



REQUEST FOR APPLICATION

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

STATEWIDE DOMESTIC VIOLENCE PREVENTION RESOURCE CENTER (PV) PROGRAM

Release Date: April 29, 2020

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

PROGRAM SYNOPSIS

Program Description:

The purpose of the PV Program is to: (a) establish a resource center for the collection, retention, and distribution of educational materials related to domestic violence and/or family violence and its prevention, and (b) provide training and ongoing technical assistance to Subrecipients of the Cal OES Family Violence Prevention (FX) and Sexual and Domestic Violence Prevention (SD) Programs.

Eligibility:

The California Partnership to End Domestic Violence (The Partnership) is the only eligible Applicant.

Grant Subaward Performance Period:

July 1, 2020 – June 30, 2021

Submission Deadline:

Wednesday, June 10, 2020



3650 SCHRIEVER AVENUE, MATHER, CA 95655

(916) 845-8413 TELEPHONE

[CalOES Website](#)

STATEWIDE DOMESTIC VIOLENCE PREVENTION RESOURCE CENTER (PV) PROGRAM

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PART I – OVERVIEW

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A. PUBLIC RECORDS ACT NOTICE

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

B. CONTACT INFORMATION

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

Marissa Haro, Program Specialist
Marissa.Haro@caloes.ca.gov
(916) 845-8413

C. SUBMISSION DEADLINE AND OPTIONS

Applications must be delivered to Cal OES by 5:00 pm on Wednesday, June 10, 2020.

Submission options are:

- Emailed to: VSapplications@caloes.ca.gov
- Postmarked or hand-delivered to the following address:

California Governor's Office of Emergency Services
Victim Services Branch
3650 Schriever Avenue
Mather, CA 95655

Attn: Statewide Domestic Violence Prevention Resource Center (PV) Program
Domestic Violence Unit

D. ELIGIBILITY

The Partnership is the only eligible Applicant.

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

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

E. GRANT SUBAWARD PERFORMANCE PERIOD

The Grant Subaward performance period is July 1, 2020 – June 30, 2021.

F. FUNDS

There is \$185,000 is 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 VS Branch federal fund sources can be found in the [VS Branch Federal Fund Information Guide](#). Applicants are **strongly encouraged** to review this document to familiarize themselves with the requirements for all fund sources that support this Program.

The Program is supported through the following funds:

a. Family Violence Prevention and Services (FVPS) Domestic Violence Shelter and Supportive Services Grant Program.

- Requires a cash and/or in-kind match equal to 20 percent of the total project cost.

- Cal OES's four-digit code for this federal fund is FVPS. This code will be in the drop-down on the Grant Subaward. Face Sheet (Cal OES 2-101).
- b. Services*Training*Officers*Prosecutors (STOP) Violence Against Women Formula Grant Program
- Promotes the development and 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. Applicants may request a full or partial match waiver. **To request a match waiver, Applicants must submit the VAWA Match Waiver Request form (Attachment A) to the applicable Program Specialist, by email, by June 1, 2020.** All sections of the form must be completed. Answers to questions 9 through 11 must be specific and unique to the Applicant and the Program.
 - Cal OES's four-digit code for this federal fund is VAWA. This code will be in the drop-down on the Grant Subaward. Face Sheet (Cal OES 2-101).

2. Funding Amount

The Applicant may apply for up to \$185,000, for the 12-month Grant Subaward performance period.

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

20 FVPS	20 FVPS MATCH	19 VAWA	19 VAWA Match	TOTAL PROJECT COST
\$120,000	\$30,000	\$65,000	\$21,667	\$236,667

G. PROGRAM INFORMATION

1. Background Information

California Penal Code § 13823.4 established a Family Violence Prevention Program within Cal OES to provide “financial and technical assistance to local domestic and family violence centers in implementing family violence prevention programs.” It further directs Cal OES to “develop and disseminate throughout the state information and materials concerning family violence prevention” and “establish a resource center for the collection, retention and distribution of educational materials related to family violence and its prevention.” For fiscal year 2020-21, Cal OES intends to accomplish this through the Cal OES FX and SD programs.

For the purpose of this Program, the following definitions, consistent with the definitions used for the FVPS Domestic Violence Shelter and Supportive Services Grant Program, will be used for family violence and domestic violence.

- *Domestic Violence*: Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.
- *Family Violence*: Any act or threatened act of violence, including any forceful detention of an individual that: (a) results or threatens to result in physical injury; and (b) is committed by a person against another individual (including an elderly individual) to or with whom such person is related by blood, or is or was related by marriage, or is or was otherwise legally related, or is or was lawfully residing.

2. Program Description

The purpose of the PV Program is to: (a) establish a resource center for the collection, retention, and distribution of educational materials related to domestic violence and/or family violence and its prevention, and (b) provide training and ongoing technical assistance to Subrecipients of the Cal OES FX and SD Programs.

3. Program Components

- a. Experienced Domestic Violence, combined Sexual and Domestic Violence, and Family Violence Prevention Staff.

The Subrecipient must commit to at least one 0.25 full-time equivalent staff to accomplish the goals of the Program. The staff must have extensive knowledge of, and at least two years of experience providing, domestic violence, and/or combined sexual and domestic violence, and/or family violence training and technical assistance to service providers in these fields.

- b. Skills-Based Training

The Subrecipient must provide in-person, skills-based trainings for Subrecipients of the FX and SD Programs. Additional staff from local prevention programs may attend these training as appropriate. These trainings may be provided by agency staff or through a contract with an expert. Prior approval of the trainings from Cal OES is required.

- c. Networking

The Subrecipient must plan and facilitate monthly teleconference and/or webinar networking opportunities throughout the grant performance period of the FX and SD program performance period. Additional local prevention staff may participate in the networking opportunities.

- d. Technical Assistance

The Subrecipient must provide ongoing technical assistance to FX and SD program Subrecipients as requested. The Subrecipient must conduct a site visit to provide in-person technical assistance for

each FX and SD program project at least once during the grant performance period.

e. Resource Center

The Subrecipient must establish a resource center for the collection, retention, and distribution of educational materials related to domestic violence, and/or combined sexual and domestic violence, and/or family violence and its prevention. Materials shall be available electronically as possible. The Subrecipient must promote the availability of materials to local domestic violence, and/or combined sexual and domestic violence, and/or family violence prevention service providers.

f. Assistance with California Victim Compensation Board Claims

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

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

Subrecipients are also strongly encouraged to budget for tablets or mobile communication devices and cellular service to swiftly facilitate the on-line application process in the office or in the field.

4. Regional Training

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

5. Reporting Requirements

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

a. Cal OES Progress Reports

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

Report	Report Period	Due Date
1 st Report	July 1, 2020 – September 31, 2020	October 30, 2020
Final Report	October, 2020 – June 30, 2021	July 30, 2021

b. Office on Violence Against Women (OVW) Report

The Annual Progress Report for the STOP Violence Against Women Formula Grant Program is required. The report covers the calendar year period of January 1, through December 31. This report is due to Cal OES no later than January 31, 2021.

STATEWIDE DOMESTIC VIOLENCE PREVENTION RESOURCE CENTER (PV) PROGRAM

PART II – RFA INSTRUCTIONS

- A. SUBRECIPIENT HANDBOOK
 - B. FORMS
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A. SUBRECIPIENT HANDBOOK

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

B. FORMS

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

C. APPLICATION COMPONENTS

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

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

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

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

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

3. Signature Authorization (Cal OES 2-103)

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

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

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

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

Subrecipients may be asked to sign and submit an updated Certification of Assurance of Compliance once in Grant Subaward. Each year, Cal OES updates each Certification of Assurance of Compliance 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. Budget Pages (Cal OES 2-106a)

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

The Budget Pages automatically calculate the subtotal at the end of each budget category and provide the total of the three spreadsheets at the bottom of the Equipment page. Applicants may add additional columns to the Budget Pages when necessary.

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

The Budget Pages should:

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

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

a. Personal Services – Salaries/Employee Benefits

1) Salaries

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

2) Benefits

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

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

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

b. Operating Expenses

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

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

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

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

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

Attendance of the VS Branch's regional grants management training is strongly encouraged. Applicants planning to attend must include sufficient per diem and travel allocations for up to two persons.

c. Equipment

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

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

6. Project Narrative (Cal OES 2-108)

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

a. Problem Statement

A problem statement is not required.

b. Plan

In narrative form, provide a brief description of the project's plan to accomplish the Program Components identified in Section G,

part 3, of the RFA. Provide a timeline for meeting each component.

7. Subrecipient Grants Management Assessment

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

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

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

9. Organizational Chart

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

10. Additional Forms/Documents

The following are required only if applicable:

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

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

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

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

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

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

- Excess Lodging Rate Request/Approval Form (Cal OES 2-165)

This form is required only if an Applicant is requesting approval for excess lodging costs per *SRH 2236.2*.

D. BUDGET POLICIES

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

- Contracting and/or Procurement (*SRH 3400*)
- Audit Costs (*SRH 8150*)
- Automobiles (*SRH 2331*)
- Cash Match (*SRH 6511*)
- Computers and Automated Equipment (*SRH 2340*)
- Equipment (*SRH 2300*)
- Expert Witness Fees (*SRH 3710.2*)
- Office Rental (*SRH 2232*)
- Independent Contractor/Consultant (*SRH 3710*)
- Indirect Cost Rate Proposal (ICRP) (*SRH 2180 & SRH 2188*)
- In-Kind Match (*SRH 6512*)
- Match Requirements (*SRH 6500*)
- Prohibited Expense Items (*SRH 2240*)
- Project Income (*SRH 6610*)
- Additional Rental Space (*SRH 2232.1*)
- Rented or Leased Equipment (*SRH 2233*)
- State Funds Matching State or Federal Funds (*SRH 6522*)
- Supplanting Prohibited (*SRH 1330*)
- Travel and Per Diem (*SRH 2236 and 2236.2*)

E. ADMINISTRATIVE REQUIREMENTS

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

- Audit Requirements (SRH 8100)
- Communications (SRH 11500)
- Copyrights, Rights in Data, and Patents (SRH 5300-5400)
- Certificate of Insurance (SRH 2160)
- Report of Expenditures and Request for Funds (SRH 6300)
- Monitoring (SRH 10400)
- Programmatic Technical Assistance and Site Visit Performance Assessment (SRH 10200-10300)
- Source Documentation (SRH 10111)

STATEWIDE DOMESTIC VIOLENCE PREVENTION RESOURCE CENTER (PV) 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 2-101](#)) – Signed by the official authorized to enter into the Grant Subaward.
- PROJECT CONTACT INFORMATION ([Cal OES 2-102](#))
- SIGNATURE AUTHORIZATION ([Cal OES 2-103](#))
- CERTIFICATION OF ASSURANCE OF COMPLIANCE Family Violence Prevention and Services (FVPS) Act Fund and With Statutory Requirements of the Violence Against Women Act (VAWA) Fund As Amended, Services*Training*Officers*Prosecutors (STOP) Formula Grant Program ([Cal OES 2-104](#))– Signed by the official who signed the Grant Subaward Face Sheet and by the official delegating that authority.
- BUDGET PAGES (EXCEL SPREADSHEET FORMAT) (Cal OES 2-106A) a. Budget Pages Multiple Fund Source
- BUDGET NARRATIVE ([Cal OES 2-107](#))
- PROJECT NARRATIVE ([Cal OES 2-108](#))
 - PROBLEM STATEMENT
 - PLAN
- SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT
- PROJECT SERVICE AREA INFORMATION (Cal OES 2-154)
- ORGANIZATIONAL CHART
- ADDITIONAL FORMS, IF APPLICABLE
 - NON-COMPETITIVE BID REQUEST CHECKLIST ([Cal OES 2-156](#))
 - CONTRACTOR/CONSULTANT RATE EXEMPTION REQUEST ([Cal OES 2-164](#))
 - OUT-OF-STATE TRAVEL REQUEST ([Cal OES 2-158](#))
 - EXCESS LODGING RATE REQUEST/APPROVAL FORM ([Cal OES 2-165](#))