

REQUEST FOR PROPOSAL

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

HUMAN TRAFFICKING VICTIM ASSISTANCE (HV) PROGRAM

Release Date: November 4, 2021

This Request for Proposal (RFP) provides detailed information and forms necessary to prepare a proposal for Cal OES grant funds. The terms and conditions of this RFP supersede previous RFPs and conflicting provisions stated in the [Subrecipient Handbook \(SRH\)](#).

PROGRAM SYNOPSIS

Description:

The purpose of the HV Program is to help human trafficking victims (both sex and labor trafficking) recover from the trauma they experienced and assist with reintegration into society through the provision of comprehensive safety and supportive services including, but not limited to, housing assistance, counseling services, and other social services, using a trauma-informed, victim-centered approach.

Eligibility:

Applicants must be non-governmental, non-profit organizations that employ a minimum of one human trafficking caseworker (as defined in [California Evidence Code § 1038.2](#)) and have at least three years of experience providing services to victims of human trafficking including, but not limited to, housing assistance, counseling services, and social services. **Eligible Applicants must submit a letter certifying that they meet the eligibility requirements for their proposals to be accepted for consideration.**

Grant Subaward Performance Period:

April 1, 2022 – March 31, 2023

Available Funding:

Individual Applicants may request up to \$666,666.

Submission Deadline:

Thursday, December 30, 2021



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

Proposals are subject to the California Public Records Act, Government Code § 6250, *et seq.* Do not put any personally identifiable information or private information on this proposal. If you believe that any of the information you are putting on this proposal is exempt from the Public Records Act, please indicate what portions of the proposal and the basis for the exemption. Your statement that the information is not subject to the Public Records Act will not guarantee that the information will not be disclosed.

B. CONTACT INFORMATION

Questions concerning this RFP, the proposal process, or programmatic issues must be submitted in writing by email to:

Jennifer Fowler, Program Specialist
Jennifer.Fowler@caloes.ca.gov

Cal OES staff cannot assist the Applicant with the actual preparation of their proposal. Cal OES can only respond to technical questions about the RFP during the period of time between the publication date and completion of the RFP process.

C. SUBMISSION DEADLINE AND REQUIREMENTS

Proposals must be emailed to VSapplications@caloes.ca.gov by **11:59 pm on Thursday, December 30, 2021**. Proposals must be attached as a single document (e.g., PDF) and contain the forms outlined in Part II - RFP Instructions. Emails should identify the name of the RFP in the Subject line.

D. ELIGIBILITY

For a proposal to be accepted for consideration (i.e., read and rated):

1. The Applicant must be a non-governmental, non-profit organization that both employs a minimum of one human trafficking caseworker (as defined in [California Evidence Code § 1038.2](#)) AND provides services to victims of human trafficking including, but not limited to, housing assistance, counseling services, and social services.

The Applicant must submit a letter, on the organization's official letterhead, signed by the Official Designee, certifying that the Applicant meets the eligibility criteria above AND has at least three years of experience providing comprehensive services, as defined in [California Government Code § 8590.6 \(a\)](#), to victims of human trafficking, including sex and labor trafficking.

2. The Proposal must be submitted per the instructions in C. SUBMISSION DEADLINE AND REQUIREMENTS.
3. The Grant Subaward Programmatic Narrative (Cal OES 2-108) and Grant Subaward Budget Narrative (Cal OES 2-107) must be submitted **unaltered** and in accordance with the instructions in Part II – Section B of this RFP (e.g., adhering to page limits, font size, and line spacing). Cal OES cannot accept alternate or modified forms, without undermining its neutral competitive selection process and will not read pages more than the maximum allowed.

Please Note: proposals that do not meet the above requirements will be disqualified and not read and rated.

To be eligible to receive funding, if selected:

Applicants must be registered with the California Department of Justice's Registry of Charitable Trusts with a "current," "exempt," or "pending" status. [Check nonprofit status](#) by the beginning of the Grant Subaward performance period.

Only one proposal per Applicant will be eligible to receive funding. If an Applicant submits more than one proposal, only the highest scoring proposal, meeting the criteria above, will be considered for funding.

E. GRANT SUBAWARD PERFORMANCE PERIOD

The Grant Subaward performance period is April 1, 2022 – March 31, 2023. Successful Subrecipients will be eligible for a non-competitive reapplication for two consecutive years, contingent upon availability of funds.

F. FUNDING INFORMATION

There is \$20,000,000 available for the HV Program for the Grant Subaward performance period.

A. Funding Amount

Applicants may apply for up to \$666,666, for the 12-month Grant Subaward performance period.

Please see the chart for the breakdown of the fund source (by four-digit code).

2021 HTVA	MATCH	TOTAL PROJECT COST
\$666,666	\$0	\$666,666

B. Funding Source

The HV Program is supported through State General Funds and does not require local match.

Cal OES's four-character code for this state fund is HTVA. This code will be in the drop-down on the Grant Subaward Face Sheet (Cal OES Form 2-101).

G. PROGRAMMATIC INFORMATION

1. Background Information

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 victim service organizations to provide comprehensive services, as described in California [Government Code § 8590.6-8590.7](#), to survivors of human trafficking, including sex and labor trafficking. In 2018, \$10 million in State General Funds annually were appropriated to ensure continuity of HV Program

supports and services for victims of human trafficking. In 2021, the allocation of State General Funds to the HV Program was increased to \$20 million for three consecutive fiscal years beginning with state fiscal year 2021-22.

Since 2013, collaboration and coordination between local or regional anti-human trafficking task forces (HTTF), 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 statewide¹. These partnerships bring together both public and private non-profit organizations across the various disciplines involved in anti-trafficking work, bridge gaps between victim serving systems and civil and criminal justice systems, and provide opportunities for better coordination of services in ways that reduce barriers to entry for victims accessing needed supports and minimizing re-traumatization. As such, active participation by HV Program Subrecipients in their local/regional anti-human trafficking partnership, collaborative, HTTF, CSEC multi-disciplinary team, or other anti-human trafficking working group is a key element that supports the goals and objectives of the HV Program.

In 2019, [Assembly Bill 1735](#) was signed by the Governor and became effective on January 1, 2020. The bill made changes to the statutory definition of the human trafficking caseworker with regards to the privilege of confidential communications between the human trafficking caseworker and victim (see [California Evidence Code § 1038, et seq.](#)), including an expansion of the minimum training requirements to qualify as a human trafficking caseworker, requirements for those supervising human trafficking caseworkers, defining a human trafficking victim service organization, and clarifying that a human trafficking caseworker is not exempt from any applicable obligations to report instances of child abuse as required by [California Penal Code § 11166](#).

Increasingly, state and federal entities that have allocated funds to support human trafficking victim assistance programs have expressed an interest in, and desire to see, data measuring not only program and service outputs (such as number of people served, number of each type

¹ As demonstrated in reports and recommendations published by federal and state entities such as the federal [Office on Trafficking in Persons \(OTIP\)](#) and [Office for Victims of Crime](#), the [California Child Welfare Council](#), and the [Little Hoover Commission](#).

of service provided, and demographic information) but outcomes measures as well; that is, information that measures the impact and effectiveness of the services provided.

In 2020, RTI, a widely recognized expert in the field of program research, evaluation, training, and technical assistance, developed and released an instrument that enables human trafficking victim service organizations to measure client status in four key areas: safety, well-being, social connectedness, and self-sufficiency. The instrument, called the [Outcomes for Human Trafficking Survivors](#), is accompanied by a user guide and development brief to support training and implementation of this evaluation tool, and is publicly available online at no cost.

2. Programmatic Description

The purpose of the HV Program is to help human trafficking victims (both sex and labor trafficking) recover from the trauma they experienced and assist with reintegration into society through the provision of comprehensive safety and supportive services including, but not limited to, housing assistance, counseling services, and other social services, using a trauma-informed, victim-centered approach.

For the purpose of this RFP, the following definitions established in California Evidence Code § 1038.2, apply:

- a. "Human trafficking caseworker" means "a person working for a human trafficking victim service organization, whether financially compensated or not, for the purpose of rendering advice or assistance to victims of human trafficking," and who meets the requirements listed in Evidence Code § 1038.2 (c).
- b. "Human trafficking victim service organization" means "a nongovernmental organization or entity that provides shelter, program, or other support services to victims of human trafficking and their children" and does all of the activities listed in Evidence Code § 1038.2 (d).
- c. "Victim" means "a person who consults a human trafficking caseworker for the purpose of securing advice or assistance concerning a mental, physical, emotional, or other condition related to their experience as a victim of human trafficking."

3. Programmatic Components

a. Comprehensive Services to Victims

Using a trauma-informed, victim-centered, culturally sensitive approach, human trafficking victim service organizations funded by the HV Program ("Subrecipients") must provide comprehensive services to victims of human trafficking, including sex and labor trafficking victims, and their children. Human trafficking caseworkers employed by the Subrecipient must do an initial assessment to identify the immediate needs of the victim (e.g., shelter, food, and clothing), assist the victim to address any safety concerns, and provide ongoing, intensive case management as appropriate to the victim's needs. At a minimum, Subrecipients funded by the HV Program must provide the following services:

- 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 human trafficking caseworkers. Subrecipients may enter into an Operational Agreement (OA) or Second-Tier Subaward with a participating agency to provide this service.

- 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 days per week basis.

- Temporary Housing/Housing Assistance

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 an OA or Second-Tier Subaward with a participating agency that has the capability and expertise to provide housing assistance.

- Emergency Food/Clothing

Subrecipients must provide a means for responding to the immediate food and clothing needs of human trafficking victims and their children. This requirement may be met by the development and implementation of an OA or Second-Tier Subaward with a participating agency.

- Transportation

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

- 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.

- Psychological Support/Counseling

Subrecipients must provide individual counseling for human trafficking victims, using a trauma-informed approach. Paid or volunteer human trafficking caseworkers may provide this service. This requirement may also be met by the development and implementation of written procedures for referrals to, or OAs, Second-tier Subawards, or independent contracts with qualified counseling professionals with experience working with human trafficking victims.

- Referrals to Existing Community Services

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.

- Legal Assistance

Subrecipients must provide legal assistance 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;
- Advocacy to protect rights as victims and/or witnesses;
- Obtaining child custody orders;
- Obtaining restraining or protective orders against traffickers;
- Record expungement; and/or
- Credit repair.

This requirement may be met by the development and implementation of OAs, Second-tier Subawards, or independent contracts with qualified attorneys or legal assistance organizations with experience working with human trafficking victims.

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; 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.

c. Participation in Local/Regional Anti-Trafficking Working Group(s)

As described in Part I, Section G, 1. Background Information, active participation by the human trafficking victim service organization in their local or regional anti-human trafficking working group is a key element that supports the goals and objectives of the HV Program. Such participation facilitates a robust resource and referral network to assist victims in accessing services beyond the Subrecipient's capabilities or scope of work, supports improved coordination of services to reduce barriers to access and burden on the victim, and improves collaboration among victim-serving systems to bridge gaps in services.

Applicants for the HV Program must therefore demonstrate active participation in a local or regional anti-human trafficking working group by submitting one of the following documents with their proposal:

- Memorandum of Understanding (MOU) with an HTTF or anti-human trafficking multi-disciplinary team;
- Interagency Agreement/Protocol with a CSEC steering committee or multi-disciplinary team; or
- Letter of support from a local or regional anti-human trafficking collaborative, coalition, service coordination team, or partnership.

d. Operational Agreements/Second-Tier Subawards

Although not required by the HV Program, Subrecipients may choose to enter into an OA and/or a Second-Tier Subaward with one or more participating agencies to assist with the implementation of their Grant Subawards. Subrecipients of the HV Program are strongly encouraged to consider OAs or Second-Tier Subawards with participating agencies that have the capability and expertise in providing housing assistance, educational support, and employment readiness services to help meet the holistic needs of victims of human trafficking.

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*).

e. Data Collection/Outcome Measures

Subrecipients funded through the HV Program must collect data about the individuals they serve, the services provided, and the impact of services on outcomes across various life domains of victims of human trafficking. HV Program Subrecipients are required to utilize the [RTI Outcomes for Human Trafficking Survivors \(OHTS\)](#) instrument to collect, evaluate, and report service delivery and outcomes data for all individuals served through the HV Program.

f. Staff/Volunteer Training

Subrecipients funded through the HV Program must ensure that staff and volunteers working with human trafficking victims qualify as human trafficking caseworkers as defined in Evidence Code § 1038.2, including completion of the minimum training standards described in that section. Human trafficking caseworkers must receive training on, and adhere to, their obligations under [Evidence Code §§ 1038 – 1038.3](#) with regards to privilege of confidential communications between themselves and human trafficking victims, including the requirement to inform a trafficking victim of any applicable limitations on confidentiality of communications, such as an obligation to report instances of child abuse as required by California Penal Code § 11166.

Documentation verifying the required training has been completed must be kept on file by the human trafficking victim service organization for all paid and volunteer human trafficking caseworkers.

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 four Progress Reports required for the Program. See the chart below for report periods and due dates.

HV Program Subrecipients will be required to report data on individuals served, services provided, and outcomes measures collected using the RTI OHTS instrument described in Part I, Section G, 3e. Data Collection/Outcome Measures, above.

Report	Report Period	Due Date
1 st Report	April 1, 2022 – June 30, 2022	July 29, 2022
2 nd Report	July 1, 2022 – September 30, 2022	October 31, 2022
3 rd Report	October 1, 2022 – December 31, 2022	January 31, 2023
Final Report	January 1, 2023 – March 31, 2023	April 28, 2023

HUMAN TRAFFICKING VICTIM ASSISTANCE (HV) PROGRAM

PART II – RFP INSTRUCTIONS

- A. SUBRECIPIENT HANDBOOK
 - B. FORMS
 - C. SPACE LIMITATIONS
 - D. PROPOSAL COMPONENTS
 - E. BUDGET POLICIES
 - F. ADMINISTRATIVE REQUIREMENTS
-

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 a proposal, including a Glossary of Terms.

B. FORMS

Applicants must use the forms provided on our website. The forms must be completed in Century Gothic font, size 12 point, and double spaced.

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 or paper size are allowed.

C. SPACE LIMITATIONS

If a space limitation is specified under the Programmatic Narrative section, strict adherence to the space limitation is required. **Information included beyond the space limitation and/or unrequested attachments will not be considered in the rating process.**

D. PROPOSAL COMPONENTS

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

1. Letter of Certification

The Applicant must submit a letter, on the organization's official letterhead, signed by the Official Designee, certifying that the Applicant is a non-governmental, non-profit organization that employs a minimum of one human trafficking caseworker (as defined in [California Evidence Code § 1038.2](#)) AND has at least three years of experience providing comprehensive services, as defined in [California Government Code § 8590.6 \(a\)](#), to victims of human trafficking, including sex and labor trafficking.

2. 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).

3. 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.

4. 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.

5. Grant Subaward Certification of Assurance of Compliance (Cal OES Form 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; and
- Proof of Authority documentation from the city council/governing board.

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

This form demonstrates how the Applicant will implement the proposed plan with the funds available through this Program. This is the basis for management, fiscal review, and audit. **Grant Subaward Budget Pages (Cal OES Form 2-106b) are subject to Cal OES modifications and approval.** Failure of the Applicant to include required items does not eliminate responsibility to comply with those requirements during the implementation of the Grant Subaward.

7. The Grant Subaward Budget Pages (Cal OES Form 2-106b) automatically calculate the subtotal at the end of each budget category and provide the total of the three spreadsheets at the bottom of the Equipment Costs page. Applicants may add additional columns to the Grant Subaward Budget Pages (Cal OES Form 2-106b) when necessary.

Cal OES requires the Applicant to develop a line-item budget that includes a **calculation and justification in the left column for all expenses.**

The Budget Pages should:

- Cover the entire Grant Subaward performance period;
- Include costs related to the objectives and activities of the Grant Subaward;
- Strict adherence to required and prohibited expenses; and
- Include costs in the correct category (i.e., Personnel Costs, Operating Costs, and Equipment Costs – see below).

Include **only** those items 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 matching funds (if applicable) in excess of the required match on the Grant Subaward Budget Pages (Cal OES Form 2-106b).

a. Personnel Costs – Salaries/Employee Benefits

1) Salaries

Personnel includes Grant Subaward services performed by Grant Subaward 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 @ \$1,500/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. Allocated 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. 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).

Additional information on Personnel Expenses 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 Expenses 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*.

8. Grant Subaward Budget Narrative (Cal OES Form 2-107) – Maximum Four Pages

The Budget Narrative should describe the following:

- a. How the 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 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.
9. 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 – Maximum Five Pages

In narrative form, address the following:

- 1) Describe the prevalence of human trafficking in your service area, including types of human trafficking (i.e., sex and/or labor trafficking) and demographics of individuals at-risk or victims of human trafficking.
- 2) Describe how your organization provides outreach to, identifies, and engages individuals at-risk or victims of human trafficking.

- 3) Describe the existing services your organization provides for victims of human trafficking including, but not limited to, housing assistance, counseling, and social services.
- 4) Describe the challenges your organization experiences providing outreach, engagement, services, and supports to victims of human trafficking. Include in your description any gaps in your services and/or housing assistance options.

b. Plan – Maximum Twelve Pages

In narrative form, address the following, including information about how OAs, Second-tier Subawards, or independent contractors will be utilized to provide required Programmatic Components, where applicable:

- 1) Describe your organization's plan to conduct initial assessments to identify the immediate needs of victims (e.g., shelter, food, and clothing), assist victims to address any safety concerns, and provide ongoing, intensive case management as appropriate to victims' needs.
- 2) Describe your organization's plan to provide a 24-hours a day, seven days a week crisis hotline, including immediate crisis intervention and assistance provided by qualified human trafficking caseworkers, to human trafficking victims.
- 3) Describe your organization's plan to provide access to emergency shelter for human trafficking victims, including the number of individuals your organization plans to shelter during the performance period.
- 4) Describe your organization's plan to provide a range of temporary housing/housing assistance options to victims of human trafficking for a period of up to 24 months, including the number of individuals your organization plans to provide housing assistance to during the performance period.
- 5) Describe how your organization will provide a means to ensure other basic and immediate needs of human trafficking victims and their children will be met, including emergency food, clothing, transportation, and, if applicable,

emergency financial assistance for needs such as relocation expenses, court/legal fees, or medical care.

- 6) Describe how your organization will provide psychological support/individual counseling to victims of human trafficking, using a trauma-informed, victim-centered, and culturally sensitive approach, by staff or volunteers who qualify as human trafficking caseworkers and/or qualified counseling professionals with experience working with human trafficking victims. Include how many individuals your organization plans to provide counseling to during the performance period.
- 7) Describe your organization's plan to link human trafficking victims to other services and supports offered by public and private agencies appropriate to meet their holistic needs. This includes how your organization will provide assistance accessing needed services and how many individuals your organization plans to link to these services during the performance period.
- 8) Describe your organization's plan to provide legal assistance services, as described in Part I, Section G, 3a. Legal Assistance of this RFP, to human trafficking victims, using a trauma-informed, victim-centered, and culturally sensitive approach, by a qualified attorney(s), including how many individuals your organization plans to provide legal assistance to during the performance period.
- 9) Describe your agency's plan to collect and document data about the individuals served through the HV Program, the types and number of services provided, and the impact of services on improving outcomes for victims of human trafficking, utilizing the RTI OHTS instrument. This includes how staff and volunteers will be trained to use the OHTS, how the organization will utilize data from the OHTS to evaluate program performance and inform continuous quality improvement, and how confidential data will be collected and stored such that the privacy of victims' personal identifying information is protected.

c. Capabilities – Maximum Eight Pages

In narrative form, address the following:

- 1) Describe your organization's historical and current experience and expertise providing the comprehensive services, as described in Part I, Section G, 3. Programmatic Components of this RFP, to victims of human trafficking. This should include information about the evidence-based, trauma-informed, victim-centered, and culturally sensitive practices utilized to provide the required services and how services are made accessible to those with access and functional needs (e.g., physical, mental, and/or learning disabilities, limited English proficiency, mobility limitations, etc.).
- 2) Describe your organization's capacity to establish or expand access to a range of safe and stable housing assistance options, beyond emergency shelter, that meets the needs of human trafficking victims and their children.
- 3) Describe the qualifications of staff, volunteers, participating agencies, and/or independent contractors that will be providing services to human trafficking victims and their children. This includes how human trafficking caseworkers providing services and those supervising them meet the minimum training and other requirements specified in Evidence Code § 1038.2.
- 4) Describe how your organization actively participates in local or regional anti-human trafficking working groups to collaborate and coordinate identification of, streamline referral processes for, and serve human trafficking victims in a way that reduces barriers to, and avoids overwhelming victims accessing needed services.
- 5) Describe how your organization partners with agencies and organizations in your service area to identify, engage, and provide services and supports appropriate to meet the holistic needs of human trafficking victims. This should include partnerships with local housing and homeless service providers, health care providers, educational systems, and employment service providers.

10. 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.

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

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

12. 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 in the Grant Subaward Budget Pages (Cal OES Form 2-106b) and Grant Subaward Budget Narrative (Cal OES Form 2-107).

13. 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. Subrecipients are strongly encouraged to have OAs with participating agencies that can assist in the provision of comprehensive services to victims of human trafficking, including housing assistance, educational support, and employment readiness services. See Part I, Subpart G of this RFP for additional information.

- Petty Cash Victim Fund Procedure 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

2-106b) 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 2-106b) that meets the criteria for a Non-Competitive Procurement Request per *SRH Section 6.045*.

- Independent Contractor/Consultant Rate Exemption Request (Cal OES Form 2-164)

This form is required only if the Applicant is requesting an exemption to the maximum rate for an independent contractor/consultant of \$650 per eight-hour day or \$81.25 per hour per *SRH Section 6.050*.

- Out-of-State Travel Request (Cal OES Form 2-158)

This form is required only if the Applicant proposes a line item for out-of-state travel per *SRH Section 4.065*.

- Lodging Rate Exemption Request (Cal OES Form 2-165)

This form is required only if the Applicant is requesting approval for an exemption to lodging costs per *SRH Section 4.065*.

- Payee Data Record (STD 204)

This form is required only if the Applicant has not previously received a Grant Subaward from Cal OES.

E. BUDGET POLICIES

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

- 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*).

F. 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 section may be helpful for developing a proposal 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 VICTIM ASSISTANCE (HV) PROGRAM

PART III – SELECTION AND FINALIZING THE GRANT SUBAWARD

- A. SELECTION OF PROPOSAL FOR FUNDING
 - B. FINALIZING THE GRANT SUBAWARD
-

A. SELECTION OF PROPOSAL FOR FUNDING

1. Proposal Rating

Eligible proposals received by the deadline are generally evaluated by a three-member team. The rater scores are averaged and then ranked numerically. Proposals are only evaluated numerically; no notes are taken during the evaluation. The Rating Sheet used for this process is included in Part IV of this RFP and is for informational purposes only.

2. Funding Decision

A proposal must receive a minimum score of 50% of available points on the Rating Sheet to be considered for funding.

Final funding decisions are made by the Director of Cal OES. Funding decisions are based on the following:

- The ranked score of the proposal;
- Consideration of priorities or geographical distribution specific to this RFP; and
- Prior negative administrative and programmatic performance, if applicable.

Subrecipients previously funded by Cal OES will be reviewed for poor past compliance, including fiscal management, progress and annual reports, audit reports, and other relevant documentation or information. This review may result in one or more of the following actions:

- The Subrecipient may not be selected for funding;
- The amount of funding may be reduced; and
- Grant Subaward Conditions may be placed on the Grant Subaward.

3. Notification Process

All Applicants will be notified in writing, via electronic communication, of the results of the rating process. The notification will be sent only to the Official Designee (the person authorized to sign the Grant Subaward Face Sheet).

Applicants will receive one of the following:

- Letter of Congratulation to Applicants selected for funding;
- Letter of Denial to Applicants not selected for funding, including the Applicant's scores and information regarding the appeal process; or
- Letter of Ineligibility to Applicants whose proposals were not read and rated, including Information regarding the appeal process.

Cal OES can only respond to technical questions about the RFP during the period of time between the RFP release date and completion of the RFP process. Requests for records must be made through a Public Records Act request at PRA@caloes.ca.gov.

B. FINALIZING THE GRANT SUBAWARD

1. Grant Subaward Application

Once selected for funding, Cal OES may require additional documentation to finalize the Grant Subaward Application package. The Program Specialist identified in your Award Letter can provide technical assistance in completing these components.

2. Grant Subaward

A copy of the executed Grant Subaward and pertinent attachments will be sent to the Grant Subaward Director. The Applicant is not authorized to incur costs against the grant until a copy of the fully executed Grant Subaward is received. When the executed Grant Subaward is received, a Report of Expenditures and Request for Funds (Cal OES Form 2-201) may be submitted for reimbursement.

a. Grant Subaward Conditions

Cal OES may add conditions to the Grant Subaward in order to execute the Grant Subaward. If conditions are added, these will be discussed with the Subrecipient and a copy of the conditions will be sent to the Subrecipient when the conditions are made part of the Grant Subaward.

b. Grant Subaward Amounts

When the amount of funds available is limited, Cal OES may reduce the amount of the Grant Subaward from the amount requested by the Applicant. In addition, Cal OES reserves the right to negotiate budgetary changes with the Applicant prior to executing the Grant Subaward. If either of these actions is required, Cal OES will notify the Applicant prior to executing the Grant Subaward.

3. Standard Grant Subaward Funding Authority

Allocation of funds is contingent on the enactment of the State Budget.

Cal OES does not have the authority to disburse funds until the State Budget is passed, and the Grant Subaward is fully executed.

Expenditures incurred prior to authorization are made at the Subrecipient's own risk and may be disallowed. Cal OES employees are not able to authorize an Applicant to incur expenses or financial obligations prior to the execution of a Grant Subaward. However, once the Grant Subaward is finalized the Subrecipient may claim reimbursement for expenses incurred on, or subsequent to, the start of the Grant Subaward performance period.

If, during the term of the Grant Subaward, the state and/or federal funds appropriated for the purposes of the Grant Subaward are reduced or eliminated by the California Legislature or the United States Government, or in the event revenues are not collected at the level appropriated, Cal OES may immediately terminate or reduce the Grant Subaward by written notice to the Subrecipient.

Cal OES Grant Subawards are subject to applicable restrictions, limitations, or conditions enacted by the California Legislature and/or the United States Government, subsequent to the execution of the Grant Subaward.

HUMAN TRAFFICKING VICTIM ASSISTANCE (HV) PROGRAM

PART IV – RATING SHEET

Control # _____

Rater # _____

Applicant _____

Funds Requested: _____

<u>CATEGORY</u>	<u>TOTAL POINTS POSSIBLE</u>
1. PROBLEM STATEMENT	80
2. PLAN	360
3. CAPABILITIES	200
4. BUDGET PAGES AND NARRATIVE	80
5. COMPREHENSIVE ASSESSMENT	80
TOTAL	800

Each of the above categories contain questions assigned a point value. The point scale is divided into five columns labeled **I, II, III, IV, and V**. The Applicant's response to each question is evaluated on the following criteria:

- I. ABSENT:** The response does not address the specific question or a response was not provided.
- II. UNSATISFACTORY:** The response does not completely address the question. The information presented does not provide a good understanding of Applicant's intent, does not give the detailed information requested by the RFP, and/or does not adequately support the proposal or the intent of the Program.
- III. SATISFACTORY:** The response addresses the question and provides a good understanding of the Applicant's intent. The response adequately supports the proposal and the intent of the Program.
- IV. ABOVE AVERAGE:** The response is above average and provides a clear and detailed understanding of the Applicant's intent. The response presents a persuasive argument that supports the proposal and the intent of the Program.
- V. EXCELLENT:** The response is outstanding, with clear, detailed, and relevant information. The response presents a compelling argument that supports the proposal and the intent of the Program.

PROGRAMMATIC NARRATIVE	I	II	III	IV	V
a. Problem Statement (Maximum Five Pages) How well does the proposal:	0	5	10	15	20
1) describe the prevalence of human trafficking in the Applicant's service area, including types of human trafficking (i.e., sex and/or labor trafficking) and demographics of individuals at-risk or victims of human trafficking?					
2) describe how the Applicant provides outreach to, identifies, and engages individuals at-risk or victims of human trafficking?					
3) describe the existing services the Applicant provides for victims of human trafficking including, but not limited to, housing assistance, counseling, and social services?					
4) describe the challenges the Applicant experiences providing outreach, engagement, services, and supports to victims of human trafficking, including any gaps in their services and/or housing assistance options?					
b. Plan (Maximum Twelve Pages) How well does the proposal:	0	10	20	30	40
1) describe the Applicant's plan to conduct initial assessments to identify the immediate needs of victims (e.g., shelter, food, and clothing), assist victims to address any safety concerns, and provide ongoing, intensive case management as appropriate to victims' needs?					
2) describe the Applicant's plan to provide a 24-hours a day, seven days a week crisis hotline, including immediate crisis intervention and assistance provided by qualified human trafficking caseworkers, to human trafficking victims?					
3) describe the Applicant's plan to provide access to emergency shelter for human trafficking victims, including the number of					

PROGRAMMATIC NARRATIVE	I	II	III	IV	V
individuals the Applicant plans to shelter during the performance period?					
4) describe the Applicant's plan to provide a range of temporary housing/housing assistance options to victims of human trafficking for a period of up to 24 months, including the number of individuals the Applicant plans to provide housing assistance to during the performance period?					
5) describe how the Applicant will provide a means to ensure other basic and immediate needs of human trafficking victims and their children will be met, including emergency food, clothing, transportation, and, if applicable, emergency financial assistance for needs such as relocation expenses, court/legal fees, or medical care?					
6) describe how the Applicant will provide psychological support/individual counseling to victims of human trafficking, using a trauma-informed, victim-centered, and culturally sensitive approach, by staff or volunteers who qualify as human trafficking caseworkers and/or qualified counseling professionals with experience working with human trafficking victims, including how many individuals the Applicant plans to provide counseling to during the performance period?					
7) describe the Applicant's plan to link human trafficking victims to other services and supports offered by public and private agencies appropriate to meet their holistic needs? This includes how the Applicant will provide assistance accessing needed services and how many individuals the Applicant plans to					

PROGRAMMATIC NARRATIVE	I	II	III	IV	V
link to these services during the performance period.					
8) describe the Applicant's plan to provide legal assistance services, as described in Part I, Section G, 3a. Legal Assistance of this RFP, to human trafficking victims, using a trauma-informed, victim-centered, and culturally sensitive approach, by a qualified attorney(s), including how many individuals the Applicant plans to provide legal assistance to during the performance period?					
9) describe the Applicant's plan to collect and document data about the individuals served through the HV Program, the types and number of services provided, and the impact of services on improving outcomes for victims of human trafficking, utilizing the RTI OHTS instrument? This includes how staff and volunteers will be trained to use the OHTS, how the Applicant will utilize data from the OHTS to evaluate program performance and inform continuous quality improvement, and how confidential data will be collected and stored such that the privacy of victims' personal identifying information is protected.					
c. Capabilities (Maximum Eight Pages) How well does the proposal:	0	10	20	30	40
1) describe the Applicant's historical and current experience and expertise providing the comprehensive services, as described in Part I, Section G, 3. Programmatic Components of this RFP, to victims of human trafficking? This should include information about the evidence-based, trauma-informed, victim-centered, and culturally sensitive practices utilized to provide the required services and how services are made accessible to those					

PROGRAMMATIC NARRATIVE	I	II	III	IV	V
with access and functional needs (e.g., physical, mental, and/or learning disabilities, limited English proficiency, mobility limitations, etc.).					
2) describe the Applicant's capacity to establish or expand access to a range of safe and stable housing assistance options, beyond emergency shelter, that meets the needs of human trafficking victims and their children?					
3) describe the qualifications of staff, volunteers, participating agencies, and/or independent contractors that will be providing services to human trafficking victims and their children? This includes how human trafficking caseworkers and those supervising them meet the minimum training and other requirements specified in Evidence Code § 1038.2.					
4) describe how the Applicant actively participates in local or regional anti-human trafficking working groups to collaborate and coordinate identification of, streamline referral processes for, and serve human trafficking victims in a way that reduces barriers to, and avoids overwhelming victims accessing needed services?					
5) describe how the Applicant partners with agencies and organizations in their service area to identify, engage, and provide services and supports appropriate to meet the holistic needs of human trafficking victims? This should include partnerships with local housing and homeless service providers, health care providers, educational systems, and employment service providers.					

PROGRAMMATIC NARRATIVE	I	II	III	IV	V
BUDGET PAGES & NARRATIVE (Maximum Four Pages)	0	5	10	15	20
1) How well do the proposed Budget Pages & Narrative support the objectives and activities?					
2) How well are funds allocated to minimize administrative costs and support direct services?					
3) How well do Grant Subaward-funded staff duties and time commitments support the proposed objectives and activities?					
4) How well do the proposed Budget Pages & Narrative support the necessity for subcontracts and unusual expenditures?					
COMPREHENSIVE ASSESSMENT	0	20	40	60	80
How well does this proposal support the overall intent, goals, and purpose of the Program?					

HUMAN TRAFFICKING VICTIM ASSISTANCE (HV) PROGRAM

PART V – CHECKLIST

This checklist is provided to ensure that a complete proposal is submitted to Cal OES.

- LETTER OF CERTIFICATION – See Part I, D. Eligibility.
- ANTI-HUMAN TRAFFICKING TASK FORCE MOU OR SIMILAR – See Part I, Section G, 3c. Participation in Local/Regional Anti-Trafficking Working Group(s).
- GRANT SUBAWARD FACE SHEET ([Cal OES FORM 2-101](#)) – Signed by the Official Designee authorized to enter into the Grant Subaward.
- GRANT SUBAWARD CONTACT INFORMATION ([Cal OES FORM 2-102](#))
- GRANT SUBAWARD SIGNATURE AUTHORIZATION ([Cal OES FORM 2-103](#))
- GRANT SUBAWARD CERTIFICATION OF ASSURANCE OF COMPLIANCE ([Cal OES FORM 2-104](#)) – Signed by the Official Designee who signed the Grant Subaward Face Sheet and by the official delegating that authority.
- GRANT SUBAWARD BUDGET PAGES (EXCEL SPREADSHEET FORMAT) ([Cal OES FORM 2-106b](#) Budget Pages with One Funding Source)
- UNALTERED** GRANT SUBAWARD BUDGET NARRATIVE ([Cal OES FORM 2-107](#))
- UNALTERED** GRANT SUBAWARD PROGRAMMATIC NARRATIVE ([Cal OES FORM 2-108](#))
 - PROBLEM STATEMENT
 - PLAN
 - CAPABILITIES
- [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 PROCEDURE 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](#))
 - PAYEE DATA RECORD – Please complete if Applicant has not previously received a Grant Subaward from Cal OES ([Std. 204](#))