



REQUEST FOR APPLICATION

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

RAPE CRISIS (RC) PROGRAM

Release Date: July 2, 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 RC Program is to reduce the level of trauma experienced by sexual assault survivors through the provision of comprehensive and supportive services, to improve coordination of multi-disciplinary response systems, and to expand public awareness concerning sexual assault and its impact.

Eligibility:

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

Grant Subaward Performance Period:

October 1, 2021, through September 30, 2022

Submission Deadline:

Friday, August 13, 2021



RAPE CRISIS (RC) PROGRAM

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RAPE CRISIS (RC) PROGRAM

PART I – OVERVIEW

- 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
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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 Sexual Assault 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 Friday, August 13, 2021.

D. ELIGIBILITY

The only eligible Applicants are the RC 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

Approximately \$36,365,000 is 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 following funds:

- a. 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, Applicants must submit the VOCA Match Waiver Request form (Attachment A) to the applicable Program Specialist, by email, by **July 27, 2021**. 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 is 2020-V2-GX-0031.
- b. 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.
 - 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 2-101).
- c. Sexual Assault Services Formula Grant Program (SASP Formula Grant)
- Provides intervention, advocacy, accompaniment, support services, and related assistance for all victims of sexual assault, family, and household members of victims, and those collaterally affected by the sexual assault.
 - Does not require match.
 - Purchase of vehicles is prohibited.
 - Approval of original publications (written, visual or sound) produced in whole, or in part, using these funds must be obtained by Cal OES prior to production and distribution.
 - Cal OES's four-digit code for this federal fund is SASP. This code will be in the drop-down on the Grant Subaward Face Sheet (Cal OES 2-101).

d. State Penalty Assessment

- Provided through 2021-22 State Budget Act. State Penalty Assessment Funds are based on penalties levied against persons convicted of state crimes.
- Funds are restricted to operation of the 24-hour crisis line, follow-up counseling services, in-person counseling services, accompaniment services, advocacy services, information and referral services, and community education programs. All services and programs must be sexual assault specific.
- Cal OES's four-digit code for this federal fund is RCP5. This code will be in the drop-down on the Grant Subaward Face Sheet (Cal OES 2-101).

e. State General Fund

- Provided through the 2021-22 State Budget Act.
- Funds are restricted to operation of the 24-hour crisis line, follow-up counseling services, in-person counseling services, accompaniment services, advocacy services, information and referral services, and community education programs. All services and programs must be sexual assault specific.
- Cal OES's four-digit code for this federal fund is RCP0. This code will be in the drop-down on the Grant Subaward Face Sheet (Cal OES 2-101).

2. Funding Amount

The amount of funding individual Applicants may apply for is listed on the 2021-22 Funding Chart (Attachment B). Applicants must budget for the full 12-month Grant Subaward performance period.

G. PROGRAM INFORMATION

1. Background Information

California Penal Code §13837 authorizes Cal OES to administer grants to California Rape Crisis Centers to provide crisis intervention, 24 hours per day, seven days per week; follow-up counseling services; in-person

counseling, including group counseling; accompaniment services; advocacy services; information and referrals to victims and the general public; community education presentations; rape prevention presentations; and self-defense programs.

2. Program Description

The goal of the Program is to reduce the level of trauma experienced by sexual assault survivors through the provision of comprehensive and supportive services, to improve coordination of multi-disciplinary response systems, and to expand public awareness concerning sexual assault and its impact.

3. Program Components/Programmatic Requirements

a. Service Standards for the Operations of Rape Crisis Centers

The Service Standards for the Operations of Rape Crisis Centers (Attachment C), hereinafter referred to as Service Standards, must be adhered to by all RC Program Subrecipients. The Service Standards set the minimum level of operations for RC Program Subrecipients.

b. Objectives

The seven core objectives are listed as follows:

- First Contact/Crisis Intervention Services;
- Follow-up Services;
- In-Person Counseling Services;
- Accompaniment Services;
- Advocacy Services;
- Community Education Programs; and
- Attend Sexual Assault Response Team meetings.

In addition to the seven core objectives, Subrecipients must include additional objectives (minimum of one and maximum of three). These additional objectives can be carried over from the prior year or changed to meet the needs of your community service area. The focus areas include: military, college campus, local correctional facilities, or other and must be geared towards providing direct services.

c. Client Confidentiality

Subrecipients must ensure that client records are maintained in a secure location to ensure confidentiality.

d. Assistance with California Victim Compensation Board Claims

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

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

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

e. Operational Agreements (OAs) with the following agencies are required:

- Local Law Enforcement;
- District Attorney's office(s);
- Victim/Witness Assistance Program(s);
- Entities/agencies that conduct sexual assault forensic examinations; and
- Local Lideres Campesinas Chapter (if a Chapter exists in a Subrecipient's service area or county).

OAs must contain original signatures, titles, and agency names for both parties and include dates effective for the proposed subaward performance period. OAs may cover a maximum of three years. A new OA need not be obtained if the current one covers 2021-22. When this is not the case, a new OA for the 2021-22 (at minimum) must be obtained.

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. 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 30, 2022
Final 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* (on or about)
October 1, 2021 – December 31, 2021	January 14, 2022
January 1, 2022 – March 31, 2022	April 14, 2022

April 1, 2022 – June 30, 2022	July 14, 2022
July 1, 2022 – September 31, 2022	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.

c. 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.

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

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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 [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 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, 2-104h, or 2-104p)

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; and
- 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, 2-104h, or 2-104p) once in Grant Subaward. Each year, Cal OES updates each Grant Subaward Certificate of Assurance of Compliance (Cal OES Form 2-104f, 2-104h, or 2-104p) 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 (Attachment D)

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** 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 (Attachment E) 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 (Attachment D) 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 (Attachment D) should:

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

The RC Program Budget pages (Attachment D) can be accessed through the Cal OES website. However, if you would like to use your state funds as match, a different budget template is required. This can only be done during the Application Process, and not during the Subaward Performance Period. Please contact your Program Specialist for the budget pages and instructions.

a. Personnel Costs – Salaries/Employee Benefits

1) Salaries

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

Applicant's personnel have accrued sick leave or vacation time prior to the approval the Grant Subaward, they may not take time off using Grant Subaward funds.

2) Benefits

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

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

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

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

b. Operating Costs

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

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

- Audit costs (*SRH Section 14.035*);
- Computers with an acquisition cost of \$4,999 or less;
- Computer equipment rentals;
- Consultant services (*SRH Section 6.050*);

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

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

c. Equipment Costs

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

A lineitem 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 Budget Narrative is not required; however Applicants must provide a detailed description of each line item within the Budget Pages (Attachment D).

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

A written Grant Subaward Programmatic Narrative is not required for the Program.

In lieu of this requirement, complete the Objectives and Activities Form (Attachment E), for the 12-month Grant Subaward performance period. Each Objective must include activities that describe the steps necessary to achieve the objective. List objectives on the left side and the activities on the right side of the page.

In addition, the Rape Crisis Program Grant Subaward Summary (Attachment F) must also be submitted with the application.

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

11. Operational Agreements Summary

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

RFA. Complete the Operational Agreement Summary form (Cal OES 2-160) and include it in the Application Appendix.

12. 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.

- 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 (Attachment D) 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 (Attachment D) 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 (Attachment D) 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*); and
- Travel (*SRH Section 4.065*).

D. ADMINISTRATIVE REQUIREMENTS

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

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

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PART III – CHECKLIST

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

- GRANT SUBAWARD FACE SHEET ([Cal OES FORM 2-101](#)) – Signed by the Official Designee authorized to enter into the Grant Subaward.
- GRANT SUBAWARD CONTACT INFORMATION ([CAL OES FORM 2-102](#))
- GRANT SUBAWARD SIGNATURE AUTHORIZATION ([CAL OES FORM 2-103](#))
- GRANT SUBAWARD CERTIFICATION OF ASSURANCE OF COMPLIANCE (Cal OES FORM 2-104f, 2-104h, or 2-104p) – Signed by the Official Designee who signed the Grant Subaward Face Sheet and by the official delegating that authority.
- GRANT SUBAWARD BUDGET PAGES (ATTACHMENT D)
- GRANT SUBAWARD PROGRAMMATIC NARRATIVE
 - OBJECTIVES AND ACTIVITIES FORM (ATTACHMENT E)
 - RAPE CRISIS PROGRAM GRANT SUBAWARD SUMMARY (ATTACHMENT F)
- [SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT](#)
- GRANT SUBAWARD SERVICE AREA INFORMATION ([Cal OES FORM 2-154](#))
- ORGANIZATIONAL CHART
- OPERATIONAL AGREEMENTS SUMMARY FORM ([CAL OES FORM 2-160](#))
- ADDITIONAL FORMS, IF APPLICABLE
 - MATCH WAIVER REQUEST (ATTACHMENT A)
 - 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](#))