



REQUEST FOR APPLICATION

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

HUMAN TRAFFICKING VICTIM ASSISTANCE (HV) PROGRAM

Release Date: December 4, 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 purpose of the Program is to help human trafficking victims/survivors (sex trafficking and labor trafficking) recover from the trauma they experienced and assist them with reintegrating into society through comprehensive safety and supportive services using a trauma-informed, culturally sensitive, victim/survivor-centered approach.

Eligibility:

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

Grant Subaward Performance Period:

April 1, 2024 – March 31, 2025

Available Funding:

Individual Applicants may request up to the amounts on the funding chart (Attachment A).

Submission Deadline:

January 29, 2024



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[CalOES Website](#)

HUMAN TRAFFICKING VICTIM ASSISTANCE (HV) 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 Human Trafficking and Legal Assistance Unit Program Specialist concerning this RFA, the application process, or programmatic issues.

C. SUBMISSION DEADLINE AND REQUIREMENTS

Applications must be emailed to VSapplications@caloes.ca.gov by **11:59 pm on Monday, January 29, 2024.**

D. ELIGIBILITY

Eligible Applicants are the HV Program Subrecipients funded in the prior fiscal year.

Before the Grant Subaward performance period begins, Applicants:

- 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.](#))

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E. GRANT SUBAWARD PERFORMANCE PERIOD

The Grant Subaward performance period is April 1, 2024 – March 31, 2025.

F. FUNDING INFORMATION

There is \$27,000,000 available for the Program for the Grant Subaward performance period.

1. Funding Amount

Applicants may apply for up to the amounts listed on the funding chart (Attachment A), for the 12-month Grant Subaward performance period.

Please note that this will be the final Grant Subaward performance period for the Program. Within the next few months, the VS Branch will release a Request for Proposal (RFP) for the Program for FY 2024-25. Subrecipients will be competitively selected for this new grant cycle which will consist of five, 12-month Grant Subaward performance periods, with the first beginning April 1, 2025.

2. Funding Source

The Program is supported through State General Funds.

Cal OES's four-character code for this state fund is HTVA. 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

Victims/survivors of human trafficking need specialized, intensive, and trauma-informed services to recover and rebuild their lives. The Program was created in the 2015 Budget Act to fund human trafficking victim service organizations to provide comprehensive services, as described in [Government Code Sections 8590.6-8590.7](#), to victims/survivors of human trafficking, including sex and labor trafficking.

The purpose of the Program is to help human trafficking victims/survivors (sex trafficking and labor trafficking) recover from the trauma they experienced and assist them with reintegrating into

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society through comprehensive safety and supportive services using a trauma-informed, culturally sensitive, victim/survivor-centered approach.

For the purposes of this RFA, the following definitions established in California Evidence Code Section 1038.2, apply:

- a. Human Trafficking Caseworker is a person working for a human trafficking victim service organization, whether financially compensated or not, for the purpose of rendering advice or assistance to victims of human trafficking, who meet the requirements in Evidence Code Section 1038.2 (c).
- b. Human Trafficking victim service organization is a nongovernmental organization or entity that provides shelter, program, or other support services to victims of human trafficking and their children and implements all the activities in Evidence Code Section 1038.2 (d).
- c. Victim/survivor is a person who consults a human trafficking caseworker for the purpose of securing advice or assistance concerning a mental, physical, emotional, or other condition related to their experience as a victim of human trafficking.

2. Programmatic Components

a. Comprehensive Services to Victims/Survivors

Using a trauma-informed, culturally sensitive, victim/survivor-centered approach, Subrecipients must provide comprehensive services to victims/survivors of human trafficking (sex trafficking and labor trafficking) and their children.

Human trafficking caseworkers conduct an initial assessment to identify the immediate needs of the victim/survivor (e.g., shelter, food, and clothing), assist the victim/survivor to address any safety concerns, and provide ongoing, intensive case management as appropriate to the victim's/survivor's needs. At a minimum, Subrecipients must provide the following services to victims/survivors of human trafficking and their children:

- Twenty-four Hour Crisis Line

Subrecipients must provide a 24-hour crisis hotline, seven days per week. Immediate crisis intervention and assistance must

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be provided through this telephone response by Subrecipient staff and/or volunteers who are trained as human trafficking caseworkers.

- Emergency Shelter

Subrecipients must provide staffed, confidential emergency shelter services.

- Temporary Housing/Housing Assistance

Subrecipients must provide non-emergency temporary housing/housing assistance for up to 24 months.

- Emergency Food/Clothing

Subrecipients must provide a means for responding to the immediate food and clothing needs.

- Transportation

Subrecipients must provide a means for emergency transportation to shelters or other places of safety as appropriate. Subrecipients should also provide a means for non-emergency transportation to access holistic services and supportive services appropriate to victim/survivor needs.

- Emergency Financial Assistance

Subrecipients may use up to five percent of their total Grant Subaward funds to provide emergency financial assistance for victim/survivor-related needs such as relocation expenses, court/legal fees, or medical care.

- Psychological Support/Individual Counseling

Subrecipients must provide individual counseling, using a trauma-informed approach. Paid or volunteer human trafficking caseworkers may provide this service.

- Referrals to Local Community Services

Subrecipients must provide referral services to local community resources appropriate for meeting the holistic

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needs of victims/survivors and provide linkage/access to these resources.

- Legal Assistance

Subrecipients must provide legal assistance services by a licensed attorney(s) and must include, but are not limited to, the following:

- Establishing eligibility for refugee benefits
- Immigration legal assistance including, but not limited to, filing T-Visas or U-Visas
- Representation in removal proceedings
- Obtaining child custody orders
- Obtaining restraining or protective orders against traffickers
- Record expungement
- Credit repair

- b. 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.

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c. California Victims Resource Center

The California Victims Resource Centers helps victims/survivors find necessary resources and learn about their rights in the criminal justice system. Subrecipients are strongly encouraged to use the California Victims Legal Resource Center (VLRC) when assisting victims/survivors.

The VLRC provides victims/survivors, their families, and service providers with information about victims'/survivors' legal rights and provides tailored resource referrals. Upon request, the VLRC provides publications on victims'/survivors' rights, legal research on victims'/survivors' 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.

d. Participation in Local/Regional Anti-Human Trafficking Working Group(s)

Subrecipients must participate in their local/regional anti-human trafficking working groups. Working groups include, but are not limited to anti-human trafficking task forces (HTTFs), child welfare commercial sexual exploitation of children (CSEC) steering committees/multidisciplinary teams, and other local anti-human trafficking working groups. Active participation by the Subrecipient in their local or regional anti-human trafficking working group is a key element that supports the goals and objectives of the Program.

Subrecipients must demonstrate active participation in a local or regional anti-human trafficking working group by submitting one of the following documents with their application:

- Memorandum of Understanding (MOU) with an HTTF or anti-human trafficking multi-disciplinary team.
- Interagency Agreement/Protocol with a CSEC steering committee or multi-disciplinary team.

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- Letter of support from a local or regional anti-human trafficking collaborative, coalition, service coordination team, or partnership.

e. Operational Agreements/Second-Tier Subawards

Although not required by the Program, Subrecipients may choose to enter into an Operational Agreement (OA) and/or a Second-Tier Subaward with one or more participating agencies to assist with the implementation of their Grant Subaward.

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). A Second-Tier Subaward is a formal agreement that includes the exchange of money between an implementing agency and a participating agency to further the goals of the Grant Subaward (SRH Section 7.010).

f. Staff/Volunteer Training

Subrecipients must ensure staff and volunteers working with human trafficking victims/survivors qualify as human trafficking caseworkers as defined in Evidence Code Section 1038.2, including completion of the minimum training standards described in that section. Human trafficking caseworkers must receive training on, and adhere to [Evidence Code Sections 1038 – 1038.3](#).

3. Reporting Requirements

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

a. Cal OES Progress Reports

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

Report	Report Period	Due Date
1 st Report	April 1, 2024 – June 30, 2024	July 30, 2024
2 nd Report	July 1, 2024 – September 30, 2024	October 30, 2024
3 rd Report	October 1, 2024 – December 31, 2024	January 30, 2025
Final Report	January 1, 2025 – March 31, 2025	April 30, 2025

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- b. RTI International's Outcomes for Human Trafficking Survivors (OHTS) Instrument

Subrecipients must collect data about the victims/survivors they serve, the services provided, and the impact of services on outcomes across various life domains of human trafficking victims/survivors. Subrecipients are required to use [RTI International's Outcomes for Human Trafficking Survivors \(OHTS\)](#) instrument to collect, evaluate, and report service delivery and outcomes data for all individuals served through the Program. The data must be submitted to Cal OES with the quarterly Progress Reports on the due dates in the chart above.

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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.

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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 should describe the following:

- How the line items on the Grant Subaward Budget Pages (Cal OES Form 2-106a-b) support the objectives and activities.
- How funds are allocated to minimize administrative costs and support direct services.
- How shared costs are allocated.
- How Grant Subaward-funded staff duties and time commitments support the proposed objectives and activities.

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- The necessity for subcontracts and unusual costs.
Need for mid-year salary range adjustments.

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

a. Problem Statement

A Problem Statement is not required.

b. Plan

In narrative form, address the following, including information about how applicable OAs, Second-Tier Subawards, or independent contractors will be used to provide required Programmatic Components.

In narrative form, address the following:

- 1) Describe the plan to conduct an initial assessment to identify the immediate needs of victims/survivors (e.g., shelter, food, clothing) and to provide ongoing, intensive case management as appropriate for the needs of victims/survivors.
- 2) Describe the plan to provide a 24-hour crisis hotline, including crisis intervention and assistance provided by qualified human trafficking caseworkers.
- 3) Describe the plan to provide emergency shelter to victims/survivors and their children.
- 4) Describe the plan to provide non-emergency temporary housing/housing assistance for up to 24 months to victims/survivors and their children.

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- 5) Describe the plan to provide the basic needs of victims/survivors and their children, including emergency food/clothing, transportation, and emergency financial assistance.
- 6) Describe the plan to provide psychological support/individual counseling to victims/survivors.
- 7) Describe the plan to provide referral services and link victims/survivors to local community services.
- 8) Describe the plan to provide legal assistance to victims/survivors, using a licensed attorney(s).
- 9) Describe the plan to collect and document data about victims/survivors served through the Program using RTI International's OHTS instrument, including how the data will be used to evaluate program performance and continuous quality improvement.
- 10) Describe how confidential data will be collected and stored so the privacy of victim's/survivor's information is protected.

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/survivor. Subrecipients providing

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direct 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. VOCA 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
- GRANT SUBAWARD BUDGET PAGES (EXCEL SPREADSHEET FORMAT) ([Cal OES Form 2-106b](#)) Single Fund Source – include a detailed description of each line item.
- GRANT SUBAWARD PROGRAMMATIC NARRATIVE ([Cal OES Form 2-108](#))
 - PLAN
- [SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT](#)
- GRANT SUBAWARD SERVICE AREA INFORMATION ([Cal OES Form 2-154](#))
- ORGANIZATIONAL CHART
- ANTI-HUMAN TRAFFICKING TASK FORCE MOU/AGREEMENT/LETTER OF SUPPORT – See Programmatic Components, Part I, Section G, 2, d.

The following forms/documents may be required depending on the Subrecipient’s application and/or Program requirements.

Staff Note: Delete any of the below that do not apply to the Program.

- PETTY CASH VICTIM FUND CERTIFICATION ([Cal OES Form 2-153](#))
- NON-COMPETITIVE PROCUREMENT REQUEST ([Cal OES Form 2-156](#))
- OUT-OF-STATE TRAVEL REQUEST ([Cal OES Form 2-158](#))
- OPERATIONAL AGREEMENT SUMMARY ([Cal OES Form 2-160](#))
- INDEPENDENT CONTRACTOR/CONSULTANT RATE EXEMPTION REQUEST ([Cal OES Form 2-164](#))
- LODGING RATE EXEMPTION REQUEST ([Cal OES Form 2-165](#))
- INDIRECT COST RATE AGREEMENT