

## REQUEST FOR PROPOSAL

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

### **MINOR'S COUNSEL (MC) PROGRAM**

Release Date: March 23, 2021

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

### **PROGRAM SYNOPSIS**

#### **Program Description:**

The purpose of the Minor's Counsel Program is to support the courts by appointing a minor's counsel in child custody cases involving child abuse, neglect, or exploitation, and to determine if the appointment of minor's counsel improves the criminal justice system's response to these cases.

#### **Eligibility:**

To be eligible to receive funds, the Applicant must be a California Superior Court with a Family Court Services Program with no more than three to four judges. The Applicant must submit a letter, signed by the Court Executive Officer, certifying the number of judges working in the Family Court Services Program and confirming the judges will complete a survey, post resolution of the case, for all cases in which a minor's counsel is appointed.

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

January 1, 2022 – December 31, 2022

#### **Available Funding:**

Individual Applicants may request up to \$300,000.

#### **Submission Deadline:**

Friday, May 28, 2021



# MINOR'S COUNSEL (MC) PROGRAM

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# MINOR'S COUNSEL (MC) PROGRAM

## PART I – OVERVIEW

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

### A. PUBLIC RECORDS ACT NOTICE

Proposals 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 proposal. If you believe that any of the information you are putting on this proposal is exempt from the Public Records Act, please indicate what portions of the proposal and the basis for the exemption. Your statement that the information is not subject to the Public Records Act will not guarantee that the information will not be disclosed.

### B. CONTACT INFORMATION

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

Aaron Ching, Program Specialist  
[Aaron.Ching@caloes.ca.gov](mailto:Aaron.Ching@caloes.ca.gov)

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

### C. SUBMISSION DEADLINE AND OPTIONS

**One original and three copies** of the proposal 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 28, 2021.

California Governor's Office of Emergency Services  
Victim Services Branch  
3650 Schriever Avenue  
Mather, CA 95655  
Attn: Minor's Counsel (MC) Program  
Victim Witness & Prosecution Unit

D. ELIGIBILITY

1. To be eligible to receive funds, the Applicant must be a California Superior Court with a Family Court Services Program with no more than three to four judges. The Applicant must submit a letter, signed by the Court Executive Officer, certifying the number of judges working in the Family Court Services Program and confirming the judges will complete a survey, post resolution of the case, for all cases in which a minor's counsel is appointed.
2. The Applicant must receive a minimum of 50% of available points on the Rating Sheet.
3. 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.](#)
4. Applicants that are non-governmental organizations must be registered with the California Department of Justice's Registry of Charitable Trusts with a "current" or "pending" status. [Check nonprofit status.](#)

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

E. GRANT SUBAWARD PERFORMANCE PERIOD

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

F. FUNDS

There is \$600,000 available for the Program for the Grant Subaward performance period. **Funding is contingent upon availability of funds.**

1. Source of Funds

Detailed information on all Victim Service (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 with Children's Justice Act (CJA) Grant funds.

- CJA Grant funds assist states in developing, establishing, and operating programs designed to improve the response to cases of child abuse and neglect.
- There is no match requirement.
- Cal OES's four-character code for this federal fund is CJA0. This code is in the drop-down on the Grant Subaward Face Sheet (Cal OES 2-101).

2. Funding Amount

Applicants may apply for up to \$300,000, for the 12-month Grant Subaward performance period.

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

| 2020 CJA0 | MATCH | TOTAL PROJECT COST |
|-----------|-------|--------------------|
| \$300,000 | \$0   | \$300,000          |

## G. PROGRAM INFORMATION

### 1. Background Information

During child custody cases, children often do not testify or speak directly to the judge. To determine the best interest of the child, the Judge can appoint a minor's counsel per Rule 5.240 of the 2021 California Rules of Court. The role of the minor's counsel is set forth in California Family Code §§ 3151, 3151.5, and 3152.

When the parents cannot afford to pay for a minor's counsel, the Court/County can pay for this representation. Unfortunately, many courts/counties have limited funds to support an appointment.

### 2. Program Description

The purpose of the Minor's Counsel Program is to support the courts by appointing a minor's counsel in child custody cases involving child abuse, neglect, or exploitation, and to determine if the appointment of minor's counsel improves the criminal justice system's response to these cases.

### 3. Program Components

#### a. Appointment of Minor's Counsel

Subrecipients must directly pay fees of attorneys appointed as minor's counsel for cases handled through the Family Court Services Program.

Funds can only be used to appoint minor's counsel:

- For cases where the judge suspects child abuse, neglect, or exploitation has occurred; and
- When the judge determines the parents cannot afford to pay the fees.

Subrecipients must use at least 75% of grant funds for this purpose.

b. Metrics for Evaluation

As this is a pilot project with the goal of determining if the appointment of minor's counsel improves the court's response to a case, the Subrecipient must ensure all judges appointing minor's counsel complete a survey at the resolution of the case.

The data and narrative responses from surveys must be consolidated and reported to Cal OES and the Children's Justice Act Evaluator every three months.

4. Reporting Requirements

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

There are two Progress Reports required for the Program. See the chart below for report periods and due dates.

| Report                 | Report Period                    | Due Date         |
|------------------------|----------------------------------|------------------|
| 1 <sup>st</sup> Report | January 1, 2022 – June 30, 2022  | July 31, 2022    |
| Final Report           | July 1, 2022 – December 31, 2022 | January 31, 2023 |

## MINOR'S COUNSEL (MC) PROGRAM

### PART II – RFP INSTRUCTIONS

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

#### A. SUBRECIPIENT HANDBOOK

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

#### B. COPIES OF THE PROPOSAL

One original and three copies of the proposal must be submitted, per the submission options outlined on page 1. Copies must be assembled separately and individually fastened in the upper left corner. Do not bind the proposal.

#### C. 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.**

#### D. SPACE LIMITATIONS

If a space limitation is specified under the Programmatic Narrative section, strict adherence to the space limitation is required. **Information included beyond the space limitation and/or unrequested attachments will not be considered in the rating process.** Failure to comply with the spacing/formatting requirements, including **font size and margins**, is one

factor that may negatively impact the Applicant's comprehensive assessment score.

E. PROPOSAL COMPONENTS

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

1. Proposal Cover Sheet

The sheet identifies the Program for which the Applicant is submitting a proposal.

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

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

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

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

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

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

5. Grant Subaward Certification of Assurance of Compliance (Cal OES Form 2-104c)

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 2-104c) once in Grant Subaward. Every year, Cal OES updates each Grant Subaward Certificate of Assurance of Compliance (Cal OES Form 2-104c) 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.

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

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

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

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

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

The Budget Pages should:

- Cover the entire Grant Subaward performance period
- Include costs related to the objectives and activities of the Grant Subaward
- Strict adherence to required and prohibited expenses

- Include costs in the correct category (i.e., Personnel Costs, Operating Costs, and Equipment Costs – see below)

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

a. Personnel Costs – Salaries/Employee Benefits

1) Salaries

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

2) Benefits

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

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

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

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

b. Operating Costs

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

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

- Audit costs (*SRH Section 14.035*)
- Computers with an acquisition cost of \$4,999 or less
- Computer equipment rentals
- Consultant services (*SRH Section 6.050*)
- Equipment service and maintenance agreements
- Financial Assistance for clients (*SRH Section 4.040*)
- Furniture and office equipment with an acquisition cost of \$4,999 or less
- Indirect costs (*SRH Section 4.045*)
- Insurance (e.g., vehicle, fire, bonding, theft, malpractice, and liability),
- Internet access
- Office supplies
- Office rental space (*SRH Section 4.055*)
- Postage
- Printing
- Second-Tier Subawards (*SRH Section 7.010*)
- Software
- Training materials
- Travel and per diem (*SRH Section 4.065*)
- Utilities
- Vehicle maintenance

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

c. Equipment Costs

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

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

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

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

The Budget Narrative should describe the following:

- a. How the proposed budget supports the objectives and activities.
- b. How funds are allocated to minimize administrative costs and support direct services.
- c. How shared costs are allocated.
- d. How Grant Subaward-funded staff duties and time commitments support the proposed objectives and activities.
- e. The necessity for subcontracts and unusual costs.
- f. Need for mid-year salary range adjustments.

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

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

a. Problem Statement – Maximum four Pages

In narrative form, address the following:

- 1) Describe the service area and the demographics of the victim population to be served by this Program. Provide information regarding the special needs and/or any unique characteristics of this service population.
- 2) Indicate the percentage of cases, handled by the Family Court Services Program, that involve allegations or the suspicion of child abuse, neglect, or exploitation.
- 3) Describe the Family Court Services Program, including the number of judges handing cases, the number of cases handled annually, and the number of minor's counsel appointments made annually.
- 4) Describe current challenges for the court to appoint legal counsel for a child victim.

b. Plan – Maximum four Pages

In narrative form, address the following:

- 1) Describe how judges will determine whether to make a minor's counsel appointment.
- 2) Describe how the Applicant will ensure funds are only used when there is a suspicion of child abuse, neglect, or exploitation.
- 3) Describe how the Applicant will ensure surveys are completed at the resolution of each case in which a minor's counsel is appointed.
- 4) Indicate the estimated number of appointments that will be made during the Grant Subaward performance period.

c. Capabilities – Maximum four Pages

In narrative form, address the following:

- 1) Describe the Applicant's ability to implement the plan to meet Program goals and objectives in providing minor's counsel services to the identified victim service population within the Grant Subaward performance period.
- 2) Describe the Applicant's expertise in administering grant programs in a cost-effective manner.
- 3) Describe the Applicant's expertise in collaborating and working with victim service providers in the identified service area.
- 4) Describe the specialized training of professional providers (staff or subcontractors) in providing services to minor victims of domestic violence, child abuse or neglect, and/or sexual abuse.
- 5) Describe the Applicant's ability to assure services are child friendly, culturally inclusive, language accessible, and provide physical and programmatic access to services for victims of crime with disabilities, including those with access and functional needs (AFN).
- 6) Describe the Applicant's step-by-step sustainability plan once this Grant Subaward performance period is over.

10. Subrecipient Grants Management Assessment

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

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

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

12. Organizational Chart

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

13. Additional Forms/Documents

The following are required only if applicable:

- 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 to lodging costs per *SRH Section 4.065*.

- Payee Data Record

This form is required only if the Applicant has never before received a Grant Subaward from Cal OES' VS Branch.

#### F. 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*)
- Travel (*SRH Section 4.065*)

#### G. ADMINISTRATIVE REQUIREMENTS

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

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

## MINOR'S COUNSEL (MC) PROGRAM

### PART III – SELECTION AND FINALIZING THE GRANT SUBAWARD

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

#### A. SELECTION OF PROPOSAL FOR FUNDING

##### 1. Proposal Rating

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

##### 2. Funding Decision

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

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

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

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

##### 3. Notification Process

The Official Designee (who signed Grant Subaward Face Sheet) will be notified in writing, via electronic communication, of the results of the

rating process. Applicants not selected for funding will receive a denial letter containing their average score and information on the appeal process.

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

The Grant Subaward Programmatic Narrative (Cal OES Form 2-108), Grant Subaward Budget Narrative (Cal OES Form 2-107), and Budget Pages (Cal OES Form 2-106b) for the top-ranked proposal may be posted on the Cal OES website.

## B. FINALIZING THE GRANT SUBAWARD

### 1. Grant Subaward Application

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

### 2. Grant Subaward

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

#### a. Grant Subaward Conditions

Cal OES may add Grant Subaward Conditions to the Grant Subaward prior to or after funding. If conditions are added, these will be discussed with the Subrecipient and a copy of the conditions will be sent to the Subrecipient when the conditions are made part of the Grant Subaward.

b. Grant Subaward Amounts

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

3. Standard Grant Subaward Funding Authority

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

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

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

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

# MINOR'S COUNSEL (MC) PROGRAM

## PART IV – RATING SHEET

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Control # \_\_\_\_\_

Rater # \_\_\_\_\_

Applicant \_\_\_\_\_

Funds Requested: \_\_\_\_\_

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| <u>CATEGORY</u>               | <u>TOTAL POINTS<br/>POSSIBLE</u> |
|-------------------------------|----------------------------------|
| 1. PROBLEM STATEMENT          | 120                              |
| 2. PLAN                       | 120                              |
| 3. CAPABILITIES               | 120                              |
| 4. BUDGET PAGES AND NARRATIVE | 60                               |
| 5. COMPREHENSIVE ASSESSMENT   | 80                               |
| <b>TOTAL</b>                  | <b>500</b>                       |

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

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

| <b>PROGRAMMATIC NARRATIVE</b>  | <b>I</b> | <b>II</b> | <b>III</b> | <b>IV</b> | <b>V</b>  |
|--|----------|-----------|------------|-----------|-----------|
| <b>a. Problem Statement</b> (Maximum four Pages)<br>How well does the proposal:  | <b>0</b> | <b>15</b> | <b>20</b>  | <b>25</b> | <b>30</b> |
| 1) Describe the service area and the demographics of the victim population to be served by this Program? Provide information regarding the special needs and/or any unique characteristics of this service population? |          |           |            |           |           |
| 2) Indicate the percentage of cases, handled by the Family Court Services Program, that involve allegations or the suspicion of child abuse, neglect, or exploitation?   |          |           |            |           |           |
| 3) Describe the Family Court Services Program, including the number of judges handing cases, the number of cases handled annually, and the number of minor's counsel appointments made annually?                       |          |           |            |           |           |
| 4) Describe current challenges for the court to appoint legal counsel for a child victim?  |          |           |            |           |           |
| <b>b. Plan</b> (Maximum four Pages)<br>How well does the proposal:   | <b>0</b> | <b>15</b> | <b>20</b>  | <b>25</b> | <b>30</b> |
| 1) Describe how judges will determine whether to make a minor's counsel appointment?   |          |           |            |           |           |
| 2) Describe how the Applicant will ensure funds are only used when there is a suspicion of child abuse, neglect, or exploitation?  |          |           |            |           |           |
| 3) Describe how the Applicant will ensure surveys are completed at the resolution of each case in which a minor's counsel is appointed?  |          |           |            |           |           |
| 4) Indicate the estimated number of appointments that will be made during  |          |           |            |           |           |

| <b>PROGRAMMATIC NARRATIVE</b>  | <b>I</b> | <b>II</b> | <b>III</b> | <b>IV</b> | <b>V</b>  |
|--|----------|-----------|------------|-----------|-----------|
| the Grant Subaward performance period?   |          |           |            |           |           |
| <b>c. Capabilities</b> (Maximum four Pages)<br>How well does the proposal:   | <b>0</b> | <b>5</b>  | <b>10</b>  | <b>15</b> | <b>20</b> |
| 1) Describe the Applicant's ability to implement the plan to meet Program goals and objectives in providing minor's counsel services to the identified victim service population within the Grant Subaward performance period?   |          |           |            |           |           |
| 2) Describe the Applicant's expertise in administering grant programs in a cost effective manner?  |          |           |            |           |           |
| 3) Describe the Applicant's expertise in collaborating and working with victim service providers in the identified service area?   |          |           |            |           |           |
| 4) Describe the specialized training of professional providers (staff or subcontractors) in providing services to minor victims of domestic violence, child abuse or neglect, and/or sexual abuse?   |          |           |            |           |           |
| 5) Describe the Applicant's ability to assure services are child friendly, culturally inclusive, language accessible, and provide physical and programmatic access to services for victims of crime with disabilities, including those with access and functional needs (AFN)? |          |           |            |           |           |
| 6) Describe the Applicant's step-by-step sustainability plan once this Grant Subaward performance period is over?  |          |           |            |           |           |
| <b>BUDGET PAGES &amp; NARRATIVE</b><br>(Maximum two Pages)   | <b>0</b> | <b>6</b>  | <b>9</b>   | <b>12</b> | <b>15</b> |
| 1) How well do the proposed Budget Pages & Narrative support the objectives and activities?  |          |           |            |           |           |
| 2) How well are funds allocated to minimize administrative costs and support direct services?  |          |           |            |           |           |

| <b>PROGRAMMATIC NARRATIVE</b>  | <b>I</b> | <b>II</b> | <b>III</b> | <b>IV</b> | <b>V</b>  |
|--|----------|-----------|------------|-----------|-----------|
| 3) How well do Grant Subaward-funded staff duties and time commitments support the proposed objectives and activities? |          |           |            |           |           |
| 4) How well do the proposed Budget Pages & Narrative support the necessity for subcontracts and unusual expenditures?  |          |           |            |           |           |
| <b>COMPREHENSIVE ASSESSMENT</b>  | <b>0</b> | <b>20</b> | <b>40</b>  | <b>60</b> | <b>80</b> |
| How well does this proposal support the overall intent, goals, and purpose of the Program?                             |          |           |            |           |           |

## MINOR'S COUNSEL (MC) PROGRAM

### PART V – CHECKLIST

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

- PROPOSAL COVER SHEET – Please complete and attach to the front of the proposal.
- 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 2-104c) – 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 BUDGET NARRATIVE ([Cal OES FORM 2-107](#))
- GRANT SUBAWARD PROGRAMMATIC NARRATIVE ([Cal OES FORM 2-108](#))
  - PROBLEM STATEMENT
  - PLAN
  - CAPABILITIES
- [SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT](#)
- GRANT SUBAWARD SERVICE AREA INFORMATION ([Cal OES FORM 2-154](#))
- ORGANIZATIONAL CHART
- ADDITIONAL FORMS, IF APPLICABLE
  - NON-COMPETITIVE PROCUREMENT REQUEST ([Cal OES FORM 2-156](#))
  - INDEPENDENT CONTRACTOR/CONSULTANT RATE EXEMPTION REQUEST  
([Cal OES FORM 2-164](#))
  - OUT-OF-STATE TRAVEL REQUEST ([Cal OES Form 2-158](#))
  - LODGING RATE EXEMPTION REQUEST ([Cal OES FORM 2-165](#))
  - PAYEE DATA RECORD – Please complete if Applicant has never before received a Grant Subaward from Cal OES' VS Branch ([Std. 204](#))