



## REQUEST FOR APPLICATION

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

### **PROBATION SPECIALIZED UNITS (PU) PROGRAM**

Release Date: June 4, 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 PU Program is to support specialized units within probation departments in California to provide focused supervision, through a reduced caseload, to probationers of crime involving domestic violence, sexual assault, dating violence, and/or stalking.

#### **Eligibility:**

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

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

October 1, 2021 - September 30, 2022

#### **Submission Deadline:**

Wednesday, July 28, 2021



# PROBATION SPECIALIZED UNITS (PU) PROGRAM

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# PROBATION SPECIALIZED UNITS (PU) PROGRAM

## PART I – OVERVIEW

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

### A. PUBLIC RECORDS ACT NOTICE

Grant 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:

Contact your Victim Witness and Prosecution 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](mailto:VSapplications@caloes.ca.gov) by 5:00 pm on Wednesday, July 28, 2021.

### D. ELIGIBILITY

The only eligible Applicants are the PU 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 \$477,263 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 Services\*Training\*Officers\*Prosecutors (STOP) Violence Against Women Formula Grant Program.

- Promotes the development and the implementation of effective, victim-centered law enforcement, prosecution, and court strategies to address violent crimes against women and the development and enhancement of victim services in cases involving violent crimes against women.
- Requires a cash or in-kind match equal to 25 percent of the total project cost. Tribes and victim service providers are exempt. **To request a match waiver, Applicants must submit the STOP Match Waiver Request form (Attachment A) to the applicable Program Specialist, by email, by July 12, 2021.**
- Cal OES's four-digit code for this federal fund is STOP. This code will be in the drop-down on the Grant Subaward Face Sheet

(Cal OES Form 2-101).

2. Funding Amount

Applicants may apply for up to the amounts in the chart below for the 12-month Grant Subaward performance period. **Please note that this will be the final Grant Subaward performance period for the PU Program.** Within the next few months, the VS Branch will release a Request for Proposal (RFP) for the PU Program for FY 2022-23. Subrecipients will be competitively selected for this new Grant Subaward performance cycle which will consist of five, 12-month Grant Subaward performance periods, with the first beginning October 1, 2022.

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

Subaward Number	Subrecipient	21STOP	21STOP MATCH	TOTAL PROJECT COST
PU21040100	Fresno County	\$100,000	\$33,333	\$133,333
PU21040120	Humboldt County	\$90,000	\$30,000	\$120,000
PU21040150	Kern County	\$99,999	\$33,333	\$133,332
PU21040200	Madera County	\$87,264	\$29,088	\$116,352
PU20040380	San Francisco City & County	\$100,000	\$33,333	\$133,333
<b>Total:</b>		<b>\$477,263</b>	<b>\$159,087</b>	<b>\$636,350</b>

G. PROGRAM INFORMATION

1. Program Description

The purpose of the PU Program is to support specialized units within probation departments in California to provide focused supervision, through a reduced caseload, to probationers of crime involving domestic violence, sexual assault, dating violence, and/or stalking.

2. Program Components

a. Specialized Unit

Subrecipients must continue to support a specialized unit, with at least one Probation Officer, that has a reduced caseload of probationers of crime involving domestic violence, sexual assault, dating violence, and/or stalking.

b. Selection of Probationers

Subrecipients must accept new probationers into the unit in the following order of priority:

- Probationers convicted of a violent felony crime;
- Probationers convicted of a violent misdemeanor crime when the case was originally filed as a felony; and
- Probationers convicted of a misdemeanor crime where there is an established pattern of crime related to domestic violence, sexual assault, dating violence, and/or stalking.

c. Supervision Techniques

Subrecipients must utilize the following supervision techniques:

- A minimum of 40% face-to-face contacts in the field;
- A minimum of 40% face-to-face contacts in the office; and
- A maximum of 20% phone contacts.

d. Additionally, Subrecipients must do the following for probationers of the unit:

- Communicate monthly with staff of the counseling/treatment program where the probationer is enrolled to assess the probationer's progress;
- Develop risk assessments and update assessments every six months to determine if the probationer's risk factor has changed (positively or negatively), and to determine if the probationer can be moved to a less intensive caseload;
- Conduct regular review of police logs to determine if probationer is listed;
- Conduct periodic drug and alcohol testing of probationer;

- Utilize alternative work schedules to facilitate evening and weekend field visits with probationer;
- Conduct periodic court reviews of probationer's file; and
- Contact victims monthly during the offender's term of probation. The Probation Officer must make every effort to locate the victim and document attempts to locate the victim. If the victim is located, the assigned probation officer must:
  - Attempt face-to-face or phone contact with the victim (face-to-face contact is preferable in the victim's home environment);
  - Discuss with the victim the role of the Probation Officer;
  - Discuss terms and conditions of the offender's probation, and provide examples of behavior considered to be a violation of probation;
  - Refer victims to appropriate services;
  - Notify the victim prior to the offender's probation being terminated; and
  - Maintain a log in the probationer's file of attempts to contact victim(s) and the method of attempts. The logs must be accessible upon request for Cal OES review.
- Request appropriate sanctions if the probationer:
  - Commits a new abuse or violates any type of court order;
  - Violates substance abuse order;
  - Fails to participate in mandated counseling and/or treatment program; or
  - Commits a new criminal offense.

e. Reduced Caseload

The Probation Officer(s) assigned to the Program unit must have a reduced caseload. The caseload must not exceed 40 cases per full-time Probation Officer with no more than 20% inactive. Inactive cases include:

- Cases where the probationer is in custody for a period longer than 30 days, and remains assigned to the unit; and
- Cases where the probationer has fled, has not been in custody for 30 days, and remains assigned to the unit.

f. Required Activities

The Program must maintain the following documentation:

- A Specialized Unit protocols;
- A Resource and Referral list of victim services to be provided to victims and available for Cal OES staff for review;
- Victim contact logs must be completed and retained for Cal OES review and must contain:
  - Victim's name and contact information;
  - Date, time, and method (phone, letter, in-person contact) for all attempted contacts;
  - Brief description of successful contacts; and
  - Assistance provided to the victim (referrals, information, etc.).

g. 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; or
- 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.

3. Reporting Requirements

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

a. Cal OES Progress Reports

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

Report	Report Period	Due Date
1 <sup>st</sup> Report	October 1, 2021 – March 31, 2022	April 29, 2022
Final Report	April 1, 2022 – September 30, 2022	October 31, 2022

b. Office on Violence Against Women (OVW) Report

Subrecipients receiving STOP Violence Against Women Formula Grant Program funds must complete the Annual Progress Report for the STOP Violence Against Women Formula Grant Program. This report covers the calendar year period of January 1 through December 31. This report is due to Cal OES no later than January 31, 2022.

# PROBATION SPECIALIZED UNITS (PU) PROGRAM

## PART II – RFA INSTRUCTIONS

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- 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 2-104g)

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

No Problem Statement is required.

b. Plan

In narrative form, address the following:

- 1) Describe the minimum qualifications of proposed staff.
- 2) Describe the criteria for probationer case assignment(s) to the unit.
- 3) Describe projected statistics for the following:
  - Number of probationers during the reporting period;
  - Number of field contacts made with victims;
  - Number of in-person contacts made with the victims;
  - Number of telephone contacts made with victims; and
  - Number of total contacts with victims.
- 4) Firearms prohibition:
  - Provide estimated number of Automated Firearms System (AFS) searches of project-specific probationers to identify those probationers possessing firearms.
  - Facilitate the removal of any prohibited firearm(s) from probationers and subsequent violation charges.
  - Contact the probation caseload by telephone or by mail to ensure each probationer understands the firearm prohibitions.
  - Distribution of educational materials on firearm prohibitions and confiscation laws to: (at a minimum) probationer, firearm dealers, law enforcement, the courts, non-governmental victim advocates, and victims of domestic violence.
- 5) Continue development and implementation of a training schedule/plan to ensure Probation Officer(s) assigned to the project receive Program-specific training.

- 6) Describe how the monthly probation caseload is determined and maintained at a reduced level.

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) and Grant Subaward Budget Narrative (Cal OES 2-107) (if required).

11. Additional Forms/Documents

The following are required only if applicable:

- Match Waiver Request

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.

- 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*)

## PROBATION SPECIALIZED UNITS (PU) PROGRAM

### PART III – CHECKLIST

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

- GRANT SUBAWARD FACE SHEET ([Cal OES 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 - STOP VIOLENCE AGAINST WOMEN FORMULA GRANT PROGRAM. ([Cal OES FORM 2-104g](#)) – 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 1-106a](#)): Budget Pages Multiple Fund Source.
- 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)
  - 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](#))