-154)	19
10. Organizational Chart	19
11. Additional Forms/Documents	19
C. BUDGET POLICIES	20
D. ADMINISTRATIVE REQUIREMENTS	21
PART III – CHECKLIST	22

HUMAN TRAFFICKING ADVOCACY (HA) 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 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

For questions concerning this RFA, the application process, or programmatic issues, contact your Human Trafficking & Legal Assistance Unit Program Specialist.

C. SUBMISSION DEADLINE AND OPTIONS

Applications must be emailed to VSapplications@caloes.ca.gov by 5:00 pm on Wednesday, October 6, 2021.

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 non-governmental organizations (NGOs) 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 January 1, 2022 – December 31, 2022.

F. FUNDS

There is \$1,619,464 available for the Program for the Grant Subaward performance period. **Funding is contingent upon availability of funds.**

1. Source of Funds

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

The Program is supported through the following funds:

- a. 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. **All match required for VOCA funds on the HA Program will be met using State General Funds; see funding chart below for additional information.**
 - Cal OES's four-character code for this federal fund is VOCA. This code will be in the drop-down on the Grant Subaward Face Sheet (Cal OES Form 2-101).

- The federal award number is 2020-V2-GX-0031.
- b. Victims of Crime General Funds (State General Fund)
- There is no match requirement for this fund source.
 - Cal OES's four-digit code for this state fund is VCGF. This code will be in the drop-down on the Grant Subaward Face Sheet (Cal OES Form 2-101).

2. Funding Amount

Please see the chart below for the breakdown of the fund sources (by four-digit code) and match.

Subaward#	Subrecipient	20VOCA	21VCGF for 20VOCA Match)	21VCGF	TOTAL PROJECT COST
HA21040010	Alameda County	\$99,719	\$24,930	\$29,851	\$154,500
HA21040070	Contra Costa County	\$99,719	\$24,930	\$29,851	\$154,500
HA21040100	Fresno County	\$99,719	\$24,930	\$29,851	\$154,500
HA21040190	Los Angeles County	\$99,719	\$24,930	\$29,851	\$154,500
HA21040300	Orange County	\$99,719	\$24,930	\$29,851	\$154,500
HA21040330	Riverside County	\$99,719	\$24,930	\$29,851	\$154,500
HA2 040340	Sacramento County	\$86,427	\$21,607	\$25,866	\$133,900
HA21040380	San Francisco, City & County	\$99,719	\$24,930	\$29,851	\$154,500
HA21040420	Santa Barbara County	\$99,719	\$24,930	\$29,851	\$154,500
HA21040430	Santa Clara County	\$99,719	\$24,930	\$29,851	\$154,500
HA21040540	Tulare County	\$61,360	\$15,340	\$18,364	\$95,064
TOTAL		\$1,045,258	\$261,317	\$312,889	\$1,619,464

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-human trafficking working groups 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 [California Penal Code Section 13835.2](#), for dedicated, specialized staff and supports to identify and provide comprehensive services to victims of human trafficking, including sex and labor trafficking.

In accordance with the purpose of the HA Program, Subrecipients must continue to utilize HA Program funds to:

- a. 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.
- b. Identify and assist victims of human trafficking and offer comprehensive services to meet each victim's individualized needs (see Program Components, below).
- c. Collaborate, as appropriate, with local, state, and federal law enforcement, local public agencies, victim service providers, and other NGOs to enhance or expand service delivery to victims of human trafficking.
- d. Be an active member of an anti-human trafficking working group (see examples described in Part I, G, 1, Background Information).
- e. Use volunteers to assist with delivering services to victims of human trafficking. NOTE: Subrecipients that are unable to use volunteers must submit a Volunteer Waiver Request for approval to waive this requirement.

3. Program Components

The following are the required Program Components for the HA Program. For this RFA, the term "client" is synonymous with "victim," "witness," or "survivor."

a. Crisis Intervention

Crisis intervention is any in-person or telephone/digital contact (including phone, text, email, social media or messaging apps,

etc.) with a client who, at any time, has been negatively affected or is in emotional crisis because of a crime or potential crime. After victimization, when the client needs crisis counseling, the Subrecipient will 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 telephonic/digital contact is made with the client. At that initial or any 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 any non-emergency referral, based on the client's request or advocate's assessment, to individuals or agencies that may provide goods, supports, or services needed by the client but which the Subrecipient does not have the resources or capacity to provide. Subrecipients are strongly encouraged to coordinate referrals to resources within their local anti-human trafficking working group to streamline service provision and avoid overwhelming clients with multiple concurrent referrals, appointments, and transportation requirements.

d. Direct Counseling/Therapy

Direct counseling/therapy refers to any in-person or telephone/telehealth 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 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, including income loss benefits available to victims of human trafficking through [AB 629](#);
- Assisting with application forms and understanding procedures;
- Obtaining necessary documentation to support the claim; and
- Monitoring claim status.

Subrecipients are also strongly encouraged to allocate funds for tablets or mobile communication devices and cellular service 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 with obtaining the return of the client's property held as evidence by the criminal justice system. In some cases where the property cannot be returned, Subrecipients must provide an explanation to the client or family member.

g. Orientation to the Criminal Justice System

Subrecipients will provide clients, through in-person or telephone/digital communications, information about the location, procedures, and function of the local criminal justice system, including any current security and public health protocols for participation in activities such as interviews, hearings, etc. 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 as deemed necessary by Subrecipient staff allocated to the HA Program for the safety and support of the client, Subrecipients will provide information about the case and/or support during the client's court appearances and/or interviews with law enforcement and prosecutors. *The client must have physical accompaniment for the court escort service to be counted.* Clients who are assisted by Subrecipient staff in preparing for court appearances or interviews, but not

accompanied to these appointments, should be counted under Orientation to the Criminal Justice system (see g, above).

i. Outreach to Criminal Justice Agencies

Staff and volunteers allocated 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.

Subrecipients are strongly encouraged to include outreach and anti-human trafficking education/training activities to other local enforcement agencies such as code enforcement, labor inspection/enforcement, and fire/EMS to assist in identification and referral of potential victims of human trafficking for support and services.

j. Community Outreach and Awareness

Subrecipients must promote their services using public media (including but not limited to newspapers, radio, television, and social media platforms) and in-person or virtual presentations to victim serving organizations as well as community groups, service clubs, hospitals/healthcare providers, and schools. Subrecipients are strongly 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 the client about the progress and disposition of their case as it moves 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 the crime.

m. Employer Notification/Intervention

Upon request from the client, Subrecipients will inform an employer(s) that their employee is 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 with 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, Subrecipients 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 to the needs of 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 healthcare providers. Additional resources may include, but are not limited to, education, employment services, creditor intervention, childcare 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 that they need.

p. Operational Agreements/Second-Tier Subawards

Subrecipients are required to enter into either Operational Agreements (OAs) or Second-Tier Subawards with the following agencies:

- Local law enforcement;
- Domestic violence service providers;
- Sexual assault service providers;

- NGOs that work with human trafficking victims and their children; and/or
- Existing or new Cal OES-funded projects that serve human trafficking victims.

An OA is a formal agreement, without the exchange of money, between an implementing agency and one or more participating agencies (*SRH Section 7.005*). 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*).

4. 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 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, 2022 – June 30, 2022	July 29, 2022
2 nd (Final) Report	July 1, 2022 – December 31, 2022	January 31, 2023

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, 2022 – March 31, 2022	on or about April 14, 2022
April 1, 2022 – June 30, 2022	on or about July 14, 2022
July 1, 2022 – September 30, 2022	on or about October 14, 2022
October 1, 2022 – December 31, 2022	on or about January 13, 2023

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

Applicants are 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. **Applicants 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.**

Applicants 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 Applicants submit 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 Form 2-104f)

This 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 Act of 1990;
- California Environmental Quality Act;
- Federal grant fund requirements;
- Lobbying restrictions;
- Debarment and Suspension requirements; and
- Proof of Authority documentation from the city council/governing board.

Subrecipients may be asked to sign and submit an updated Grant Subaward Certification of Assurance of Compliance (Cal OES Form 2-104f) once in Grant Subaward. Every year, Cal OES updates each Grant Subaward Certification of Assurance of Compliance (Cal OES Form 2-104f) 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. Grant Subaward Budget Pages (Cal OES Form 2-106a)

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 2-106a) 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 2-106a) 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. Applicants may add additional columns to the Grant Subaward Budget Pages (Cal OES Form 2-106a) 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 2-106a) 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. Applicants 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 2-106a) 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:

- Audit costs (*SRH Section 14.035*);
- Computers with an acquisition cost of \$4,999 or less;
- Computer equipment rentals;
- Consultant services (*SRH Section 6.050*);
- Equipment service and maintenance agreements;
- Financial Assistance for clients (*SRH Section 4.040*);
- 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, Applicants must provide a detailed description of each line item within the Grant Subaward Budget Pages (Cal OES Form 2-106a).

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

A Problem Statement is not required, however, please provide relevant updates to your service area, target population, or crime statistics, if applicable, including but not limited to ongoing economic impacts to the target population resulting from the COVID-19 pandemic.

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 when public health or other health and safety orders are in effect.
- 2) Describe the roles and responsibilities of staff and volunteers allocated to the HA Program, including how volunteers will be used to assist in meeting HA Program goals and objectives.
- 3) Describe how staff allocated to the HA 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 of staff allocated to the HA Program that are specific to identifying, supporting, and serving victims of human trafficking. Provide current resumes and job descriptions that specify the title, job duties, education, and experience for each position supported through grant funds and match. Indicate the number of hours and percentage of time each budgeted position is allocated to the HA Program.

For Applicants or Implementing Agencies that are not county district attorney's offices, per California Evidence Code Section 1038.2, 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 California Evidence Code Section 1038.2) **and** is supervised by a person described above. Both the human trafficking caseworker who qualifies by having an advanced degree and those who qualify through the minimum training requirements must be supervised by a person who meets the minimum requirements for a human trafficking caseworker.

The requirements of California Evidence Code Section 1038 – 1038.2 do not apply to HA Program 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 human trafficking victim.

- 4) Describe the Subrecipient's ability to collaborate with local, state, and federal law enforcement agencies, local public agencies, and victim serving NGOs to enhance or expand service delivery to victims of human trafficking, including sex and labor trafficking. Both formal partnerships, such as agencies/NGOs within the local anti-human trafficking working group for which the subrecipient has signed OAs/Second-Tier Subawards, and informal partnerships may be addressed in this response.

If in-person collaborative meetings have continued to be impacted by the ongoing COVID-19 pandemic, please describe how the Subrecipient will ensure participation in the local anti-human trafficking working group continues to support HA Program goals and 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 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 2-106a) and Grant Subaward Budget Narrative (Cal OES 2-107) (if required).

11. Additional Forms/Documents

The following are required only if applicable:

- Operational Agreements Summary Form (Cal OES Form 2-160)

This form lists the OAs a Subrecipient has with participating agencies/organizations. OAs are required per Part I, Subpart G of this RFA.

- Petty Cash Victim Fund Certification (Cal OES Form 2-153)

This form is required only if the Applicant proposes to have a line item on their Grant Subaward Budget Pages (Cal OES Form 2-106a) that meets the definition of Petty Cash in *SRH Section 4.040*.

- 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 2-106a) 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 an 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 2-106a) 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*).

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 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 VOCA Grant Subaward Certification of Assurance of Compliance – ([Cal OES FORM 2-104f](#)) – 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 2-106a](#)) – Budget Pages Multiple Fund Sources
- GRANT SUBAWARD PROGRAMMATIC NARRATIVE ([Cal OES FORM 2-108](#))
 - PROBLEM STATEMENT (IF APPLICABLE)
 - PLAN
- [SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT](#)
- GRANT SUBAWARD SERVICE AREA INFORMATION ([Cal OES FORM 2-154](#))
- ORGANIZATIONAL CHART
- ADDITIONAL FORMS, IF APPLICABLE
 - OPERATIONAL AGREEMENTS SUMMARY FORM ([Cal OES FORM 2-160](#))
 - PETTY CASH VICTIM FUND CERTIFICATION ([Cal OES FORM 2-153](#))
 - 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](#))