



REQUEST FOR APPLICATION

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

DOMESTIC VIOLENCE ASSISTANCE (DV) PROGRAM

Release Date: June 16, 2023

This Request for Application (RFA) provides detailed information and forms necessary to prepare a proposal 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

Description:

The Program provides local assistance for comprehensive support services to existing domestic violence providers throughout California, including emergency shelter to victims/survivors of domestic violence and their children.

Eligibility:

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

Grant Subaward Performance Period:

October 1, 2023 – September 30, 2024

Available Funding:

Individual Applicants may request up to the amount on the 2023-24 DV RFA Fund Distribution Chart (Attachment A).

Submission Deadline:

July 28, 2023



DOMESTIC VIOLENCE ASSISTANCE (DV) PROGRAM RFA

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PART I – OVERVIEW

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A. PUBLIC RECORDS ACT NOTICE

Proposals are subject to the Public Records Act, Government Code Section 7920.000, *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

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

C. SUBMISSION DEADLINE AND REQUIREMENTS

Applications must be emailed to VSapplications@caloes.ca.gov by **11:59 pm on Friday, July 28, 2023.**

D. ELIGIBILITY

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

Before the Grant Subaward performance period begins, Applicants:

- Must have a Unique Entity Identifier (Unique Entity ID) registered in the federal System for Award Management (SAM). Applicants who do not currently have a Unique Entity ID will need to register at SAM.gov to obtain one.
- Must **not** have an exclusion record in SAM. An exclusion record in the SAM indicates that a contractor (agency) is listed in the (federal)

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government-wide system for debarment and suspension. An agency that is debarred or suspended is excluded from activities involving federal financial and nonfinancial assistance and benefits. [Check SAM status](#).

- Must be registered with the California Department of Justice's Registry of Charitable Trusts with a "current," "exempt," or "pending" status (applies to non-governmental organizations only). [Check nonprofit status](#).

E. GRANT SUBAWARD PERFORMANCE PERIOD

The Grant Subaward performance period is October 1, 2023 – September 30, 2024.

F. FUNDING INFORMATION

There is \$55,102,682 available for the Program for the Grant Subaward performance period. Funding is contingent upon availability of funds and passage of the 2023-24 State Budget Act.

1. Funding Amount

Applicants may apply for up to the amount on the 2023-24 DV RFA Fund Distribution Chart (Attachment A) for the 12-month Grant Subaward performance period.

2. Funding Source(s)

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 the use of volunteers unless there is a compelling reason to waive this requirement.

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- To request a volunteer waiver, Applicants must submit the Volunteer Waiver Request Form (Cal OES Form 2-155) with their application.
 - Unless waived, this fund requires a cash and/or in-kind match equal to 20 percent of the total project cost. **Applicants must request a full match waiver for this fiscal year.**
 - To request a match waiver, Applicants must submit the VOCA Match Waiver Request Form (Cal OES Form 2-159) with their application. Up to two VOCA fund sources can be entered on one form. An additional VOCA Match Waiver Request Form may be necessary when there are more than two VOCA fund sources. All sections of the form must be completed and answers to questions 6 and 7 must be specific and unique to the Applicant and Program.
 - Cal OES's four-character code for this federal fund is VOCA. This code will be in the drop-down on the Grant Subaward Face Sheet (Cal OES Form 2-101).
 - The federal award number for 2022 VOCA is 15POVC-22-GG-00708-ASSI.
- b. State General Fund
- The State General Fund provides for the implementation of 14 services to victims/survivors of domestic violence pursuant to Penal Code § 13823.15.
 - There is no match requirement, however, these funds can be used to match federal funds and must be used to match Family Violence Prevention and Services/Domestic Violence Shelter and Supportive Services (FVPS) funds.
 - Cal OES's four-character code for this state fund is DVP0. This code will be in the drop-down on the Grant Subaward Face Sheet (Cal OES Form 2-101).
- c. Family Violence Prevention and Services/Domestic Violence Shelter and Supportive Services Grant Program
- Supports services to victims/survivors of domestic violence and prevention activities.

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- Requires a cash or in-kind match equal to 20 percent of the Grant Subaward allocation using the percent of funds allocated method, also referred to as “straight match”. See SRH 9.065 for more information on the percent of funds allocated method. Cal OES recently learned that use of this match was allowed with FVPS funds and because this calculation minimizes the match requirement, Cal OES has made this change.
- Cal OES's four-character code for this federal fund is FVPS. This code will be in the drop-down on the Grant Subaward Face Sheet (Cal OES Form 2-101).

G. PROGRAMMATIC INFORMATION

1. Background Information/Program Description

Per Penal Code §§ 138223.15-13823.16, all Subrecipients must provide access to emergency shelter and the supportive services, listed under the Program Components.

Support is also provided for the maintenance and further development of domestic violence services to unserved and underserved populations, including, but not limited to, rural areas, non-English speaking individuals, persons of color, and geographical areas without services.

This Program provides local assistance for comprehensive support services to existing domestic violence providers throughout California, including emergency shelter to victims/survivors of domestic violence and their children.

2. Programmatic Components

a. Twenty-four-Hour Crisis Hotline

Subrecipients must provide a 24-hour crisis hotline, seven days per week. Immediate crisis intervention and assistance must be provided through immediate response by agency staff and/or volunteers who are trained domestic violence counselors, pursuant to Evidence Code § 1037.1. Agencies may collaborate to provide this service. Twenty-four-hour crisis communications may also include other communication methods offered on a 23-hour or intermittent basis, such as text messaging, computer chat,

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or any other technology approved by the Office of Emergency Services.

b. Counseling (Individual and Peer Group)

Subrecipients must provide culturally and linguistically appropriate individual, family, and/or group counseling which can be accomplished through a variety of modalities including, but not limited to, talk therapy, video, and culturally and linguistically specific healing activities. Paid or volunteer staff may provide this service, pursuant to Evidence Code § 1037.1. The counseling requirement may also be met by the development and implementation of written procedures for referrals to qualified professionals, counselors, and/or counseling agencies.

c. Business Centers

Subrecipients must have one established, well publicized, business center (office) location. This office will be used to provide information, referral, and overall assistance to victims/survivors of domestic violence and their children. This business center must be accessible to all victims/survivors (not just victims/survivors in need of shelter). Business Centers must have regularly posted hours, which may include nights and weekends and must be at a minimum of 40 hours a week. Business centers may be closed for holidays designated in the agency's holiday policy.

d. Emergency Shelter for Victims/Survivors and their Children

Subrecipients must provide confidential emergency shelter services. Pursuance to Penal Code § 13823.15(f)(15)(B), emergency shelter services for victims/survivors of domestic violence and their children are defined as (B) "...safe and confidential emergency housing on a 24-hour basis for victims/survivors of domestic violence and their children, including but not limited to, hotel or motel arrangements, havens, and safe houses." Emergency housing may be extended to victims/survivors and their dependents, and other critical family members. Alternative shelter provisions should be provided when there is no availability at the designated shelter.

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e. Emergency Food and Clothing

Subrecipients must respond to immediate food and clothing needs. This requirement may be met through referrals by the development and implementation of written Operational Agreements (OAs) with community organization that offer these services.

f. Emergency Response to Calls from Law Enforcement

Subrecipients must provide 24-hour telephone response to law enforcement agencies in the service area, seeking emergency services for victims/survivors of domestic violence and their children.

Written OAs must be in place and include the types of emergency services available (e.g., shelter, clothing, goods, and counseling) and protocols for how the law enforcement agency and the Subrecipient will coordinate the provision of services to the victims/survivors and their children (e.g., procedures for field response, inter-agency communication protocols and appropriate language access).

A list of services provided by the Subrecipient, including shelter and all supportive services, will be provided to all local law enforcement agencies, and will be updated regularly.

g. Medical Advocacy and Emergency Response

Subrecipients must provide 24-hour telephone response to local hospital emergency rooms, medical clinics, and medical offices within the service area to establish and/or maintain a plan for the treatment and assistance of victims/survivors of domestic violence. Written OAs must be in place and include a description of how services are coordinated with local hospital emergency rooms (e.g., how referrals are made by emergency rooms to the Subrecipient, the procedure for how the Subrecipient responds to the referrals, whether there is a system for follow-up by the Subrecipient, and appropriate language access).

h. Transportation

Subrecipient must make emergency transportation available to shelters or other places of safety as appropriate. Subrecipients

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should also provide non-emergency transportation. This can be met by providing vouchers, cash, and/or by transporting the victim.

i. Counseling for Children

Subrecipients must provide culturally and linguistically appropriate counseling services to children of victims/survivors of domestic violence. The counseling must be goal-oriented, topic-focused, and age appropriate. Counseling can be accomplished through a variety of modalities including, but not limited to, talk therapy, video, culturally and linguistically specific healing activities. Paid or volunteer staff may provide this service, pursuant to Evidence Code § 1037.1. The counseling requirement may also be met by the development and implementation of written procedures for referrals to qualified professionals, counselors, and/or counseling agencies.

j. Criminal Justice and Social Services Advocacy

Subrecipients must provide culturally and linguistically appropriate advocacy when necessary to intervene on behalf of victims/survivors of domestic violence with the criminal justice system and social services agencies (e.g., district attorney's offices, courts, Victim/Witness Programs, social service agencies, Cal WORKS, schools, county offices, non-governmental social services providers, etc.). This may include accompaniment to the above agencies, except for courts.

k. Legal Assistance

Subrecipients must have qualified staff provide information and assistance that is culturally and linguistically appropriate with understanding, preparing, and processing legal documents that are necessary to obtain temporary restraining orders and other protective orders and/or custody orders. This requirement may be met by developing OAs with an appropriate referral agency.

l. Court Accompaniment

Subrecipients must provide accompaniment by an advocate to criminal and/or civil court hearings. This service may be met through referrals to Victim/Witness Programs.

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m. Community Resource and Referral

Subrecipients must establish themselves as active participants in the local public and provide social services network(s), (i.e., the local Domestic Violence Council and other collaborative domestic violence partnerships advocating for the timely and comprehensive response to the needs of victims/survivors of domestic violence). Subrecipients must develop and maintain contact with all local agencies including, but not limited to, those providing culturally and disability specific services that are available to assist victim/survivors of domestic violence, and when appropriate, must refer victims/survivors to those agencies.

n. Household Establishment Assistance

Subrecipients must assist victims/survivors of domestic violence in household establishment (e.g., furniture, food, transportation, cash donations, etc.).

o. Children's Program

Subrecipients must ensure that the needs of children of victims/survivors of domestic violence are met, including, but not limited to, arranging for school-aged children to continue their education during their stay at a shelter.

p. Transitional Housing Assistance

Transitional housing assistance is a valuable service that may be provided in addition to the core program components. Providing transitional housing assistance is not a mandated objective within the statutory guidelines, it is optional and may be provided at the discretion of the Subrecipient. Subrecipients may use up to 20 percent of their total Grant Subaward funds for transitional housing assistance, Subrecipient must adhere to the following:

- All expenditures for this service must be used to exclusively help victims/survivors of domestic violence.
- All 14 of the required Program Components must be provided by the Subrecipient and fully operational.
- Expenses must be approved in advance by Cal OES.

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q. Non-discrimination Service Policy

Subrecipients must have written policies ensuring all services are inclusive of all victims/survivors of domestic violence and their children. No person shall be excluded from participation in services based on race, color, religion, national origin, sex, gender identity, sexual orientation, or disability. Subrecipients may not have policies excluding male dependent children from the shelter.

When necessary, sex-segregated services (e.g., shelter, support groups) are allowed. A written justification for the need for sex-segregated services is required. When offering sex-segregated services, Subrecipients must ensure services are comparable. For example, if Subrecipients provide female victims/survivors with shelter for 90 days with access to meals, they must also provide male victims/survivors with the exact same services.

Subrecipients must comply with the Americans with Disabilities Act (ADA) of 1990, 42 U.S.C. 12101, *et seq.*, and Title 28 of the Code of Federal Regulation, part 35. Subrecipients must make sure each service is accessible to, and usable by, individuals with disabilities. Subrecipients may comply with the requirements of this section through redesign of equipment, reassignment of services to accessible buildings, assignment of aides to beneficiaries, home visits, alteration of existing facilities and construction of new facilities, use of accessible rolling stock or other conveyances, or any other methods that result in making its services, programs, or activities readily accessible to and usable by individuals with disabilities.

Subrecipients must ensure that communication with individuals with disabilities is as effective as communication with others without disabilities. This includes the use of telephone telecommunications systems. Subrecipients must also ensure that individuals with impaired vision or impaired hearing can obtain information on the existence and location of accessible services, activities, and facilities, as well as provide appropriate signage. This includes all written materials and media (e.g., brochures, applications, consent forms, videos, etc.).

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r. Voluntary Participation in Services

Victims/survivors are not required to participate in supportive services to access emergency shelter. Resources accessed by a victim of domestic violence must be voluntary and cannot be a condition for participation in other services or programs. Subrecipients must have written policies for voluntary participation that are posted in common areas where they can be visibly seen or accessed (e.g., intake form, business office lobby, counseling room(s), restrooms, and shelter common areas).

As appropriate, communal living rules are allowed but Subrecipients are encouraged to keep rules or guidelines to a minimum. Victims/survivors using the services may be asked to leave a program if that person purposely and willingly violates the Subrecipient's rules in a manner that endangers the safety and well-being of the other participants, children, or staff.

Subrecipients must attend the Voluntary Participation in Services webinar conducted by the Partnership to End Domestic Violence (The Partnership).

s. Client Confidentiality

Federal statute explicitly recognizes the privacy needs of victims/survivors of domestic violence. Following that statutory precedent, Subrecipients must protect the privacy and confidentiality of victims/survivors. This protection should include, but not be limited to, maintaining confidential client files in a locked filing cabinet or storage room for a period of no less than three years. Subrecipients are obligated to maintain written protocols ensuring the confidentiality of client information from the point of collection to the point of destruction.

Subrecipients must attend the webinar on Confidentiality conducted by The Partnership.

t. 40-Hour Training for Domestic Violence Counselors

Evidence Code § 1037.1 requires Subrecipients to appropriately train advocates and volunteers prior to providing services to victims/survivors of domestic violence and their children.

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The training must be supervised by a domestic violence counselor with at least a year of experience counseling victims/survivors of domestic violence for the agency and include the following training topics:

- History of domestic violence;
- Civil and criminal law as it relates to domestic violence, the domestic violence victim-counselor privilege, and other laws that protect the confidentiality of victim records and information;
- Societal attitudes toward domestic violence;
- Peer counseling techniques;
- Housing, public assistance, and other financial resources available to meet the financial needs of victims/survivors of domestic violence; and
- Referral services available to victims/survivors of domestic violence.

The training should preferably be taught in person. If the Subrecipient is unable to provide the entire training in person, distance learning is acceptable. Subrecipients must adhere to the following:

- Peer counseling techniques must be taught in person.
- Sessions taught through distance learning must use visual aids, including, but not limited to, webinars (live or previous recordings), reading materials, and films/documentaries.
- Methods to check for understanding must be included (e.g., quizzes, discussion, online discussion boards).
- In-person follow-up (one-on-one or group) must be provided to ensure the trainee(s) can apply what was learned.

Subrecipients using distance learning must provide a brief narrative describing how the training will be provided. The narrative may be provided with either the Application when

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addressing the 40-Hour Training program component, or to the Subrecipient's Program Specialist prior to implementing distance learning.

Subrecipients must attach a copy of the corresponding training course agenda to each certificate of completion. The certificate and agenda must be maintained in the staff personnel/volunteer file for each domestic violence counselor providing direct services to victims/survivors.

The Partnership and your assigned Program Specialist are resources for assistance in implementing the required training areas and training topics.

The Partnership, with support from Cal OES, has an online portal for access to a 40-hour training curriculum and materials which fulfill the state's requirements for domestic violence counselors. This tool can be accessed on The Partnership's website:

<http://cpedv.memberclicks.net/sample-40-hour-training-curriculum>.

You must be a member of The Partnership to access the online portal. If you are not a member of The Partnership but are a Cal OES Subrecipient you may gain access by emailing info@cpedv.org and requesting a username and password.

u. Operational Agreements

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

- Local Law Enforcement;
- District Attorney's office(s);
- Victim/Witness Assistance program(s);
- Child Protective Services;
- Hospitals/medical treatment facilities; and
- Other domestic violence agencies with overlapping services areas.

An OA is a formal agreement, without the exchange of money, between an implementing agency and one or more participating agencies (SRH Section 7.005). Applicants must submit an

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Operational Agreement Summary Form listing the required agencies.

v. Language Access Plan – **Due April 30, 2024**

In accordance with the U.S. Department of Justice, Title VI of the Civil Rights Act of 1964 42 U.S.C § 2000d, *et seq.*, Executive Order 13166, the American with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, DV Program Subrecipients are required to implement meaningful language outreach, access policies, and practices in order to ensure access to programs and services for victims/survivors of domestic violence and their children who have limited to non-existent English proficiency, including access to sign language interpreter services for victims/survivors who are deaf and hard of hearing.

Language Access Plans should address the following:

- Describe how the Applicant is currently engaging in outreach to individuals within their community who have limited to non-existent English proficiency including deaf and hard of hearing.
- Describe how the Applicant is currently accommodating requests for services in the languages utilized in the community. Please be specific (e.g., bilingual staff, volunteers, interpreters, communication devices, braille, etc.).
- Describe how the Applicant assesses and reassesses the language needs of their community to ensure compliance with the law as referenced above and respond to the needs of their community.
- Ensure that the Applicant's website and outreach materials complies with the Language Access Plan.
- How the Applicant supports the expenses incurred from the development and implementation of their language access plan.

Language Access Plan resources are available on the Partnership website at www.cpedv.org or by clicking the links below:

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- Model Protocol on Services for Limited English Proficient Immigrant and Refugee Victims – Washington State Coalition Against Domestic Violence, November 2022: LEP victims protocol – final.PDF (wscadv.org).
- Asian & Pacific Islander Institute on Domestic Violence, APIA Health Forum – Resource Guide for Advocates & Attorneys on Interpretation Services for Domestic Violence Victims: <http://www.api-gbv.org/resources/interpretation-resources-guide/>
- Illinois Supreme Court Language Access Policy: [http://www.illinoiscourts.gov/civiljustice/languageaccess/Language Access Policy.pdf](http://www.illinoiscourts.gov/civiljustice/languageaccess/Language%20Access%20Policy.pdf)

w. Diversity, Equity, and Inclusion (DEI) Plan – **Due April 30, 2024**

Diversity refers to the different identities and lived experiences among a group of people. This includes, but is not limited to race, ethnicity, religion, gender, gender identity, sexual orientation, age, and socioeconomics. It can also refer to differences in linguistic and/or physical abilities and languages used, veteran status, or familial status.

Equity aims to ensure the fair treatment, access, equality of opportunity and advancement for everyone while also attempting to identify and remove the barriers that have prevented some groups from fully participating. Equity promotes justice, fairness, and impartiality within the process, procedures, and distribution of resources by systems or institutions. This includes domestic violence victim/survivors, employees, volunteers, and board members.

Inclusion can be summed up as giving every domestic violence victim/survivor, employee, volunteer and/or board member a sense of belonging. Inclusion builds an accessible culture where everyone feels welcome by actively inviting every person or every group to contribute and participate. This inclusive and welcoming environment supports and embraces differences and offers respect to everyone in words and actions. An inclusive program environment endeavors to remove all barriers, discrimination, and intolerance.

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Applicants must look at their community, the makeup of the survivors they are serving, the makeup of their organization and continue to shape your DEI Plan to address any gaps in your services and agency.

DEI Plans should address the following:

- Identify populations in your community.
- Look at and identify the gaps identified for diversity, equity, and inclusion as described above.
- Capture data of clients in your program for the following:
 - Deaf and hard of hearing
 - Populations that have limited access to services
- Demographic comparison of the Subrecipient (i.e., board members, executive team, management, employees, and volunteers) and the domestic violence victims/survivors served.
- Strategies to fill the identified gaps.

For more information regarding Gender-Based and Family Violence Prevention, please refer to the following resources:

- Gender-Based Violence Resource Library: <https://vawnet.org>
- National Network to End Domestic Violence: <https://nnedv.org>
- Family Violence Prevention & Services Resource Center: <https://www.acf.hhs.gov/ofvps/programs/fvpsa/family-violence-prevention-services-resource-centers>
- Domestic Violence Resource Network Organizations Descriptions: <https://www.acf.hhs.gov/ofvps/fact-sheet/domestic-violence-resource-network-organization-descriptions>

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x. Assistance with California Victim Compensation Board Claims

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

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

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

y. Victims of Crime Resource Center

Subrecipients are strongly encouraged to utilize the California Victims Legal Resource Center (VLRC) when assisting victims/survivors.

At the VLRC, Pacific McGeorge School of Law students and attorneys provide victims/survivors, their families, and service providers with information about victims' legal rights in the criminal and civil justice systems and provide tailored resource referrals. Upon request, the VLRC provides publications on victims' rights, legal research on victims' rights to service providers, and educational presentations.

Services are free and can be accessed through the VLRC's confidential, toll-free hotline: 1-800-VICTIMS (842-8467), or through the www.1800victims.org website.

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:

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a. Cal OES Progress Reports

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 st Report	October 1, 2023 – March 31, 2024	April 30, 2024
Final Report	April 1, 2024 – September 30, 2024	October 30, 2024

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 must be completed by both the Subrecipient and Cal OES within 90 days of the beginning of the Grant Subaward performance period. Cal OES will initiate access and the Subrecipient will have **60 days to complete** the remainder of the report in the OVC Performance Measurement Tool. Then, Cal OES will have 30 days to either approve the SAR, or work with the Subrecipient on corrections, and then approve the SAR.

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, 2023 – December 31, 2023	January 14, 2024
January 1, 2024 – March 30, 2024	April 14, 2024
April 1, 2024 – June 30, 2024	July 14, 2024
July 1, 2024 – September, 2024	October 14, 2024

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

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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.

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PART II – RFA INSTRUCTIONS

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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 a proposal, including a Glossary of Terms.

B. APPLICATION FORMS

Applicants 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](#)) – with a revision date of 4/2021 or later – and the Grant Subaward Budget Narrative ([Cal OES Form 2-107](#)) – with a revision date of 4/2021 or later.**

Applicants must complete and submit all required forms. **Required forms for this Program are identified on the Checklist in Part III.** All forms have written instructions. If a form requires a Grant Subaward number, leave this information blank. General information regarding each form is below.

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). **This form is always required.**

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. **This form is always required.**

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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. **This form is always required.**

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

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

This form is always required.

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

These forms demonstrate 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-b) 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. **One of these forms is always required.**

The Grant Subaward Budget Pages (Cal OES Form 2-106a-b) 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-b) when necessary.

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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-b) must:

- 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 2-106a-b).

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 allocated 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 include a calculation. 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 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 FTE 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 (\$4,999 or less)
- Indirect costs (SRH Section 4.045)

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- Insurance (e.g., vehicle, fire, bonding, theft, 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*.

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

This form 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)

This form may be required.

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

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of the Applicant to implement the proposed plan. **This form is always required, however a Problem Statement may not.**

- a. In narrative form, describe how your agency will implement and complete the Program Components in Part I, G, 2 of this RFA.
- b. DV23-24 Program Grant Application Addendum (Attachment B)

- 1) **PART I: DV SUBRECIPIENT AGENCY INFORMATION**

Complete this section, even if nothing has changed, with the most current agency information, including hotline telephone number(s), business center address(es), and number of domestic violence shelter facilities.

- 2) **PART II: REQUIRED SERVICE OBJECTIVES AND PROJECTED GOALS**

Complete this section to provide service provision goals of the mandated direct service components (Part I, G, 2) for the 2023-2024 fiscal year.

8. **Federal Fund Grant Subaward Assurances (Cal OES Forms 2-109a-g)**

These forms list all the assurances and are a binding affirmation that Subrecipients will comply with the assurances to receive a federal fund source. Subrecipients may be asked to sign and submit one or more Federal Fund Grant Subaward Assurances (Cal OES Form 2-109a-g).

Every year, Cal OES updates the Federal Fund Grant Subaward Assurances (Cal OES Form 2-104a-g) to ensure that any new assurances placed upon the federal award are passed down to Subrecipients. Subrecipients will be notified if this change is needed.

This form is required for the applicable federal fund source(s) included in the Grant Subaward.

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

A Petty Cash Victim Fund is a small amount of discretionary funds, in the form of cash, used for disbursements for unforeseen financial intervention paid directly to the victim. Subrecipients providing direct

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victim services may budget up to two percent of the total Grant Subaward cost for petty cash.

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

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

This form identifies the counties, cities, and congressional districts served by the Grant Subaward. **This form is always required.**

11. Volunteer Waiver Request (Cal OES Form 2-155)

This form provides information to support a request to waive a volunteer requirement per Part I of this RFA. **This form is only required if the Program requires volunteers, and the Applicant wants to request a waiver.**

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

A Non-competitive procurement transaction is a purchase of property/goods or services, where only a single source that can provide the services or goods is afforded the opportunity to offer a price for the specified services or goods. See *SRH Section 6.045* for additional information.

This form provides information to support a request for approval of a non-competitive procurement. **This form is only required if the Applicant proposes to have a line item on their Grant Subaward Budget Pages (Cal OES Form 2-106a or b) that meets the definition of a non-competitive procurement in SRH Section 6.045.**

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

This form provides information to support a request for out-of-state travel. **This form is only required if the Applicant proposes to have a line item on their Grant Subaward Budget Pages (Cal OES Form 2-106a or b) for out-of-state travel.**

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14. Match Waiver Request (Cal OES 2-159)

This form is required to waive a portion, or all, of the required match. See Part I, F., 1 for additional information. Match waiver requests are not considered during the Proposal Rating process. **This form is only required if the Program is supported with VOCA funds AND the Applicant wants to request to waive match.**

15. Operational Agreement Summary Form (Cal OES Form 2-160)

This form lists the OAs a Subrecipient has with participating agencies/organizations. **This form is only required when the Program requires OAs, outlined in Part I, Subpart G.**

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

The maximum rate for an independent contractor/consultant is \$650 per eight-hour day or \$81.25 per hour per *SRH Section 6.050*.

This form provides information to support a request for approval of an exemption to the maximum rate. **This form is only required if the Applicant proposes to have a line item on their Grant Subaward Budget Pages (Cal OES Form 2-106a or b) for an independent contractor above the maximum rate.**

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

This form provides information to support a request for approval of an exemption to the maximum lodging rate per *SRH Section 4.070*. **This form is only required if the Applicant proposes to have a line item on their Grant Subaward Budget Pages (Cal OES Form 2-106a or b) with lodging above the maximum rate.**

18. 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. **This form is always required.**

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C. ADDITIONAL DOCUMENTS

Applicants may be required to submit additional documents. **Required documents for this Program are identified on the Checklist in Part III.**

General information regarding each document is below:

1. Indirect Cost Rate Agreement

The Indirect Cost Rate Agreement documents the agreed upon indirect cost rate negotiated between the federal government and an organization. **This document is only required if an Applicant has a negotiated indirect cost rate and costs are included in the Grant Subaward Budget Pages (Cal OES 2-106a or b).**

2. Organizational Chart

The Organizational Chart should clearly depict the structure of the Applicant's 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 or b) and Grant Subaward Budget Narrative (Cal OES 2-107). **This document may or may not be required. Please see the Checklist in Part III.**

D. 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):

- 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*)

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- 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*)

E. 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*)

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PART III – CHECKLIST

This checklist is provided to ensure that a complete proposal is submitted to Cal OES. This also provides the order documents/forms should be organized.

The following forms/documents are required for all Subrecipients.

- ☐ 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 2-104](#)) – Signed by the Official Designee who signed the Grant Subaward Face Sheet and by the official delegating that authority
- VOCA FEDERAL FUND GRANT SUBAWARD ASSURANCES
(Cal OES Form 2-109a) – Signed by the Official Designee who signed the Grant Subaward Face Sheet
- FVPS-FVPA-FVCO-FVSA FEDERAL FUND GRANT SUBAWARD ASSURANCES
(Cal OES Form 2-109a) – Signed by the Official Designee who signed the Grant Subaward Face Sheet
- ☐ GRANT SUBAWARD BUDGET PAGES (EXCEL SPREADSHEET FORMAT)
([Cal OES Form 2-106a](#)) Pages Multiple Fund Source
- ☐ GRANT SUBAWARD PROGRAMMATIC NARRATIVE ([Cal OES Form 2-108](#))
 - PLAN
- ☐ DV PROGRAM GRANT APPLICATION ADDENDUM
- ☐ [SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT](#)
- ☐ GRANT SUBAWARD SERVICE AREA INFORMATION ([Cal OES Form 2-154](#))
- ☐ ORGANIZATIONAL CHART
- ☐ MATCH WAIVER REQUEST ([Cal OES Form 2-159](#))
- ☐ OPERATIONAL AGREEMENT SUMMARY ([Cal OES Form 2-160](#))

ADDITIONAL FORMS, IF APPLICABLE

- ☐ PETTY CASH VICTIM FUND CERTIFICATION ([Cal OES Form 2-153](#))
- ☐ VOLUNTEER WAIVER REQUEST ([Cal OES Form 2-155](#))
- ☐ NON-COMPETITIVE PROCUREMENT REQUEST ([Cal OES Form 2-156](#))
- ☐ OUT-OF-STATE TRAVEL REQUEST ([Cal OES Form 2-158](#))

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- ☐ INDEPENDENT CONTRACTOR/CONSULTANT RATE EXEMPTION REQUEST
([Cal OES Form 2-164](#))
- ☐ LODGING RATE EXEMPTION REQUEST ([Cal OES Form 2-165](#))
- ☐ INDIRECT COST RATE AGREEMENT