



## REQUEST FOR APPLICATION

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

### **HUMAN TRAFFICKING VICTIM ASSISTANCE (HV) PROGRAM**

Release Date: December 9, 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 HV Program is to help human trafficking victims recover from the trauma they experienced and assist with reintegration into society through the provision of comprehensive safety and supportive services using a trauma informed, victim-centered approach.

#### **Eligibility:**

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

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

April 1, 2021 – March 31, 2022

#### **Submission Deadline:**

Monday, February 1, 2021



3650 SCHRIEVER AVENUE, MATHER, CA 95655

(916) 845-8741 TELEPHONE

[CalOES Website](#)

# HUMAN TRAFFICKING VICTIM ASSISTANCE (HV) PROGRAM

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# HUMAN TRAFFICKING VICTIM ASSISTANCE (HV) PROGRAM

## PART I – OVERVIEW

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- 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

Contact your Human Trafficking & Legal Assistance 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, February 1, 2021. Submission options are:

- Emailed to: [VSapplications@caloes.ca.gov](mailto:VSapplications@caloes.ca.gov)
- Postmarked or hand-delivered to the address below:

Cal OES - Victim Services Branch  
3650 Schriever Avenue  
Mather, CA 95655  
Attn: Human Trafficking Victim Assistance (HV) Program  
Human Trafficking & Legal Assistance Unit

D. ELIGIBILITY

The only eligible Applicants are the HV 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 April 1, 2021 – March 31, 2022.

F. FUNDS

There is \$10,000,000 available for the Program for the Grant Subaward performance period.

1. Source of Funds

The Program is supported with State General Funds – Human Trafficking Victim Assistance (HTVA) Fund. The purpose of this fund is to support programs for victims of human trafficking in accordance with the requirements of the Government Code Section 8590.7, including the provision of comprehensive services that meet the holistic needs of individuals and communities affected by human trafficking.

2. Funding Amount

Applicants may apply for the amounts in the chart below for the 12-month Grant Subaward performance period. **Please note that this will be the final Grant Subaward performance period for the HV Program.** Within the next few months, the VS Branch will release a Request for Proposal (RFP) for the HV Program for FY 2021-22. Subrecipients will be competitively selected for this new grant cycle.

Please see the chart below for the breakdown of the fund source (by four-digit code). There is no match required for these funds.

Subaward Number	Subrecipient	20 HTVA
HV20 03 1182	1736 Family Crisis Center	\$476,190
HV20 03 1585	Asian Pacific Islander Legal Outreach	\$476,191
HV20 03 1326	Center Against Sexual Assault of Southwest Riverside County	\$476,191
HV20 03 8656	Coalition to Abolish Slavery and Trafficking	\$476,190
HV20 03 1043	Community Solutions for Children Families and Individuals, Inc.	\$476,191
HV20 03 8632	Family Assistance Program	\$476,190
HV20 03 8596	Fresno County Economic Opportunities Commission	\$476,190
HV20 03 1173	Interface Children & Family Services	\$476,191
HV20 03 1153	Journey Out	\$476,191
HV20 03 8673	Motivating, Inspiring, Supporting, & Serving Sexually Exploited Youth	\$476,190
HV20 03 1679	North County Lifeline, Inc.	\$476,190
HV20 03 1045	Opening Doors, Inc.	\$476,190
HV20 03 8631	Ruby's Place, Inc.	\$476,191
HV20 03 1042	Stand Up Placer	\$476,190
HV20 03 1048	Stanislaus Family Justice Center Foundation	\$476,190
HV20 03 1002	Verity ~ Compassion. Safety. Support	\$476,191
HV20 02 1152	Volunteers of America of Los Angeles	\$476,191
HV20 03 1039	Waymakers	\$476,190
HV20 03 1196	WEAVE, Inc.	\$476,190
HV20 03 8538	Women's Transitional Living Center, Inc.	\$476,191
HV20 03 1203	Y.W.C.A. of Monterey County	\$476,191

G. PROGRAM INFORMATION

1. Background Information

Human trafficking is the fastest growing criminal enterprise and is estimated to be a \$32 billion-a-year global industry. It is the world's second most profitable criminal enterprise, falling just after drug trafficking.

Survivors of human trafficking need specialized, intensive, and trauma-informed services to recover and rebuild their lives. The Human Trafficking Victim Assistance (HV) Program was created in the 2015 Budget Act to fund human trafficking (HT) caseworkers to provide comprehensive services to these victims.

On August 30, 2019, [Assembly Bill \(AB\) 1735](#) was signed by Governor Newsom. The bill expands the statutory definition of a HT caseworker for the purpose of providing the protection of privileged communication between caseworker and victim, by expanding the list of topics about which the HT caseworker shall be trained. In addition to the updated definition of an HT caseworker and minimum training requirements for such, AB 1735 included specific language to clarify that an HT caseworker may be subject to Mandated Child Abuse and Neglect Reporting requirements ([PC 11165 et seq](#)) and that the HT 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.

## 2. Program Description

The purpose of the HV Program is to help human trafficking victims recover from the trauma they experienced and assist with reintegration into society through the provision of comprehensive safety and supportive services using a trauma informed, victim-centered approach.

## 3. Program Components

### a. Case Management/Services to Victims

Using a trauma-informed, culturally sensitive approach, HT caseworkers, as defined in Evidence Code § 1038.2, must provide intensive case management for victims of human trafficking. The HT caseworker must do an initial intake assessment to identify the emergency needs of the victim (e.g., food, shelter, and clothing) and any safety concerns. At a minimum, Subrecipients must offer the following services:

#### 1) Twenty-Four Hour Crisis Hotline

Subrecipients must provide a 24-hour crisis hotline, seven days per week. Immediate crisis intervention and assistance to

human trafficking victims must be provided through this telephone response by Subrecipient staff and/or volunteers who are trained as HT caseworkers as described in Evidence Code § 1038.2. Subrecipients may collaborate with another organization to provide this service.

2) Emergency Shelter

Subrecipients must provide staffed, confidential emergency shelter services for human trafficking victims or an established referral system for shelter on a 24-hour, seven day a week basis.

3) Temporary Housing

Subrecipients must provide non-emergency housing for a period of up to 24 months. This requirement may be met by the development and implementation of written Operational Agreements (OAs) with appropriate community organizations.

4) Emergency Food/Clothing

Subrecipients must provide a means for responding to the immediate food and clothing needs of human trafficking victims and their children. The requirement may be met by the development and implementation of written OAs with appropriate community organizations.

5) Counseling

Subrecipients must provide individual counseling for human trafficking victims, using a trauma-informed approach. Paid or volunteer HT caseworkers, as defined in Evidence Code § 1038.2, may provide this service. The counseling requirement may also be met by the development and implementation of written procedures for referrals to qualified professional counselors with experience working with human trafficking victims.

6) Referrals to Existing Community Resources

Subrecipients must maintain knowledge of local community

resources appropriate to meet the holistic needs of human trafficking victims and provide linkage to/assistance accessing these resources to victims.

7) Transportation

Subrecipients must provide a means for emergency transportation to shelters or other places of safety as appropriate for human trafficking victims. The Subrecipient should also provide a means for human trafficking victims to receive non-emergency transportation to access holistic services and supports appropriate to their needs.

8) Legal Assistance

Subrecipients must provide legal services to human trafficking victims. These services must be provided by an attorney and must include, but are not limited to, the following:

- Establishing eligibility for refugee benefits
- Immigration legal assistance, including but not limited to filing for T-Visas or U-Visas, that provides relief to victims of human trafficking
- Representation in removal proceedings
- Preparation for criminal justice trials
- Advocacy to protect rights as victim and/or witness
- Obtaining child custody orders
- Obtaining restraining order against traffickers
- Record expungement
- Credit repair

These services may be accomplished through coordination with pro bono attorneys or by attorneys employed by the Subrecipient or its subcontractors, if applicable.

b. Assistance with California Victim Compensation Board Claims

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

- Advising of the availability of such benefits

- Assisting with application forms and understanding procedures
- Obtaining necessary documentation to support the claim
- Monitoring claim status

Subrecipients are also strongly encouraged to budget for tablets or mobile communication devices and cellular service to swiftly facilitate the on-line application process in the office or in the field.

c. Operational Agreements (OAs)/Second Tier Subawards

An OA is a formal agreement, without the exchange of money, between an implementing agency and one or more participating agencies. A Second Tier Subaward is a formal agreement that includes the exchange of money between an implementing agency and a participating agency to further the goals of the Grant Subaward.

The Subrecipient must have OAs or Second Tier Subawards with agencies, in the Subrecipient's service area, in the following disciplines:

- Local law enforcement
- District Attorney's Office(s)
- Victim/Witness Assistance Program(s)
- Domestic violence victim service providers
- Community-based organizations that work with human trafficking victims and their children
- Existing or new Cal OES-funded Subrecipients that serve human trafficking victims

d. Emergency Financial Assistance

Subrecipients may use up to five percent of their total Grant Subaward funds to provide emergency financial assistance for a victim-related need such as relocation expenses, court/legal fees, or medical care. If Subrecipients choose to provide emergency financial assistance, the Financial Assistance for Clients guidelines in the *Subrecipient Handbook*, Part 4.040, must be followed.

e. Evaluation

Subrecipients must develop a method for evaluating the services provided to human trafficking victims and the impact of the HV Program.

f. Training of Staff and Volunteers

Subrecipients must ensure staff and volunteers working with human trafficking victims qualify as HT caseworkers as defined in Evidence Code § 1038.2. Documentation verifying the appropriate training has been completed must be kept on file for all paid and volunteer HT caseworkers.

4. Reporting Requirements

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

There are two 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, 2021 – September 30, 2021	October 30, 2021
2 <sup>nd</sup> (Final) Report	October 1, 2021 – March 31, 2022	May 2, 2022

# HUMAN TRAFFICKING VICTIM ASSISTANCE (HV) PROGRAM

## PART II – RFA INSTRUCTIONS

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- 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. 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 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 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 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 2-104)

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
- 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 Grant Subaward Certification of Assurance of Compliance (Cal OES Form 2-104) once in Grant Subaward. Each year, Cal OES updates each Grant Subaward Certificate of Assurance of Compliance (Cal OES Form 2-104) 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 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 2-106a or b) 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 or b) 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 or b) 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 or b) 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)
- Contain a brief description of each line item

Include **only** those items to be covered by Grant Subaward funds, including match funds, when applicable. Applicants may supplement the 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 Form 2-106a or b) 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 budgeted as a part of salaries. If the Applicant's personnel have accrued sick leave or vacation time prior to the approval of 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. Budgeted 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 personal 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 4.050)
- 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
- 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 2-107)

This form should describe the following:

- a. How the line-items on the Grant Subaward Budget Pages (Cal OES Form 2-106a or b) support 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 Grant Subaward-funded staff duties and time commitments support the proposed objectives and activities.
  - e. The necessity for subcontracts and unusual costs.
  - f. Need for mid-year salary range adjustments.
7. Grant Subaward Programmatic Narrative (Cal OES 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, if there have been significant changes to the elements of the original problem statement (e.g., service area, area and victim demographics, prevalence of sex and labor trafficking in the service area, unique challenges in serving trafficking victims, etc.), please provide a brief overview of these changes.

b. Plan

In narrative form, address the following:

- 1) Describe what best practices, including the evidence upon which these practices are based, in the provision of services to meet the holistic needs of human trafficking victims.
- 2) Describe your organization's plan to provide emergency shelter to human trafficking victims, including a detailed description of any physical structures and the number, age range, and gender of victims your organization plans to provide shelter to during the performance period.
- 3) Describe your organization's plan to provide temporary housing for up to 24 months to human trafficking victims, including the number, age range, and gender of victims your organization plans to provide temporary housing to and any OAs through which housing will be provided, if applicable.

- 4) Describe your organization's plan to provide counseling to human trafficking victims, including the number of victims your organization plans to provide counseling to during the performance period.
- 5) Describe your organization's plan to provide emergency food, clothing, transportation, and referrals to existing community resources to address the holistic needs of human trafficking victims.
- 6) Describe your organization's plan to provide legal assistance services to human trafficking victims, including the number of victims your organization plans to provide legal services to during the performance period and any OAs or subcontracts/Second Tier Subawards that will be used to provide these services, if applicable.
- 7) Describe your organization's plan for evaluating the services provided to human trafficking victims and the impact of the HV Program.
- 8) Describe your organization's plan to continue providing the required services if shelter in place and social distancing requirements continue into the new performance period.
- 9) Provide an update to your organization's capabilities to provide the minimum services required, including staff and volunteer training, education, and experience, collaborative partnerships and referral networks, and remote access/social distance practices and protocols.

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.

9. Grant Subaward Service Area Information (Cal OES 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 or b) and Grant Subaward Budget Narrative (Cal OES Form 2-107), if required.

11. Additional Forms/Documents

The following are required only if applicable:

- Operational Agreement(s)

OAs are required per Part I, Subpart G of this RFA.

- Petty Cash Victim Fund Certification (Cal OES 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 or b) that meets the definition of Petty Cash in *SRH* Section 4.040.

- Non-Competitive Procurement Request (Cal OES 2-156)

This form is required only if the Applicant proposes a line item in their Grant Subaward Budget Pages (Cal OES Form 2-106a or b) that meets the criteria for a Non-Competitive Procurement Request per *SRH* Section 6.045.

- Independent 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* Section 6.050.

- 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* Section 4.065.

- Lodging Rate Exemption Request (Cal OES 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 Form 2-106a or b) and Grant Subaward Budget Narrative (Cal OES Form 2-107).

- Additional Rental Space (*SRH* Section 4.055)
- Audit Costs (*SRH* Section 14.055)
- Automobiles (*SRH* Section 5.020)
- Contracting and Procurement 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 Costs 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)
- Travel (*SRH* Section 4.065)

### D. ADMINISTRATIVE REQUIREMENTS

Subrecipients must administer their Grant Subawards 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 sections 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*)
- Records Requirements (*SRH Part 12*)

# HUMAN TRAFFICKING VICTIM ASSISTANCE (HV) 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 2-101](#)) – Signed by the official authorized to enter into the Grant Subaward.
- GRANT SUBAWARD CONTACT INFORMATION ([Cal OES 2-102](#))
- GRANT SUBAWARD SIGNATURE AUTHORIZATION ([Cal OES 2-103](#))
- GRANT SUBAWARD CERTIFICATION OF ASSURANCE OF COMPLIANCE ([Cal OES 2-104](#)) – Signed by the official who signed the Grant Subaward Face Sheet and by the official delegating that authority.
- GRANT SUBAWARD BUDGET PAGES (EXCEL SPREADSHEET FORMAT) ([Cal OES 2-106b](#) – Budget Pages with One Funding Source)
- GRANT SUBAWARD BUDGET NARRATIVE ([Cal OES 2-107](#))
- GRANT SUBAWARD PROGRAMMATIC NARRATIVE ([Cal OES 2-108](#))
  - PLAN
- [SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT](#)
- GRANT SUBAWARD SERVICE AREA INFORMATION ([Cal OES 2-154](#))
- ORGANIZATIONAL CHART
- ADDITIONAL FORMS, IF APPLICABLE
  - OPERATIONAL AGREEMENT(S)
  - PETTY CASH VICTIM FUND CERTIFICATION ([Cal OES 2-153](#))
  - NON-COMPETITIVE PROCUREMENT REQUEST ([Cal OES 2-156](#))
  - INDEPENDENT CONTRACTOR CONSULTANT RATE EXEMPTION REQUEST ([Cal OES 2-164](#))
  - OUT-OF-STATE TRAVEL REQUEST ([Cal OES 2-158](#))
  - LODGING RATE EXEMPTION REQUEST ([Cal OES 2-165](#))