

REQUEST FOR APPLICATION

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

SPECIALIZED EMERGENCY HOUSING (KE) PROGRAM

Release Date: May 19, 2021

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

PROGRAM SYNOPSIS

Program Description:

The purpose of the KE Program is to expand emergency shelter and emergency housing assistance resources in California and provide specialized services for victims of crime. Applicants may serve any or all the following communities: homeless youth, elderly, disabled, and lesbian, gay, bisexual, transgender, and questioning (LGBTQ) victims of crime. Applicants may also choose to serve another victim population.

Eligibility:

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

Grant Subaward Performance Period:

October 1, 2021, through September 30, 2022

Submission Deadline:

Monday, July 12, 2021



SPECIALIZED EMERGENCY HOUSING (KE) PROGRAM

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SPECIALIZED EMERGENCY HOUSING (KE) PROGRAM

PART I – OVERVIEW

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 - D. ELIGIBILITY
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A. PUBLIC RECORDS ACT NOTICE

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

B. CONTACT INFORMATION

Contact your Housing Unit Program Specialist concerning this RFA, the application process, or programmatic issues.

C. SUBMISSION DEADLINE AND OPTIONS

Applications must be emailed to VSapplications@caloes.ca.gov by 5:00 pm on Monday, July 12, 2021.

D. ELIGIBILITY

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

Applicants applying for programs supported with federal funds must be registered in the federal System for Award Management (SAM) and have an expiration date that is at least eight weeks after the Application due date. [Check SAM status.](#)

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

E. GRANT SUBAWARD PERFORMANCE PERIOD

The Grant Subaward performance period is October 1, 2021, through September 30, 2022.

F. FUNDS

There is \$9,679,717 available for the Program for the Grant Subaward performance period. **Funding is contingent upon availability of funds and passage of the 2021-22 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 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. Applicants may request a partial or full match waiver.
 - **To request a match waiver for more than one VOCA fund source, Applicants must submit the VOCA Match Waiver Request form (Attachment A) with the application. One form per each VOCA fund source is required.** All sections of the form must be completed. Answers to questions 9 through 11 must be specific and unique to the Applicant and Program.
- Cal OES's four-character code for this federal fund is VOCA. This code will be in the drop-down on the Grant Subaward Face Sheet (Cal OES Form 2-101).

- The federal award number for 19VOCA is 2019-V2-GX-0053, and the federal award number for 20VOCA is 2020-V2-GX-0031.

2. Funding Amount

Applicants may apply for up to the amount listed in the Fund Chart (Attachment B) for the 12-month Grant Subaward performance period.

Please see Attachment B for the breakdown of the fund sources and match.

G. PROGRAM INFORMATION

1. Program Description

The purpose of the KE Program is to expand emergency shelter and emergency housing assistance resources in California and provide specialized services for victims of crime. Applicants may serve any or all of the following communities: homeless youth, elderly, disabled, and lesbian, gay, bisexual, transgender, and questioning (LGBTQ) victims of crime. Applicants may also choose to serve another victim population.

A victim of crime is a person who has suffered physical, sexual, financial, or emotional harm as a result of the commission of a crime. Victims do not need to have reported the crime to law enforcement and eligibility is not dependent on the victim's immigration status.

Subrecipients are required to provide services in a victim-driven, trauma-informed manner. Victims must be allowed to choose which services they access.

Please Note: Subrecipients may not purchase or construct a shelter.

2. Program Components

a. Direct Victim Services

Subrecipients must provide the following:

- 1) Emergency Shelter/Emergency Housing Assistance

The Subrecipient must respond to the immediate safety needs of victims of crime by providing emergency shelter or other emergency housing assistance including, but not limited to, the following:

- Shelter (e.g., a physical shelter facility, hotel/motel voucher, safehouse)
- Short-term (up to 45 days) in-home care and supervision services for children and adults who remain in their own homes when the offender/caregiver is removed
- Short-term (up to 45 days) nursing home, adult foster care, or group-home placement for adults for whom no other safe, short-term residence is available
- Window, door, or lock replacement or repair, and other repairs necessary to ensure a victim's safety

2) Crisis Intervention/Survivor-driven Advocacy

Subrecipients must provide immediate, short-term emotional and physical care for victims including in-person crisis intervention and flexible, trauma-informed advocacy that addresses the victim's unique and evolving safety needs and allows them to choose how to best rebuild their lives.

3) Counseling

Subrecipients must provide a means for victims to obtain individual counseling when it is requested. The counseling requirement may be met by the development and implementation of written procedures for referrals to qualified professional counselors and/or counseling agencies.

4) Emergency Food and Clothing

Subrecipients must provide a means for responding to the immediate food and clothing needs of victims. This requirement may be met by directly providing food and clothing, providing financial assistance for the victim to obtain food and clothing, or through the development and implementation of written procedures for referrals, with appropriate community organizations.

5) Transportation

The Subrecipient must provide transportation assistance for victims. Subrecipients can directly provide transportation or provide access to transportation through financial assistance or transportation vouchers.

6) Permanent Housing Assistance

Subrecipients must assist victims with accessing safe and stable housing. Subrecipients must meet with victims to determine their housing needs and present a realistic range of options to assist in the housing search process, and advocate on their behalf. This can include accompanying victims to housing appointments, acting as a liaison with landlords, and negotiating leases.

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

- Advising of the availability of such benefits
- Assisting with application forms and understanding procedures
- Obtaining necessary documentation to support the claim
- Monitoring claim status

Subrecipients are also strongly encouraged to 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. Financial Assistance

Subrecipients may budget for direct financial assistance for victims. Subrecipients may provide practical, temporary funding assistance to facilitate employment and financial stability. The VOCA Formula Grant Program allows for financial assistance to address needs created by the victimization.

Examples of allowable financial assistance (also noted above) include emergency food, shelter, clothing, transportation,

window, door, and lock replacement or repair, emergency costs of non-prescription and prescription medicine, emergency durable medical equipment costs, traditional, cultural and/or alternative therapy/healing, legal assistance, and relocation assistance.

d. Referrals to Existing Community Resources

Subrecipients must have knowledge of local community resources and connect victims to these resources as appropriate. A referral resource list must be developed, maintained, and regularly updated.

e. Accessibility of Services

Subrecipients must address the barriers victims experience when accessing housing and supportive services, including lack of knowledge about resources, language barriers, social and cultural challenges, and accessibility for victims of crime with disabilities.

Subrecipients must comply with the Americans with Disabilities Act (ADA) of 1990, 42 U.S.C. 12101, *et seq.*, and Title 28 of the Code of Federal Regulations, Part 35. The Subrecipient shall operate so that each service is accessible to and usable by individuals with disabilities. Subrecipients may comply with the requirements of this section through such means as redesigning of equipment, reassignment of services to accessible buildings, assignment of aides to beneficiaries, home visits, delivery of services at alternative accessible sites, alteration of existing facilities and construction of new facilities, use of accessible rolling stock or other conveyances, or any other methods that result in making its services, programs, or activities readily accessible to, and usable by, individuals with disabilities.

f. Staffing

Subrecipients must commit a minimum of one (1) Full-time Equivalent (FTE) advocate/case worker to oversee the project. The advocate/case worker must:

- Have at least two years of experience providing direct services to victims

- Have relevant training on working with the identified victim population

All grant-assigned employees must utilize functional timesheets, recording hours and related grant activities.

g. Operational Agreements/Second-Tier Subawards

Subrecipients are required to enter into either Operational Agreements (OAs) or Second-Tier Subawards with participating agencies that will expand the KE Program's scope of services and assist in the implementation of their Grant Subawards.

Subrecipients must have at least three (3) OAs or Second-Tier Subawards with supporting agencies that assist or collaborate in providing client services, such as:

- Family services
- Communication access
- Law enforcement services
- Domestic violence agencies with overlapping service areas
- Child protective services
- Hospitals/medical treatment facilities

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*).

3. 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 Cal OES Progress Reports required for the Program. See the chart for report periods and due dates.

| Report | Report Period | Due Date |
|------------------------|------------------------------------|------------------|
| 1 st Report | October 1, 2021 – March 31, 2022 | April 29, 2022 |
| 2 nd Report | April 1, 2022 – September 30, 2022 | October 31, 2022 |

b. Office for Victims of Crime (OVC) Reports

There are two, on-line OVC reports Subrecipients will also need to complete:

1) Subgrant Award Report (SAR)

This on-line report is due **within 90 days of the beginning of the performance period**. Cal OES will initiate access and the Subrecipient must complete the remainder of the report in the OVC Performance Measurement Tool.

2) Subgrantee Report

Subrecipients receiving Victims of Crime Act funds must complete this report no later than two weeks following the end of each federal fiscal year quarter. Subrecipients will report data directly into the OVC PMT database no later than the due dates listed, unless otherwise instructed by your Program Specialist.

| Report Period | Due Date* |
|-------------------------------------|------------------------------|
| October 1, 2021 – December 31, 2021 | on or about January 14, 2022 |
| January 1, 2022 – March 31, 2022 | on or about April 14, 2022 |
| April 1, 2022 – June 30, 2022 | on or about July 14, 2022 |
| July 1, 2022 – September 30, 2022 | on or about October 14, 2022 |

* Exact due dates will be provided by your Program Specialist at the end of each quarter.

For technical assistance, issues or questions regarding the OVC PMT database, please contact the OVC PMT Help Desk at ovcpmt@csrincorporated.com or call toll-free (844) 884-2503.

SPECIALIZED EMERGENCY HOUSING (KE) PROGRAM

PART II – RFA INSTRUCTIONS

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

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

B. APPLICATION FORMS

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

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

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

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

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

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

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

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

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

This form is a binding affirmation that the Subrecipient will comply with the following regulations and restrictions:

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

Subrecipients may be asked to sign and submit an updated Grant Subaward Certification of Assurance of Compliance (Cal OES Form 2-104f) once in Grant Subaward agreement. Each year, Cal OES updates each Grant Subaward Certificate of Assurance of Compliance (Cal OES Form 2-104f) to ensure that any new conditions placed upon the federal award are passed down to Subrecipients. Subrecipients will be notified if this change is needed.

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

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

The Grant Subaward Budget Pages (Cal OES Form 2-106a) automatically calculate the subtotal at the end of each budget category and provide the total of the three spreadsheets at the

bottom of the Equipment Costs page. Applicants may add additional columns to the Grant Subaward Budget Pages (Cal OES Form 2-106a) when necessary.

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

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

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

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

a. Personnel Costs – Salaries/Employee Benefits

1) Salaries

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

2) Benefits

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

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

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

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

b. Operating Costs

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

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

- Audit costs (*SRH Section 14.035*)
- Computers with an acquisition cost of \$4,999 or less
- Computer equipment rentals
- Consultant services (*SRH Section 6.050*)
- Equipment service and maintenance agreements
- Financial Assistance for clients (*SRH Section 4.040*)
- Furniture and office equipment with an acquisition cost of \$4,999 or less

- Indirect costs (*SRH Section 4.045*)
- Insurance (e.g., vehicle, fire, bonding, theft, malpractice, and liability)
- Internet access
- Office supplies
- Office rental space (*SRH Section 4.055*)
- Postage
- Printing
- Second-Tier Subawards (*SRH Section 7.010*)
- Software
- Training materials
- Travel and per diem (*SRH Section 4.065*)
- Utilities
- Vehicle maintenance

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

c. Equipment Costs

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

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

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

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

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

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

This form is the main body of information describing the problem to be addressed, the plan to address the identified problem through

appropriate and achievable objectives and activities, and the ability of the Applicant to implement the proposed plan.

a. Problem Statement

A Problem Statement is not required.

b. Plan

In narrative form, address the following:

- 1) Describe the plan to provide Emergency Shelter/Emergency Housing Assistance.
- 2) Describe the plan to provide Crisis Intervention/Survivor-driven advocacy.
- 3) Describe the plan to provide Counseling.
- 4) Describe the plan to provide Permanent Housing Assistance.
- 5) Describe any planned services not yet mentioned, for example – financial assistance, transportation, food, and clothing.

8. Subrecipient Grants Management Assessment

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

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

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

10. Organizational Chart

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

11. Additional Forms/Documents

The following are required only if applicable:

- Match Waiver Request Form

This form is required only if the Applicant is requesting to waive a portion, or all, of the required Match. See Part I, F, 1 for additional information.

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

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

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

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

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

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

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

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

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

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

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

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

C. BUDGET POLICIES

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

- Additional Rental Space (*SRH Section 4.055*)
- Audit Costs (*SRH Section 14.055*)
- Automobiles (*SRH Section 5.020*)
- Contracting and Procurements Requirements (*SRH Part 6*)
- Equipment and Equipment Costs Requirements (*SRH Part 5*)
- Expert Witness Fees (*SRH Section 6.050*)
- Independent Contractor/Consultant (*SRH Section 6.050*)
- Indirect Cost or Facilities and Administration (*SRH Section 4.045*)
- Match Requirements (*SRH Section 9.060*)
- Facility Rental (*SRH Section 4.055*)
- Prohibited Operating Costs (*SRH Section 4.070*)
- Grant Subaward and Other Income (*SRH Section 9.075*)
- Supplanting Prohibited (*SRH Section 1.065*)
- 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*)
- Records Requirements (*SRH Part 12*)

SPECIALIZED EMERGENCY HOUSING (KE) PROGRAM

PART III – CHECKLIST

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

- GRANT SUBAWARD FACE SHEET ([Cal OES FORM 2-101](#)) – Signed by the Official Designee authorized to enter into the Grant Subaward.
- GRANT SUBAWARD CONTACT INFORMATION ([Cal OES FORM 2-102](#))
- GRANT SUBAWARD SIGNATURE AUTHORIZATION ([Cal OES FORM 2-103](#))
- GRANT SUBAWARD CERTIFICATION OF ASSURANCE OF COMPLIANCE-VOCA. ([Cal OES FORM 2-104f](#)) – Signed by the Official Designee who signed the Grant Subaward Face Sheet and by the official delegating that authority.
- GRANT SUBAWARD BUDGET PAGES (EXCEL SPREADSHEET FORMAT) ([Cal OES FORM 2-106A](#))
- GRANT SUBAWARD BUDGET NARRATIVE ([Cal OES FORM 2-107](#))
- 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
 - MATCH WAIVER REQUEST(S)
 - 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](#))