



REQUEST FOR APPLICATION

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

HOMELESS YOUTH EMERGENCY SERVICES PILOT (HY) PROGRAM

Release Date: January 24, 2022

This Request for Application (RFA) provides detailed information and forms necessary to prepare an application for Grant Subaward funds. The terms and conditions of this RFA supersede previous RFAs and conflicting provisions stated in the [Subrecipient Handbook \(SRH\)](#).

PROGRAM SYNOPSIS

Program Description:

The purpose of the HY Program is to expand crisis intervention and stabilization services to youth experiencing homelessness so that the immediate crises these youth face can be resolved, and they can focus on their futures.

Eligibility:

The only eligible Applicants are the HY Program Subrecipients funded in FY 2016.

Grant Subaward Performance Period:

April 1, 2022 – March 31, 2027

Submission Deadline:

Wednesday, February 23, 2022



3650 SCHRIEVER AVENUE, MATHER, CA 95655

(916) 845-8264 TELEPHONE

[CalOES Website](#)

HOMELESS YOUTH EMERGENCY SERVICES PILOT (HY) PROGRAM

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HOMELESS YOUTH EMERGENCY SERVICES PILOT (HY) PROGRAM

PART I – OVERVIEW

- A. PUBLIC RECORDS ACT NOTICE
 - B. CONTACT INFORMATION
 - C. SUBMISSION DEADLINE AND INSTRUCTIONS
 - D. ELIGIBILITY
 - E. GRANT SUBAWARD PERFORMANCE PERIOD
 - F. FUNDS
 - G. PROGRAM INFORMATION
-

A. PUBLIC RECORDS ACT NOTICE

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

B. CONTACT INFORMATION

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

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

C. SUBMISSION DEADLINE AND INSTRUCTIONS

Applications must be emailed to VSapplications@caloes.ca.gov by 5:00 pm on Wednesday, February 23, 2022.

D. PROGRAM ELIGIBILITY

The only eligible Applicants are the HY Program Subrecipients funded in FY 2016.

Applicants that are non-governmental organizations must be registered with the California Department of Justice's Registry of Charitable Trusts with a "current", "exempt", or "pending" status. [Check nonprofit status.](#)

E. GRANT SUBAWARD PERFORMANCE PERIOD

The Grant Subaward performance period is April 1, 2022 – March 31, 2027.

F. FUNDS

There is \$9,500,000 available for the HY Program for the Grant Subaward performance period.

1. Source of Funds

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

2. Funding Amount

Applicants may apply for up to \$2,375,000, for the 60-month Grant Subaward performance period.

Please see the chart below for the breakdown of the fund source.

SUBRECIPIENT	SUBAWARD NUMBER	2021 EHAFF	TOTAL PROJECT COST
Family Assistance Program	HY21 02 8632	\$2,375,000	\$2,375,000
Fresno County EOC	HY21 02 8596	\$2,375,000	\$2,375,000
New Morning Youth and Family Services	HY21 02 1443	\$2,375,000	\$2,375,000
Orangewood Foundation	HY21 02 1162	\$2,375,000	\$2,375,000
Total:		\$9,500,000	\$9,500,000

G. PROGRAM INFORMATION

1. Background Information

The HY Program was established through the 2016 State Budget Act to address the growing crisis of child and youth homelessness in California. One-time funding was allocated to support a 60-month performance period to provide crisis intervention and stabilization services for unaccompanied homeless and unstably housed minors and youth, in El Dorado, Fresno, Orange, and San Bernardino Counties.

The HY Program expanded the State's programming for youth experiencing homelessness beyond the four original counties that are supported by the Homeless Youth and Exploitation (HX) Program – Los Angeles, San Diego, San Francisco, and Santa Clara.

The HY Program also expands the State's programming for youth experiencing homelessness by supporting youth and young adults who are not otherwise served through the supports of the Child Welfare or Juvenile Justice Systems. (This is also true for the HX and Homeless Youth Emergency Services and Housing (YE) Programs).

The 2021 State Budget Act allocated additional funding to continue the HY Program for another 60-month performance period set to begin April 1, 2022.

2. Program Description

The purpose of the HY Program is to expand crisis intervention and stabilization services to youth experiencing homelessness so that the immediate crises these youth face can be resolved, and they can focus on their futures. For the purposes of the HY Program, Homeless Youth, referred to as "youth experiencing homelessness," is defined as per [Government Code Section 12957\(e\)](#).

HY Program Subrecipients must provide the services outlined in the program components, as required by [California Welfare and Institutions Code §13701](#), either directly, or via an Operational Agreement (OA)/Second Tier Subaward with a competent provider. It is the goal that these low-to-entry services use strategies that are trauma-informed in all aspects of how they approach and support minors and youth experiencing homelessness to facilitate healing. Services should also be culturally competent and provide protection against harassment.

3. Program Components

Program Components for the HY Program are as follows:

a. Provide Food/Meals

Subrecipients must provide food/meals to youth experiencing homelessness.

b. Provide Emergency Shelter

Subrecipients must provide emergency shelter services to youth experiencing homelessness. 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. This requirement may be met by the development and implementation of written OAs and/or Second-Tier Subawards with homeless youth service providers in the Subrecipient's service area.

The emergency shelter must have a staff to youth ratio that is sufficient to ensure adequate supervision and treatment. Barriers to entry should be low enough that shelter entry is easily accessible to youth experiencing homelessness. Transportation to the shelter must be made available when needed by youth.

c. Provide Counseling to Address Immediate Emotional Crises or Problems

Subrecipients must provide counseling, or mental health counseling, to include immediate crisis counseling to address immediate troubles facing youth experiencing homelessness. Crisis counseling refers to crisis intervention, emotional support, guidance, and counseling provided by advocates, counselors, mental health professionals, or peers. Subrecipients 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 type of individual counseling sessions as appropriate. Subrecipients should provide case management services to assess the needs of youth, schedule necessary appointments, and coordination of services. This requirement may be met by the development and implementation of written OAs and/or Second-Tier Subawards with homeless youth service providers in the Subrecipient's service area.

d. Provide Outreach Services

Subrecipients must provide outreach services to locate youth experiencing homelessness and link them with the 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 youth experiencing homelessness into more intensive services. Outreach is defined as efforts to locate youth experiencing homelessness, as measured by the number of youth contacted on the streets and the number of youth connected to services.

e. Screening/Providing for Basic Health Care Needs

Subrecipients must be able to screen for basic healthcare needs of youth experiencing homelessness, and provide basic health care services (e.g., basic medical services, HIV testing, pregnancy testing). This requirement may be met by the development and implementation of OAs and/or Second-Tier Subawards with homeless youth service providers in the Subrecipient's service area. However, if this component is provided by a partner agency, Subrecipients must provide transportation services to ensure that youth access the services when they are referred.

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

Subrecipients must have a referral system established with other public and private agencies providing services appropriate for youth experiencing homelessness. At a minimum, this referral system must include coordination with employment services agencies; law enforcement agencies; social services agencies; schools; mental health and health care providers; and the local Victim Witness Assistance Center. This requirement will be met by the development and implementation of written OAs and/or Second-Tier Subawards with service providers in the Subrecipient's service area. Subrecipients must provide transportation services to ensure that the youth access the services when they are referred.

g. Provide Long-Term Stabilization Planning

Subrecipients must be able to provide youth experiencing homelessness with long term stabilization planning to help them exit street life. Long term stabilization planning is meant to assist youth so that they may return to the parental home under circumstances favoring long-term reunification with the family, or so 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 so youth can return home, or developing an individual plan to help youth prepare for emancipation or independent living, which may include employment training; education services to aid youth in obtaining a high school diploma or GED certificate; household management skills; personal health education; benefits advocacy; and housing navigation. This requirement may be met by the development and implementation of written OAs and/or Second-Tier Subawards with homeless youth service providers in the Subrecipient's service area.

h. Provide Follow-Up Services

Subrecipients must provide follow-up services, which may include but is not limited to: crisis assistance and case management, to ensure that the return to the family, the placement outside the family, or the exit from housing is safe and stable. Follow-up refers to in-person contacts, telephone contacts, and written communication with youth.

i. 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.

j. Paid Staff and Volunteers

A criminal record check must be performed on paid staff/volunteers working with youth. The criminal record check must be done before staff/volunteers begin face-to-face contact

with youth. Paid staff/volunteers must meet the following criteria:

- Complete a formal application which includes three references checked by Subrecipient's staff;
- Agree, in writing, to a criminal record check and complete 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, trauma-informed care, cultural competency, and child abuse reporting laws;
- Comply with the Penal Code Section 11165.7 regarding mandated reporters; and
- Volunteers must be supervised by Subrecipient's paid staff.

If potential HY Program staff/volunteers have resided in California for less than three years, an out-of-state criminal history check (FBI check) is also required. For information on guidelines, please go to the Attorney General's Office website at: <http://oag.ca.gov/fingerprints/agencies>.

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

k. Coordination with the Local Continuum of Care

Subrecipients must establish or continue participation in the local Continuum of Care, including collecting and submitting data to the local Homeless Management Information System (HMIS), for transmission into California's Homeless Data Integration System (HDIS).

There are 44 regional homeless service coordinators and planning bodies – each referred to as a Continuum of Care (COC) – that provide a full range of services including homelessness prevention services, street outreach services, permanent housing interventions, and a range of other strategies aligned with California's Housing First objectives.

Each COC collects data about the people it serves and the services it offers according to common federal standards and reports this information into the HMIS as well as the HDIS. Integration of these data into HDIS established California's first

statewide repository of common homelessness data and streamlined information and analysis by combining data from 44 separate systems into a single point of access.

I. Operational Agreements/Second-Tier Subawards

Subrecipients must have a goal of ensuring the congruency of services, consistency of care, and reduction of duplication of services. To achieve this goal Subrecipients must demonstrate the ability to proactively collaborate with other service providers serving the needs of youth experiencing homelessness (in the Subrecipient's service area).

Subrecipients for the YE Program are required to enter into either an OA or a Second-Tier Subaward with:

- California Coalition for Youth (CCY), which operates the California Youth Crisis Line, a statewide, toll-free, 24-hour, confidential hotline available to teens and young adults ages 12 to 24 and/or any adult supporting youth;
- Employment services agencies;
- Local Law Enforcement agencies
- Social services agencies;
- Schools (local McKinney-Vento liaison);
- Mental health and health care providers; and
- Subrecipient's local Victim Witness Assistance Center.

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

An OA is a formal agreement, without the exchange of money, between an implementing agency and one or more participating agencies (*SRH Section 7.005*). A Second-Tier Subaward is a formal agreement that includes the exchange of money between an implementing agency and a participating agency to further the goals of the Grant Subaward (*SRH Section 7.010*).

4. Reporting Requirements

Progress Reports serve as a record for the implementation of the Grant Subaward. Statistics for Progress Reports must be collected on a quarterly basis.

Quarterly Progress Reports are required for a total of 20 reports. See the chart below for report periods and due dates.

Program Year	Report Periods	Due Dates
Year One First Quarter Second Quarter Third Quarter Fourth Quarter	April 1, 2022 – June 30, 2022 July 1, 2022 – September 30, 2022 October 1, 2022 – December 31, 2022 January 1, 2023 – March 31, 2023	July 29, 2022 October 31, 2022 January 31, 2023 April 28, 2023
Year Two First Quarter Second Quarter Third Quarter Fourth Quarter	April 1, 2023 – June 30, 2023 July 1, 2023 – September 30, 2023 October 1, 2023 – December 31, 2023 January 1, 2024 – March 31, 2024	July 31, 2023 October 31, 2023 January 31, 2024 April 30, 2024
Year Three First Quarter Second Quarter Third Quarter Fourth Quarter	April 1, 2024 – June 30, 2024 July 1, 2024 – September 30, 2024 October 1, 2024 – December 31, 2024 January 1, 2025 – March 31, 2025	July 31, 2024 October 31, 2024 January 31, 2025 April 30, 2025
Year Four First Quarter Second Quarter Third Quarter Fourth Quarter	April 1, 2025 – June 30, 2025 July 1, 2025 – September 30, 2025 October 1, 2025 – December 31, 2025 January 1, 2026 – March 31, 2026	July 31, 2025 October 31, 2025 January 30, 2026 April 30, 2026
Year Five First Quarter Second Quarter Third Quarter Fourth Quarter	April 1, 2026 – June 30, 2026 July 1, 2026 – September 30, 2026 October 1, 2026 – December 31, 2026 January 1, 2027 – March 31, 2027	July 31, 2026 October 30, 2026 January 29, 2027 April 30, 2027

HOMELESS YOUTH EMERGENCY SERVICES PILOT (HY) PROGRAM

PART II – RFA INSTRUCTIONS

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

Applicants are strongly encouraged to review the [SRH](#). The SRH outlines the terms and conditions that apply to Cal OES VS Branch Grant Subawards and provides helpful information for developing an application, including a Glossary of Terms.

B. APPLICATION FORMS

The Applicant must use the forms provided on our website. The forms must be printed on plain white 8½" x 11" paper and single sided. **Applicants may not alter the formatting of any forms, including the Grant Subaward Programmatic Narrative (Cal OES Form 2-108) and the Grant Subaward Budget Narrative (Cal OES Form 2-107). No tables, charts, or changes to the margins are allowed.**

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

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

This form is the title page of the Grant Subaward that is signed by the Official Designee (*SRH Section 3.030*) and the Cal OES Director (or designee).

2. Grant Subaward Contact Information (Cal OES Form 2-102)

This form provides Cal OES with contact information for all relevant Subrecipient personnel. Information for each individual should be direct contact information.

3. Grant Subaward Signature Authorization (Cal OES Form 2-103)

This form provides Cal OES with signatures of authorized signers and who they authorize to sign on their behalf for all Grant Subaward-related matters.

4. Grant Subaward Certification of Assurance of Compliance (Cal OES Forms 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 Act of 1990;
- California Environmental Quality Act;
- Federal grant fund requirements;
- Lobbying restrictions;
- Debarment and Suspension requirements; and
- Proof of Authority documentation from the city council/governing board.

5. 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.

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 costs.**

The Grant Subaward Budget Pages (Cal OES Form 2-106b) should:

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

Include **only** those items to be covered by Grant Subaward funds, including match funds, when applicable. Applicants may supplement Grant Subaward funds with funds from other sources. However, since approved line items are subject to audit, Applicants should not include on the Grant Subaward Budget Pages (Cal OES 2-106b) matching funds (if applicable) in excess of the required match.

a. Personnel Costs – Salaries/Employee Benefits

1) Salaries

Personnel includes Grant Subaward services performed by staff **directly employed by the Applicant** (not a contract or Participating Agency) and must be identified by position, cost, and time spent on allowable activities for the Grant Subaward (e.g., Clerical Staff @ \$20/hour x 980 hours; or Victim Advocate @ \$3,500/month x 12 months x .50 FTE). Personnel may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must also be allocated as a part of salaries. If the Applicant's personnel have accrued sick leave or vacation time prior to the approval the Grant Subaward, they may not take time off using Grant Subaward funds.

2) Benefits

Employee benefits must be identified by type and percentage of salaries. The Applicant may use fixed percentages of salaries to calculate benefits. Allocated benefits cannot exceed those already established by the Applicant.

Employer contributions or costs for social security, employee life and health insurance plans, unemployment insurance,

and/or pension plans are allowable. Benefits, such as uniforms or California Bar Association dues are allowable if negotiated as a part of an employee benefit package.

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

Additional information on Personnel Costs can be found in *SRH Part 3*.

b. Operating Costs

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

Examples of common operating costs include, but are not limited to:

- Audit costs (*SRH Section 14.035*);
- Computers with an acquisition cost of \$4,999 or less;
- Computer equipment rentals;
- Consultant services (*SRH Section 6.050*);
- Equipment service and maintenance agreements;
- Financial Assistance for clients (*SRH Section 4.040*);
- Furniture and office equipment with an acquisition cost of \$4,999 or less;
- Indirect costs (*SRH Section 4.045*);
- Insurance (e.g., vehicle, fire, bonding, theft, malpractice, and liability);
- Internet access;
- Office supplies;
- Office rental space (*SRH Section 4.055*);
- Postage;
- Printing;
- Second-Tier Subawards (*SRH Section 7.010*);
- Software;

- Training materials;
- Travel and per diem (*SRH Section 4.065*);
- Utilities; and
- Vehicle maintenance.

Additional information on Operating Costs can be found in *SRH Part 4*.

c. Equipment Costs

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

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

Additional information on Equipment Costs can be found in *SRH Part 5*.

6. Grant Subaward Budget Narrative (Cal OES Form 2-107)

A Grant Subaward Budget Narrative (Cal OES Form 2-107) is not required, however, Applicants must provide a detailed description of each line item within the Grant Subaward Budget Pages (Cal OES Form 2-106b).

7. Grant Subaward Programmatic Narrative (Cal OES Form 2-108)

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

a. Problem Statement

No Problem Statement is required for this RFA.

b. Plan

In narrative form, address the following:

- 1) Describe your plan to meet Program Components A – I.
- 2) Describe how you have adjusted service delivery in response to safety concerns surrounding COVID-19.
- 3) Describe your process for training HY Program staff – both paid and volunteers.
- 4) Describe your involvement with your local COC and plan for collaboration to expand services for youth and young adults experiencing homelessness, and to provide data for HMIS/HDIS.
- 5) Describe your process for collecting and tracking data for progress reports.

8. Subrecipient Grants Management Assessment

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

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

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

10. Organizational Chart

The Organizational Chart should clearly depict the structure of the Applicant organization and the specific unit within the organization responsible for the implementation of the Grant Subaward. This chart should also depict supporting units within the organization (e.g., the Accounting Unit) and the lines of authority within the organization. Job titles on the Organizational Chart must match those on the Grant Subaward Budget Pages (Cal OES Form 2-106b) and Grant Subaward Budget Narrative (Cal OES 2-107).

11. Additional Forms/Documents

The following are required only if applicable:

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

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

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

This form is required only if the Applicant proposes to have a line item on their Grant Subaward Budget Pages (Cal OES Form 2-106b) 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 an Applicant is requesting approval for an exemption for lodging costs per *SRH Section 4.065*.

C. BUDGET POLICIES

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

D. ADMINISTRATIVE REQUIREMENTS

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

- Audit Requirements (*SRH Part 14*);
- Communication and Internet Access (*SRH Section 1.070*);
- Intellectual Property, Copyright, and Patent Requirements (*SRH Part 8*);
- Fidelity Bond/Certificate of Insurance (*SRH Section 2.015*);
- Monitoring (*SRH Part 13*);
- Report of Expenditures and Request for Funds (*SRH Section 9.025*); and
- Records Requirements (*SRH Part 12*).

HOMELESS YOUTH EMERGENCY SERVICES PILOT (HY) PROGRAM

PART III – CHECKLIST

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

- GRANT SUBAWARD FACE SHEET ([Cal OES FORM 2-101](#)) – Signed by the Official Designee authorized to enter into the Grant Subaward.
- GRANT SUBAWARD CONTACT INFORMATION ([Cal OES FORM 2-102](#))
- GRANT SUBAWARD SIGNATURE AUTHORIZATION ([Cal OES FORM 2-103](#))
- GRANT SUBAWARD CERTIFICATION OF ASSURANCE OF COMPLIANCE ([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
- GRANT SUBAWARD PROGRAMMATIC NARRATIVE ([Cal OES FORM 2-108](#))
 - PLAN
- [SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT](#)
- GRANT SUBAWARD SERVICE AREA INFORMATION ([Cal OES FORM 2-154](#))
- ORGANIZATIONAL CHART
- ADDITIONAL FORMS, IF APPLICABLE
 - OPERATIONAL AGREEMENTS SUMMARY FORM ([Cal OES FORM 2-160](#))
 - PETTY CASH VICTIM FUND CERTIFICATION ([Cal OES FORM 2-153](#))
 - NON-COMPETITIVE PROCUREMENT REQUEST ([Cal OES FORM 2-156](#))
 - INDEPENDENT CONTRACTOR/CONSULTANT RATE EXEMPTION REQUEST ([Cal OES FORM 2-164](#))
 - OUT-OF-STATE TRAVEL REQUEST ([Cal OES FORM 2-158](#))
 - LODGING RATE EXEMPTION REQUEST ([Cal OES FORM 2-165](#))