



## 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:

### **HOMELESS YOUTH AND EXPLOITATION (HX) PROGRAM**

Release Date: March 26, 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 HX Program is a comprehensive program to help homeless youth exit street life. Services provided under the HX Program include: access to food; shelter/housing; counseling; outreach services; screening/providing for basic health needs; linkage to other services offered by public and private agencies; long-term stabilization planning; and follow-up services. In addition, the Program provides specialized services for youth experiencing sexual exploitation.

#### **Eligibility:**

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

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

July 1, 2020 – June 30, 2021

#### **Submission Deadline:**

Friday, May 15, 2020



3650 SCHRIEVER AVENUE, MATHER, CA 95655

(916) 845-8264 TELEPHONE

[CalOES Website](#)

# HOMELESS YOUTH AND EXPLOITATION (HX) PROGRAM

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# HOMELESS YOUTH AND EXPLOITATION (HX) 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 applications are subject to the California Public Records Act, Government Code Section 6250, *et seq.* Do not put any personally identifiable information or private information on this application. If you believe that any of the information you are putting on this application is exempt from the Public Records Act, please indicate what portions of the application and the basis for the exemption. Your statement that the information is not subject to the Public Records Act will not guarantee that the information will not be disclosed.

### B. CONTACT INFORMATION

Questions concerning this RFA, the application process, or programmatic issues should be submitted to:

Nicole Kriger, Program Specialist  
[Nicole.Kriger@caloes.ca.gov](mailto:Nicole.Kriger@caloes.ca.gov)  
(916) 845-8264

### C. SUBMISSION DEADLINE AND OPTIONS

**One original** application must be delivered to Cal OES by the date and time below. Submission options are: postmarked or hand-delivered, to the address below, by 5:00 pm on Friday, May 15, 2020.

California Governor's Office of Emergency Services  
Victim Services Branch  
3650 Schriever Avenue  
Mather, CA 95655  
Attn: Homeless Youth and Exploitation (HX) Program  
Human Trafficking & Legal Assistance Unit

D. ELIGIBILITY

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

Applicants applying for 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 July 1, 2020 – June 30, 2021.

F. FUNDS

Approximately \$1,088,310 is available for the Program for the Grant Subaward performance period. **Funding is contingent upon availability of funds and passage of the 2020-21 State Budget Act.**

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 HX 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 2-101).
  - The federal award number is 2018-V2-GX-0029.
- b. State General Funds/Homeless Youth Funds
- State General Funds were first appropriated to the former Office of Criminal Justice Planning (OCJP) to provide services to homeless youth as a part of the Homeless Youth Act of 1985, through Assembly Bill 1596 (Chapter 1445 of the Statutes of 1985). Senate Bill 507 (Chapter 288, Statutes of 1988) extended the Homeless Youth Act of 1985 permanently, deleting the reference to pilot projects.
  - There is no match requirement for this funding source.
  - Cal OES's four-character code for this state fund is HY00. This code will be in the drop-down on the Grant Subaward Face Sheet (Cal OES 2-101).
- c. State Penalty Funds/Child Sexual Abuse & Exploitation
- Legislation passed in 1979, SB 383 (Chapter 713, Statutes of 1979), states that a person convicted of a crime of violence in California would pay a fine commensurate with the offense in addition to other penalties. These funds would be deposited into the Indemnity Fund of the State Treasury.
- In 1981, AB 698 (Chapter 166, Statutes of 1981) was created in the State Treasury, a Victim Witness Assistance Fund to be dispensed by the former OCJP. AB 698 mandated funding for rape crisis centers and victim/witness assistance centers be provided from this fund. AB 1485 (Chapter 1092, Statutes of 1983) increased the size of the fund by increasing penalty assessments.
- SB 588 (Chapter 1062, Statutes of 1981) amended Penal Code (PC) Section 13837 to authorize the former OCJP to provide grants to the new projects and to existing local child sexual abuse and child sexual exploitation counseling centers and prevention programs.

In 1982, the first legislative appropriation was made from the Victim Witness Assistance Fund to implement the statute, which funded child sexual abuse prevention programs. Additional funds were allocated in fiscal year 1987-88 to provide services to child sexual exploitation victims. State General Funds were also appropriated for the Program in 1987.

In 2017, due to a drastic reduction to the Victim Witness Assistance Fund, the Budget Act (Assembly Bill 97, Chapter 14, Statutes of 2017) moved the appropriation from the Victim Witness Assistance Fund to State Penalty Funds.

- There is no match requirement for this funding source.
- Cal OES's four-character code for this state fund is HY05. This code will be in the drop-down on the Grant Subaward Face Sheet (Cal OES 2-101).

2. Funding Amount

Applicants may apply for up to the amount listed below for the 12-month Grant Subaward performance period.

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

<b>Subrecipient</b>	<b>Grant Subaward Number</b>	<b>18VOCA</b>	<b>20HY05</b>	<b>20HY05 (for VOCA match)</b>	<b>20HY00</b>	<b>Total</b>
San Diego Youth Services	HX 20 19 1093	\$97,077	\$61,731	\$24,269	\$0	\$183,077
Children's Hospital Los Angeles	HX 20 19 1185	\$97,078	\$61,730	\$24,270	\$213,963	\$397,041
Larkin Street Youth Services	HX 20 19 1352	\$97,078	\$61,730	\$24,270	\$142,037	\$325,115
Bill Wilson Center	HX 20 19 1430	\$97,077	\$61,731	\$24,269	\$0	\$183,077
<b>Totals</b>		<b>\$388,310</b>	<b>\$344,000</b>		<b>\$356,000</b>	<b>\$1,088,310</b>

G. PROGRAM INFORMATION

1. Program Description

The HX Program is a comprehensive program to help homeless youth, as defined in [Government Code §12957](#), exit street life. Services provided under the HX Program include: access to food; shelter/housing; counseling; outreach services; screening/providing for basic health needs; linkage to other services offered by public and private agencies; long-term stabilization planning; and follow-up services. In addition, the Program provides specialized services for youth experiencing sexual exploitation.

2. Program Components

Components required for the HX Program are established in alignment with [Welfare & Institutions Code §13701](#), and [Penal Code §13837](#).

Program Components include:

a. Provide Food/Meals

The Subrecipient must provide food/meals to homeless youth.

b. Provide Access to Shelter

The Subrecipient must provide shelter services to homeless youth. This includes immediate emergency shelter, and if possible, access to and coordination with medium to long-term shelter facilities, which provide more structure and independent living arrangements, such as subsidized apartments and transitional housing. The shelter must have a staff-to-youth ratio that is sufficient to ensure adequate supervision and treatment. Transportation to the shelter should be available, as needed, and barriers to entry should be low enough that it is easily accessible to youth.

c. Provide Counseling to Address Immediate Emotional Crises or Problems

- The Subrecipient must provide counseling, or mental health counseling, to include immediate crisis counseling to address homeless youths' immediate issues. Crisis counseling refers to crisis intervention, emotional support, guidance, and counseling provided by advocates, counselors, mental health professionals, or peers. The Subrecipient must also provide ongoing crisis intervention, emotional support, guidance, and counseling provided by advocates, counselors, mental health professionals, or peers. This can include professional psychological and/or psychiatric treatment, suicide intervention, drug abuse counseling, or other types of individual counseling sessions as appropriate. The Subrecipient should provide case management services to assess the needs of youth, schedule necessary appointments and coordination of services.
- In addition, the Subrecipient must provide in-person counseling to sexually exploited youth to include ongoing therapy to help the youth overcome related issues, as well as other mental health issues. Therapy refers to intensive professional psychological and/or psychiatric treatment for youth, which should also be aimed at providing emotional support.

Sexual exploitation of a youth up to age 18 includes "survival sex," exchanging sexual favors for money or other payments to include shelter, clothing, or other goods and services, and commercial exploitation such as stripping and pornography.

- This objective is to be measured by the number of sexually exploited youth who receive in-person ongoing counseling. To determine if a youth meets eligibility criterion for being sexually exploited, the counselor/case manager must document in the case file the reason as to why the counselor/case manager believes the youth has been sexually exploited. The number should be an unduplicated measurement; each sexually exploited youth should be counted only once regardless of the number of sessions attended.

d. Provide Outreach Services

The Subrecipient must provide outreach services to locate homeless youth and link them with services and drop-in facilities to make services accessible to the street population. Drop-in centers offer low barrier-type of community-based services and can be a first step toward engaging homeless youth into more intensive services.

e. Screening/Providing for Basic Health Care Needs

The Subrecipient must be able to screen for basic health care needs of homeless youth, and provide basic health care services (e.g., basic medical services, HIV tests and pregnancy tests). The Subrecipient should also provide transportation services to ensure the youth access the services.

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

The Subrecipient must have a referral system, as demonstrated through Operational Agreements (OA)/Second-tier Subaward, established with other public and private agencies providing services appropriate for homeless youth. At a minimum, this referral system must include coordination with employment services agencies; law enforcement agencies; social service agencies; schools; mental health and health care providers; and the local victim/witness assistance center. The Subrecipient should also provide transportation and follow-up services to ensure the youth follows through with the referral.

g. Provide Long-Term Stabilization Planning

The Subrecipient must be able to provide homeless youth with long-term stabilization planning to help them exit street life. Long-term stabilization planning includes planning so the youth may return home under circumstances favoring long-term reunification with the family, or so the youth can be suitably placed in a situation outside the family when family reunification is not possible. Activities under this objective may include providing counseling services to the youth so the youth can return home, or developing an individualized plan to help the youth prepare for emancipation, which may include employment training; educational services to aid youth in obtaining a high school

diploma or GED certificate; household management skills; and personal health education.

h. Provide Follow-Up Services

The Subrecipient must provide follow-up services to ensure the return of the youth to the family or the placement outside the family is stable. Follow-up refers to in-person contacts, telephone contacts, and written communications with the youth.

i. Homeless Management Information System (HMIS)

In accordance with requirements described in W&IC Section 8261(a)(2)(B), data collection and sharing among state and county agencies and service providers is a condition of receipt of any state funding for programs related to youth homelessness and its prevention. All recipients of such funds are required to share any relevant data from their HMIS with the Homeless Coordinating and Financing Council, when requested. Data collection and sharing shall be conducted and maintained in accordance with all applicable state and federal privacy and confidentiality laws and regulations.

j. 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.

3. Operational Agreements/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 project.

The Subrecipient must have a goal of ensuring the congruency of services, consistency of care, and reduction of duplication of services.

Subrecipient must demonstrate the ability to collaborate with other service providers, including local colleges, serving the needs of homeless youth in the Subrecipient's service area. OAs and/or Second Tier Subawards shall be developed and maintained between the Subrecipient and other agencies, and clearly delineate the expectations and services of the parties involved.

Subrecipients must have a current OA/Second-tier Subaward with:

- California Coalition for Youth
- Employment services agency(ies)
- Local law enforcement agency(ies)
- Social services agency(ies)
- K-12 schools (local McKinney-Vento liaison)
- Local colleges;
- Mental health and healthcare provider(s); and
- Local Victim/Witness Assistance Center(s).

These are in addition to OAs and/or Second Tier Subawards the Subrecipient may need to have with homeless youth service providers (in the Subrecipient's service area) to provide the required services, if applicable.

Refer to SRH Sections 4200 and 4300 for the elements required in OAs and Second-tier Subawards, respectively.

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. The following reports are required:

a. Cal OES Progress Reports

There are two 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	July 1, 2020 – December 31, 2020	January 31, 2021
Final Report	January 1, 2021 – June 30, 2021	July 31, 2021

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

The Subrecipient 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*
July 1, 2020 – September 30, 2020	on or about October 14, 2020
October 1, 2020 – December 31, 2020	on or about January 13, 2021
January 1, 2021 – March 31, 2021	on or about April 14, 2021
April 1, 2021 – June 30, 2021	on or about July 14, 2021

\* 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](mailto:ovcpmt@csrincorporated.com) or call toll-free (844) 884-2503.

5. Regional Training

The VS Branch will be holding regional grants management trainings during the Grant Subaward performance period. Anticipated locations include: Sacramento, Redding, San Jose, Los Angeles, and San Diego. Although attendance is not mandatory, it is strongly encouraged. Interested Subrecipients should budget for two staff members to attend the two-day training.

# HOMELESS YOUTH AND EXPLOITATION (HX) 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. FORMS

The Applicant must use the forms provided on our website. The forms must be printed on plain white 8½" x 11" paper and single sided. **Applicants may not alter the formatting of any forms, including the Project and Budget Narratives. No tables, charts, or changes to the margins are allowed.**

### C. APPLICATION COMPONENTS

Applicants must complete and submit all required components. Specific information for each component is included next. The Checklist in Part III is included to ensure Applicants submit all required components.

#### 1. Grant Subaward Face Sheet (Cal OES 2-101)

The Grant Subaward Face Sheet is the title page of the Grant Subaward that is signed by the Subrecipient and the Cal OES Director (or designee). Instructions are included on the form.

#### 2. Project Contact Information (Cal OES 2-102)

The Project Contact Information form provides Cal OES with all relevant Subrecipient personnel. Information for each individual should be direct contact information. Instructions are included on the form.

3. Signature Authorization (Cal OES 2-103)

The Signature Authorization form provides Cal OES with signatures of authorized signers and who they authorize to sign on their behalf for all grant-related matters. Instructions are included on the form.

4. Certification of Assurance of Compliance (Cal OES 2-104f)

Cal OES is required by law to obtain written certifications of compliance. The Certification of Assurance of Compliance form is a binding affirmation that the Subrecipient will comply with the following regulations and restrictions:

- State and federal civil rights laws
- Drug Free Workplace
- California Environmental Quality Act
- Federal grant fund requirements
- Lobbying restrictions
- Debarment and Suspension requirements
- Proof of Authority documentation from the city council/governing board

Subrecipients may be asked to sign and submit an updated Certification of Assurance of Compliance once in Grant Subaward. Each year, Cal OES updates each Certificate of Assurance of Compliance to ensure that any new conditions placed upon the federal award are passed down to the Subrecipients. Subrecipients will be notified if this change is needed.

5. Budget Pages (Cal OES 2-106a)

The Budget demonstrates how the Applicant will implement the proposed plan with the funds available through this Program. The budget is the basis for management, fiscal review, and audit. **Budgets are subject to Cal OES modifications and approval.** Failure of the Applicant to include required budget items does not eliminate responsibility to comply with those requirements during the implementation of the project.

The Budget Pages automatically calculate the subtotal at the end of each budget category and provide the total of the three

spreadsheets at the bottom of the Equipment page. Applicants may add additional columns to the Budget Pages when necessary.

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

The Budget Pages should:

- Cover the entire Grant Subaward performance period
- Include costs related to the objectives and activities of the project
- Strictly adhere to required and prohibited expenses
- Include expenses in the correct category (i.e., Personal Services, Operating Expenses, and Equipment – see below)
- Contain a detailed description of each line item

Include **only** those items covered by grant funds, including match funds, when applicable. Applicants may supplement grant funds with funds from other sources. However, since approved line items are subject to audit, Applicants should not include in the Project Budget matching funds (if applicable) in excess of the required match.

a. Personal Services – Salaries/Employee Benefits

1) Salaries

Personal services include services performed by project staff **directly employed by the Applicant** (not a contract or participating agency) and must be identified by position, cost and time spent on allowable activities for the Program (e.g., Clerical Staff @ \$20/hour x 980 hours; or Victim Advocate @ \$1,500/month x 12 months x .50 FTE). They may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must also be budgeted as a part of salaries. If the Applicant's personnel have accrued sick leave or vacation time prior to the approval of grant funding, they may not take time off using project funds.

2) Benefits

Employee benefits must be identified by type and percentage of salaries. The Applicant may use fixed

percentages of salaries to calculate benefits. Budgeted benefits cannot exceed those already established by the Applicant.

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable budget items. Benefits, such as uniforms or California Bar Association dues are allowable budget items if negotiated as a part of an employee benefit package.

A line item is required for each different position/classification, but not for each individual employee. If several people will be employed full-time or part-time in the same position/classification, provide the number of full-time equivalents (e.g., three half-time clerical personnel should be itemized as 1.5 clerical positions).

b. Operating Expenses

Operating expenses are defined as necessary expenditures other than personal salaries, benefits, and equipment. The expenses must be grant-related (i.e., to further the Program objectives as defined in the Grant Subaward) and be encumbered during the Grant Subaward performance period.

Examples of an Operating Expense line item include, but are not limited to:

- Consultant services such as subcontractors
- Indirect cost allowance
- Salaries of participating staff who are not employed by the Applicant
- Travel
- Office supplies
- Training materials
- Equipment maintenance
- Software equipment rental/lease
- Telephone, postage
- Printing
- Facility rental
- Vehicle maintenance

- Furniture and office equipment with a cost of less than \$5,000 (excluding tax) and/or with a useful life of less than one year

Salaries for staff not directly employed by the Applicant must be shown as consultant and/or participating staff costs and must be supported with a Second Tier Subaward, which must be kept on file and made available for review during audits or at the request of Cal OES (SRH 3710 and 4300).

c. Equipment

Equipment is defined as nonexpendable tangible personal property having a useful life of more than one year and a cost of \$5,000 or more per unit (excluding tax).

A line item is required for different types of equipment, but not for each specific piece of equipment (e.g., three laser jet printers must be one line item, not three).

6. Budget Narrative (Cal OES 2-107)

A Budget Narrative is not required, however Applicants must provide a detailed description of each line item within the Budget Pages.

7. Project Narrative (Cal OES 2-108)

The Project Narrative is the main body of information describing the problem to be addressed, the plan to address the identified problem through appropriate and achievable objectives and activities, and the ability of the Applicant to implement the proposed plan.

a. Problem Statement

Please provide any significant changes or updates regarding homeless and/or exploited youth, or the service provisions of your program since the last RFA was submitted. If you do not have any updates or changes, a Problem Statement is not required.

b. Plan

Describe the plan for addressing how the mandated components, listed below and described in Part I, G, 2, will be accomplished. For each component, provide a quantified estimate of the services to be provided, discuss the manner in which those services will be provided, and the activities to be performed to support those services. The information provided for each component must describe the source documentation collected and maintained to measure results and demonstrate proof of successful objective measurement. Source documentation is defined as records used to validate project activities and achievements as pertaining to the components via the use of intake logs, client files, progress notes, attendance rosters, and sign-in sheets. Explain any significant increases or decreases in your targeted numbers for the components.

The mandated Program Components for this grant are:

Component A: Provide food/meals to \_\_\_\_ homeless youth;

Component B: Provide shelter to \_\_\_\_ homeless youth;

Component C: Provide counseling to \_\_\_\_ homeless youth;

Component D: Provide outreach services to \_\_\_\_ homeless youth;

Component E: Screen/provide basic health care to \_\_\_\_ homeless youth;

Component F: Provide linkage to other services offered by public and private agencies, as appropriate, to \_\_\_\_ homeless youth;

Component G: Provide long-term stabilization planning to \_\_\_\_ homeless youth;

Component H: Provide follow-up services to \_\_\_\_ homeless youth; and

Component I: Describe the recordkeeping and management process of accessing records; note-taking practices; and how records will be filed, maintained, secured, and shared with your

local HMIS.

c. Capabilities

In narrative form, address the following:

1) Paid Staff and Volunteers

Applicant must describe how they will perform a criminal record check on paid staff and volunteers working with youth. The criminal record check must be done before the staff and/or volunteers begin face-to-face contact with the youth. Paid staff and volunteers must meet the following criteria:

- Complete a formal application which includes three references checked by Subrecipient staff;
- Agree, in writing, to a criminal records check, and complete the check prior to providing services to youth;
- Receive a minimum of 40 hours of formalized training on the issues of homeless and exploited youth, substance abuse, sexually transmitted diseases, crisis intervention, and child abuse reporting law;
- Comply with PC Section 11165.7 regarding mandated reporters; and
- Be supervised by Subrecipient's paid staff.

If HX Program staff and volunteers have resided in California less than three years, an out-of-state criminal history check (FBI check) is required also. For information on guidelines please go to the Attorney General's Office [website](#).

A policy must be in place on how negative background checks are handled; this policy shall be made available to Cal OES upon request.

2) Personnel Records

The Subrecipient and subcontractors must have on file personnel records for project staff (and volunteers, if applicable) which should include, but is not limited to:

- Copies of applicable licenses and degrees.

- Documentation of special training specific to the services performed on this grant.
- Documentation of hours worked or volunteered on the grant.
- Documentation of the completion of background checks/clearances, including the results and applicable waivers such as:
  - Written application and reference checks;
  - Department of Justice Criminal History Check and Clearance;
  - Department of Motor Vehicles Clearance, if applicable;
  - Copy of signed mandated reporter agreement; and
  - Copy of the signed confidentiality agreement.

Personnel files must be made available for review by Cal OES program staff during a technical assistance visit, performance assessment site visit and/or compliance assessment site visit of the HX Program.

### 3) Client Confidentiality

Federal statute explicitly recognizes the privacy needs of victims. Following that statutory precedent, Subrecipients must protect the privacy and confidentiality of clients. This protection should include, but is not limited to: the maintaining of confidential client files in a locked filing cabinet in a locked room (office, storage room or facility) for a period of no less than three (3) years. Additionally, Subrecipients are obligated to maintain written protocols ensuring the confidentiality of client information from the point of collection to the point of destruction.

## 8. Subrecipient Grants Management Assessment

Per title 2 CFR § 200.331, Cal OES is required to evaluate the risk of noncompliance with federal statutes, regulations, and grant terms and conditions posed by each Subrecipient of pass-through funding. The assessment is made in order to determine and provide an appropriate level of technical assistance, training, and grant oversight to Subrecipients. Instructions are included on the form.

9. Project Service Area Information (Cal OES 2-154)

The Project Service Area Information form identifies the counties, cities, and congressional districts served by the project. Instructions are included on the form.

10. Organizational Chart

The Organizational Chart should clearly depict the structure of the Applicant organization and the specific unit within the organization responsible for the implementation of the project. This chart should also depict supporting units within the organization (e.g., the Accounting Unit) and the lines of authority within the organization. Job titles on the Organizational Chart must match those in the Budget Pages and Budget Narrative.

11. Additional Forms/Documents

The following are required only if applicable:

- Operational Agreements Summary Form

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

- Petty Cash Victim Fund Procedures (Cal OES 2-153)

This form is required only if the Applicant proposes to have a line item in their Budget that meets the definition of Petty Cash in *SRH 2235.1*. Instructions are included on the form.

- Non-Competitive Bid Request Checklist (Cal OES 2-156)

This form is required only if the Applicant proposes a line item in their Budget that meets the criteria for a Non-Competitive Bid Request per *SRH 3511*. Instructions are included on the form.

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

This form is required only if the Applicant is requesting an exemption to the maximum rate for an independent contractor/consultant of \$650 per eight-hour day or \$81.25 per hour per *SRH 3710.1*. Instructions are included on the form.

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

This form is required only if the Applicant proposes a line item for out-of-state travel per *SRH 2236.11*. Instructions are included on the form.

#### D. BUDGET POLICIES

The following sections of the [SRH](#) may be helpful in developing the Budget Pages and Budget Narrative.

- Contracting and/or Procurement (*SRH 3400*)
- Audit Costs (*SRH 8150*)
- Automobiles (*SRH 2331*)
- Cash Match (*SRH 6511*)
- Computers and Automated Equipment (*SRH 2340*)
- Equipment (*SRH 2300*)
- Expert Witness Fees (*SRH 3710.2*)
- Office Space Rental (*SRH 2232*)
- Independent Contractor/Consultant (*SRH 3710*)
- Indirect Cost Rate Proposal (ICRP) (*SRH 2180 & SRH 2188*)
- In-Kind Match (*SRH 6512*)
- Match Requirements (*SRH 6500*)
- Prohibited Expense Items (*SRH 2240*)
- Project Income (*SRH 6610*)
- Additional Rental Space (*SRH 2232.1*)
- Rented or Leased Equipment (*SRH 2233*)
- State Funds Matching State or Federal Funds (*SRH 6522*)
- Supplanting Prohibited (*SRH 1330*)
- Travel and Per Diem (*SRH 2236*)

#### E. ADMINISTRATIVE REQUIREMENTS

Subrecipients must administer their grants in accordance with all [SRH](#) requirements. Failure to comply with these requirements can result in the withholding or termination of the Grant Subaward. The following section may be helpful for developing an application and for planning purposes:

- Audit Requirements (*SRH 8100*)
- Communications (*SRH 11500*)
- Copyrights, Rights in Data, and Patents (*SRH 5300-5400*)
- Certificate of Insurance (*SRH 2160*)
- Report of Expenditures and Request for Funds (*SRH 6300*)

- Monitoring (SRH 10400)
- Programmatic Technical Assistance and Site Visit Performance Assessment (SRH 10200-10300)
- Source Documentation (SRH 10111)

# HOMELESS YOUTH AND EXPLOITATION (HX) 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.
- PROJECT CONTACT INFORMATION ([Cal OES 2-102](#))
- SIGNATURE AUTHORIZATION ([Cal OES 2-103](#))
- CERTIFICATION OF ASSURANCE OF COMPLIANCE VICTIMS OF CRIME ACT (VOCA) ([Cal OES 2-104f](#)) – Signed by the official who signed the Grant Subaward Face Sheet and by the official delegating that authority.
- BUDGET PAGES (EXCEL SPREADSHEET FORMAT) ([Cal OES 2-106a](#))
- PROJECT NARRATIVE ([Cal OES 2-108](#))
  - PROBLEM STATEMENT
  - PLAN
  - CAPABILITIES
- [SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT](#)
- PROJECT SERVICE AREA INFORMATION ([Cal OES 2-154](#))
- ORGANIZATIONAL CHART
- ADDITIONAL FORMS, IF APPLICABLE
  - OPERATIONAL AGREEMENTS SUMMARY FORM ([Cal OES 2-160](#))
  - PETTY CASH VICTIM FUND PROCEDURES ([Cal OES 2-153](#))
  - NON-COMPETITIVE BID REQUEST CHECKLIST ([Cal OES 2-156](#))
  - CONTRACTOR/CONSULTANT RATE EXEMPTION REQUEST ([Cal OES 2-164](#))
  - OUT-OF-STATE TRAVEL REQUEST ([Cal OES 2-158](#))