



## REQUEST FOR APPLICATION

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

### **PAUL COVERDELL FORENSIC SCIENCE IMPROVEMENT (CQ) PROGRAM**

Release Date: November 17, 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 funding to acquire and maintain accreditation for crime labs, reduce backlogs, and improve the quality and timeliness of forensic science and medical examiner/coroner services.

#### **Eligibility:**

The only eligible Applicants are California forensic science crime laboratories, medical examiners' offices, and coroners' offices.

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

April 01, 2024 – March 31, 2025

#### **Available Funding:**

Individual Applicants may request up to the amount identified on page 3 .

#### **Submission Deadline:**

January 5, 2024



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[CalOES Website](#)

# PAUL COVERDELL FORENSIC SCIENCE IMPROVEMENT (CQ) PROGRAM RFA

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# PAUL COVERDELL FORENSIC SCIENCE IMPROVEMENT (CQ) PROGRAM RFA

## PART I – OVERVIEW

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- A. PUBLIC RECORDS ACT NOTICE
  - B. CONTACT INFORMATION
  - C. SUBMISSION DEADLINE AND REQUIREMENTS
  - D. ELIGIBILITY
  - E. GRANT SUBAWARD PERFORMANCE PERIOD
  - F. FUNDING INFORMATION
  - G. PROGRAMMATIC INFORMATION
- 

### A. PUBLIC RECORDS ACT NOTICE

Applications 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 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 the Law Enforcement & County Victim Services 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](mailto:VSapplications@caloes.ca.gov) by **11:59 pm on Friday, January 5, 2024.**

### D. ELIGIBILITY

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) government-wide system for debarment and suspension. An agency that is debarred or suspended is excluded from activities involving

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federal financial and nonfinancial assistance and benefits. [Check SAM status.](#)

- Must be identified on the table in Part F., Subpart 1. and be defined as one of the following types of agencies:
  - state/local government entity performing forensic science that employs one or more full-time scientists, that meet the following criteria:
    - A minimum of a bachelor's degree in a natural or formal science (e.g., chemistry, physics, biology, computer science, or a closely related field), and
    - Whose principal function is to examine, analyze, and interpret physical and/or digital evidence in criminal matters and provide reports and testimony to courts of law regarding such evidence.
  - A law enforcement unit operating outside of the crime laboratory function, such as crime scene units and other entities that engage exclusively in evidence collection and documentation, are not forensic science laboratories for these purposes.
  - A medical examiner and coroner office.

### **E. GRANT SUBAWARD PERFORMANCE PERIOD**

The Grant Subaward performance period is April 01, 2024 – March 31, 2025.

### **F. FUNDING INFORMATION**

There is \$2,253,877 available for the Program for the Grant Subaward performance period.

#### **1. Funding Amount**

Applicants may apply for up to the amount identified on page 3 , for the 12-month Grant Subaward performance period.

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<b>CRIME LABORATORY</b>	<b>2023 FSIA FUNDS</b>
Alameda County Sheriff's Office	\$57,862
California Department of Justice	\$87,344
Chula Vista Police Department	\$56,552
Contra Costa County Sheriff Department	\$81,448
El Cajon Police Department	\$52,621
Escondido Police Department	\$52,621
Fresno County Sheriff Crime Lab	\$51,965
Glendale Police Department	\$59,827
Kern County District Attorney	\$66,379
Long Beach Police Department	\$59,827
Los Angeles County Coroner's Office	\$86,689
Los Angeles County Sheriff's Department	\$163,997
Los Angeles Police Department	\$163,342
Oakland Police Department	\$68,344
Orange County Sheriff's Department	\$130,584
Regents of the University of CA, Davis	\$52,621
Sacramento County District Attorney's Office	\$61,793
San Bernardino County Sheriff's Department	\$101,757
San Diego County Sheriff's Department	\$101,757
San Diego Police Department	\$91,275
San Diego County Medical Examiner	\$59,172
San Francisco City and County Medical Examiner	\$61,138
San Francisco City and County Police Department	\$72,275
San Mateo County Sheriff's Department	\$70,965
Santa Clara County Office of the District Attorney	\$93,240
Solano County District Attorney	\$53,931
Ventura County Medical Examiner's Office	\$50,655
Ventura County Sheriff's Department	\$91,930
Yolo County District Attorney's Office	\$51,966
<b>TOTAL</b>	<b>\$2,253,877</b>

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### 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 2023 Paul Coverdell National Forensic Science Improvement Act (FSIA).

Cal OES's four-digit code for this fund is FSIA. This code will be in the drop-down on the Grant Subaward Face Sheet (Cal OES 2-101).

## G. PROGRAMMATIC INFORMATION

### 1. Background Information/Program Description

The Program provides funding to acquire and maintain accreditation for crime labs, reduce backlogs, and improve the quality and timeliness of forensic science services.

### 2. Programmatic Components

Subrecipients must use the funds for at least one of the following six Program objectives:

- a. Implement a program intended to improve the quality and timeliness of forensic science or medical examiner/coroner's office services in the state.
- b. Eliminate backlogs in the analysis of forensic science evidence, including, but not limited to, a backlog with respect to firearms examination, latent prints, impression evidence, toxicology, digital evidence, fire evidence, controlled substances, forensic pathology, questioned documents, and trace evidence.
- c. Train, assist, and employ forensic laboratory personnel and medicolegal death investigators, as needed, to eliminate backlogs.
- d. Address emerging forensic science issues (such as statistics, contextual bias, and uncertainty of measurement) and emerging forensic science technology (such as high-performance

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automation, statistical software, and new types of instrumentation).

- e. Educate and train forensic pathologists on appropriate protocols.
  - f. Provide funds to facilitate accreditation of medical examiners' and coroners' offices and certification of medicolegal death investigators.
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:

### 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 <sup>st</sup> Report	April 1, 2024 – June 30, 2024	July 31, 2024
Final Report	July 1, 2024 – March 31, 2025	April 30, 2025

Data collected throughout the Grant Subaward performance period will be compared to the pre-data specified in the application to indicate the impact of funding on the established Program purposes. At the end of each reporting period, Subrecipients will be required to report the following for each of their established accredited disciplines:

- a. Number of days between the submission of a sample to a forensic science laboratory and delivery of test results to a requesting office or agency (turn-around time).
- b. Number of backlogged cases.
- c. Number of backlogged forensic cases analyzed with Program funds.
- d. Number of forensic science personnel attending training.
- e. Number of medical examiner personnel attending training (medical examiners' offices only).

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- f. Whether the forensic laboratory was seeking initial accreditation with FSIA funding.
- g. Whether the forensic laboratory obtained initial accreditation with FSIA funding.
- h. Whether FSIA funds were used for fees to maintain the agency accreditation.
- i. The number of analysts in the forensic lab, even if they are not funded by FSIA funds.
- j. The number of currently certified analysts in the forensic lab, even if they are not funded by FSIA funds.
- k. Number of analysts seeking certification utilizing FSIA funds.
- l. Whether the forensic laboratory uses FSIA funds to conduct forensic genetic genealogical DNA analysis (FGG) and/or forensic genetic genealogical DNA analysis and searching FGGS.
- m. Number of certified medicolegal death investigators.



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### PART II – RFA INSTRUCTIONS

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- A. SUBRECIPIENT HANDBOOK
  - B. APPLICATION FORMS
  - C. ADDITIONAL DOCUMENTS
  - D. BUDGET POLICIES
  - E. ADMINISTRATIVE REQUIREMENTS
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#### A. SUBRECIPIENT HANDBOOK

Applicants are strongly encouraged to review the [SRH](#). The *SRH* outlines the terms and conditions that apply to Cal OES VS Branch Grant Subawards and provides helpful information for developing a proposal, including a Glossary of Terms.

#### B. APPLICATION FORMS

Applicants must use the forms provided on our website. **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 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:

- 1) Plan for improving the quality and timeliness of forensic science or medical examiner services.
- 2) How the Program will be used to benefit the community.
- 3) Plan for obtaining or maintaining accreditation.
- 4) Plan for training forensic staff.
- 5) How the objectives of the Program will be met.
- 6) How the turnaround time and backlog of cases will improve for the disciplines identified in the Program.

#### 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 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.**

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.**

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*)

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- Automobiles (SRH Section 5.020)
- Contracting and Procurements Requirements (SRH Part 6)
- Equipment and Equipment Costs Requirements (SRH Part 5)
- Expert Witness Fees (SRH Section 6.050)
- Independent Contractor/Consultant (SRH Section 6.050)
- Indirect Cost or Facilities and Administration (SRH Section 4.045)
- Match Requirements (SRH Section 9.060)
- Facility Rental (SRH Section 4.055)
- Prohibited Operating Costs (SRH Section 4.070)
- Grant Subaward and Other Income (SRH Section 9.075)
- Supplanting Prohibited (SRH Section 1.065)
- Travel (SRH Section 4.065)

### **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)

## PAUL COVERDELL FORENSIC SCIENCE IMPROVEMENT (CQ) PROGRAM RFA

### PART III – CHECKLIST

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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
- GRANT SUBAWARD BUDGET NARRATIVE ([Cal OES Form 2-107](#))
- GRANT SUBAWARD PROGRAMMATIC NARRATIVE ([Cal OES Form 2-108](#))
  - PLAN
- FSIA FEDERAL FUND GRANT SUBAWARD ASSURANCES ([Cal OES Form 2-109g](#)) – Signed by the Official Designee who signed the Grant Subaward Face Sheet
- [SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT](#)
- GRANT SUBAWARD SERVICE AREA INFORMATION ([Cal OES Form 2-154](#))
- ORGANIZATIONAL CHART

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

- CERTIFICATION AS TO EXTERNAL INVESTIGATIONS
- BASELINE DATASHEET
- NON-COMPETITIVE PROCUREMENT REQUEST ([Cal OES Form 2-156](#))
- OUT-OF-STATE TRAVEL REQUEST ([Cal OES Form 2-158](#))
- INDEPENDENT CONTRACTOR/CONSULTANT RATE EXEMPTION REQUEST ([Cal OES Form 2-164](#))
- LODGING RATE EXEMPTION REQUEST ([Cal OES Form 2-165](#))
- INDIRECT COST RATE AGREEMENT