



## 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 09 2022

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

### **PROGRAM SYNOPSIS**

#### **Program Description:**

The DV 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 DV Program Subrecipients funded in the prior fiscal year.

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

October 1, 2022 – September 30, 2023

#### **Submission Deadline:**

Friday, July 22, 2022



3650 SCHRIEVER AVENUE, MATHER, CA 95655

(916) 320-7603 TELEPHONE

[CalOES Website](#)

# DOMESTIC VIOLENCE ASSISTANCE (DV) PROGRAM

---

## TABLE OF CONTENTS

PART I – OVERVIEW .....	1
A. PUBLIC RECORDS ACT NOTICE .....	1
B. CONTACT INFORMATION .....	1
C. SUBMISSION DEADLINE AND INSTRUCTIONS.....	1
D. PROGRAM ELIGIBILITY .....	1
E. GRANT SUBAWARD PERFORMANCE PERIOD.....	2
F. FUNDING INFORMATION .....	2
G. PROGRAMMATIC INFORMATION .....	4
PART II – RFA INSTRUCTIONS.....	18
A. SUBRECIPIENT HANDBOOK .....	18
B. APPLICATION FORMS.....	18
1. Grant Subaward Face Sheet (Cal OES Form 2-101) .....	18
2. Grant Subaward Contact Information (Cal OES Form 2-102) .....	18
3. Grant Subaward Signature Authorization (Cal OES Form 2-103).....	19
4. Grant Subaward Certification of Assurance of Compliance and VOCA & FVPS- FVPA-FVCO-FVSA Federal Fund Grant Subaward Assurances (Cal OES Forms 2-104, 2-109a, and 2-109f) .....	19
5. Grant Subaward Budget Pages (Cal OES Form 2-106a) .....	19
6. Grant Subaward Budget Narrative (Cal OES Form 2-107) .....	22
7. Grant Subaward Programmatic Narrative (Cal OES Form 2-108) .....	22
8. Subrecipient Grants Management Assessment.....	23
9. Grant Subaward Service Area Information (Cal OES Form 2-154) .....	24
10. Organizational Chart .....	24
11. Additional Forms/Documents .....	24
C. BUDGET POLICIES .....	25
D. ADMINISTRATIVE REQUIREMENTS .....	26
PART III – CHECKLIST .....	27

# DOMESTIC VIOLENCE ASSISTANCE (DV) PROGRAM

## PART I – OVERVIEW

---

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

### A. PUBLIC RECORDS ACT NOTICE

Grant Subaward applications are subject to the California Public Records Act, Government Code Section 6250, *et seq.* Do not put any personally identifiable information or private information on this application. If you believe that any of the information you are putting on this application is exempt from the Public Records Act, please indicate what portions of the application and the basis for the exemption. The Applicant's 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 Domestic Violence Unit Program Specialist concerning this RFA, the application process, or programmatic issues.

### C. SUBMISSION DEADLINE AND INSTRUCTIONS

Applications must be emailed to [VSapplications@caloes.ca.gov](mailto:VSapplications@caloes.ca.gov) by 5:00 pm on Friday, July 22, 2022.

### D. PROGRAM ELIGIBILITY

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

Before the DV Program 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 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, 2022 – September 30, 2023.

F. FUNDING INFORMATION

There is \$54,296,290 available for the DV Program for the Grant Subaward performance period.

1. Funding Amount

Applicants may apply for up to the amount on the Fund 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.

- 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 21VOCA is 15POVC-21-GG-00613-ASSI. The federal award number for 22VOCA is not yet available but can be obtained from your Program Specialist at a later time.
- b. State General Fund
- The State General Fund provides for the implementation of 14 services to victims of domestic violence pursuant to Penal Code § 13823.15.
  - There is no match requirement, however these funds can be used to match federal 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.

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

Per Penal Code §132823.15-13823.16, 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.

2. Programmatic Description

The DV 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.

3. Programmatic Components

a. Twenty-four-Hour Crisis Hotline

Subrecipient must provide a 24-hour crisis hotline, seven days per week. Immediate crisis intervention and assistance must be provided through this telephone 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.

b. Counseling (Individual and Peer Group)

Subrecipients must provide individual counseling. 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.

Subrecipients must provide interactive group counseling services, with staff and/or appropriately trained volunteer facilitators, pursuant to Evidence Code §1037.1.

c. Business Centers

Subrecipients must have at least 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). At a minimum, business centers must be open during routine business hours (i.e., Monday through Friday, 9:00 a.m. – 5:00 p.m.). 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. Pursuant 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." Interim shelter provisions must be provided when there is no availability at the designated shelter.

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 organizations 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., procedure for field response and inter-agency communication protocols).

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, and whether there is a system for follow-up by the Subrecipient).

h. Transportation

Subrecipients must make emergency transportation available to shelters or other places of safety as appropriate. Subrecipients 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 counseling services to children of victims/survivors of domestic violence. The counseling must be goal-oriented, topic-focused, and age appropriate. Paid or volunteer staff may provide this service. These structured and facilitated services should be provided at the shelter and/or business center. This requirement may be met through referrals by



developing and implementing OAs with qualified counselors and/or counseling agencies.

j. Criminal Justice and Social Services Advocacy

Subrecipients must provide 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 service 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 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.

m. Local Community Service Network

Subrecipients must establish themselves as active participants in the local public and private 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 maintain contact with all local agencies that are available to assist victims/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 establishing a new residence (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 to provide transitional housing assistance. To allocate funds for transitional housing assistance, Subrecipients 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

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 Regulations, 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.).

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.

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.

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.

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

- 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 previously recorded), reading materials, and films/documentaries
- Methods to check for understanding must be included (e.g., quizzes, discussions, 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 addressing the 40-Hour Training program component, or to the Subrecipient's Domestic Violence Unit 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 California Partnership to End Domestic Violence (The Partnership) and your Domestic Violence Unit 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:

<https://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](mailto: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
- Other domestic violence agencies with overlapping service 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*). Subrecipients must submit an Operational Agreement Summary Form listing the required agencies.

v. Language Access Plan

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 Americans with Disabilities Act and Section 504 of the rehabilitation Act of 1973, DV Program Subrecipients are required to implement meaningful language 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:

- Most prevalent languages spoken in the community (i.e., service area).
- Most prevalent languages victims/survivors present with when requesting services.
- How the Subrecipient currently accommodates requests for services in each of the most prevalent languages spoken in the community. Please be specific (e.g., bilingual staff, volunteers, interpreters, communication devices, braille, etc.)
- Languages represented on the Subrecipient's website and outreach materials.
- How the subrecipient meets the needs of victims/survivors that are deaf and hard of hearing.
- How the Subrecipient implements their language access plan and ensures accessibility to victims/survivors of domestic violence and their children, including victims/survivors who are deaf and hard of hearing.
- How the Subrecipient 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](http://www.cpedv.org) or by clicking the links below:

- Model Protocol on Services for Limited English Proficient Immigrant and Refugee Victims – Washington State Coalition Against Domestic Violence, November 2002: [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: <https://www.api-gbv.org/resources/interpretation-resource-guide/>

- Illinois Supreme Court Language Access Policy:  
[http://www.illinoiscourts.gov/civiljustice/languageaccess/Language\\_Access\\_Policy.pdf](http://www.illinoiscourts.gov/civiljustice/languageaccess/Language_Access_Policy.pdf)

w. Diversity, Equity, and Inclusion (DEI) Plan

**Diversity** refers to the different characteristics among a group of people. This includes race, ethnicity, gender, gender identity, sexual orientation, age, and socioeconomics. It can also refer to differences in physical ability, veteran status, or whether or not someone has kids.

**Equity** is the process of ensuring that processes and programs are impartial, fair and provide equal possible outcomes for every individual. This includes having learning and development programs for every victim/survivor, employee, volunteer, and board members.

**Inclusion** can be summed up as giving every victim/survivor, employee, volunteer and/or board member a sense of belonging. This means they feel comfortable and supported by the organization when it comes to being their most authentic selves.

Subrecipients must look at the makeup of their organization and develop a DEI Plan to address any gaps in their agency.

DEI Plans should address the following:

- The gaps identified for diversity, equity, and inclusion as described above.
- Strategies to fill the identified gaps.
- Demographics of victims/survivors with the historically combined populations (e.g., Asian/Pacific Islander, American Indian/Alaska Native and Native Hawaiian/Other Pacific Islander, etc.) disaggregated.
- Demographic comparison of the Subrecipient (i.e., board members, executive team, employees, and volunteers) and the victims/survivors served.



**Grant Subaward funds may be used to support the development and implementation of the Language Access and DEI Plans. Subrecipients may include costs on their Grant Subaward Budget Pages (Cal OES 2-106a).**

**Submission of these plans is part of an effort to identify gaps in services, these plans will be reviewed for potential additional data points to be added to the Cal OES Progress Report in future years.**

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. California Victims Resource Center

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

At the CVRC, Pacific McGeorge School of Law students and attorneys provide victims/survivors, their families, and service providers with information about victims'/survivors' legal rights in the criminal and civil justice systems and provide tailored resource referrals. Upon request, the CVRC 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 CVRC's

confidential, toll-free hotline: 1-800-VICTIMS (842-8467), or through the [www.1800victims.org](http://www.1800victims.org) website.

4. Reporting Requirements

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

a. Cal OES Progress Reports

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

Report	Report Period	Due Date
1 <sup>st</sup> Report	October 1, 2022 – March 31, 2023	May 1, 2023
Final Report	April 1, 2023 – September 30, 2023	October 30, 2023

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, 2022 – December 31, 2023	January 14, 2023
January 1, 2023 – March 31, 2023	April 14, 2023
April 1, 2023 – June 30, 2023	July 14, 2023
July 1, 2023 – September 30, 2023	October 14, 2023

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

For technical assistance, issues, or questions regarding the OVC PMT database, please contact the OVC PMT Help Desk at [ovcpmt@csrincorporated.com](mailto:ovcpmt@csrincorporated.com) or call toll-free (844) 884-2503.

# DOMESTIC VIOLENCE ASSISTANCE (DV) PROGRAM

## PART II – RFA INSTRUCTIONS

---

- A. SUBRECIPIENT HANDBOOK
  - B. APPLICATION FORMS
  - C. BUDGET POLICIES
  - D. ADMINISTRATIVE REQUIREMENTS
- 

### 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 an application, including a Glossary of Terms.

### B. APPLICATION FORMS

The Applicant must use the forms provided on our website. The forms must be printed on plain white 8½" x 11" paper and single sided. **Applicants may not alter the formatting of any forms, including the Grant Subaward Programmatic Narrative ([Cal OES Form 2-108](#)) – with a revision date of 04/2021 or later.**

Applicants must complete and submit all required forms. All forms have written instructions. General information regarding each form is below. The Checklist in Part III is included to ensure Applicants submit all required components.

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

This form is the title page of the Grant Subaward that is signed by the Official Designee (*SRH Section 3.030*) and the Cal OES Director (or designee).

#### 2. Grant Subaward Contact Information (Cal OES Form 2-102)

This form provides Cal OES with contact information for all relevant Subrecipient personnel. Information for each individual should be direct contact information.

3. Grant Subaward Signature Authorization (Cal OES Form 2-103)

This form provides Cal OES with signatures of authorized signers and who they authorize to sign on their behalf for all Grant Subaward-related matters.

4. Grant Subaward Certification of Assurance of Compliance & VOCA and FVPS-FVPA-FVCO-FVSA Federal Fund Grant Subaward Assurances (Cal OES Forms 2-104, 2-109a, and 2-109f)

These forms are a binding affirmation that the Subrecipient will comply with the following regulations and restrictions:

- State and federal civil rights laws
- Drug Free Workplace Act of 1990
- California Environmental Quality Act
- Federal grant fund requirements
- Lobbying restrictions
- Debarment and Suspension requirements
- Proof of Authority documentation from the city council/governing board

Subrecipients may be asked to sign and submit an updated VOCA and FVPS-FVPA-FVCO-FVSA Federal Fund Grant Subaward Assurances (Cal OES Forms 2-109a and 2-109f) once in Grant Subaward. Every year, Cal OES updates the VOCA and FVPS-FVPA-FVCO-FVSA Federal Fund Grant Subaward Assurances (Cal OES Forms 2-109a and 2-109f) to ensure that any new conditions placed upon the federal award are passed down to Subrecipients. Subrecipients will be notified if this change is needed.

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

This form demonstrates how the Applicant will implement the proposed plan with the funds available through this Program. This is the basis for management, fiscal review, and audit. **Grant Subaward Budget Pages (Cal OES Form 2-106a) 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.

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

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

The Grant Subaward Budget Pages (Cal OES Form 2-106a) must:

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

Include **only** those items to be covered by Grant Subaward funds, including match funds, when applicable. Applicants may supplement Grant Subaward funds with funds from other sources. However, since approved line items are subject to audit, Applicants should not include on the Grant Subaward Budget Pages (Cal OES 2-106a) matching funds (if applicable) in excess of the required match.

a. Personnel Costs – Salaries/Employee Benefits

1) Salaries

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

time prior to the approval the Grant Subaward, they may not take time off using Grant Subaward funds.

2) Benefits

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

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

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

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

b. Operating Costs

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

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

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

- Financial Assistance for clients (*SRH Section 4.040*)
- Furniture and office equipment (\$4,999 or less)
- Indirect costs (*SRH Section 4.045*)
- 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 Costs can be found in *SRH Part 4*.

c. Equipment Costs

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

A 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)

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

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.

a. Problem Statement

A Problem Statement is not required.

b. Plan

In narrative form, address the following:

- 1) The unserved/underserved populations in your service areas) and how your agency provides services to the unserved/underserved populations identified in your service area(s).
- 2) How your agency will implement and complete the Program Components in Part I, G, 3 of this RFA.

c. DV 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, 3) for the 2022-23 fiscal year.

8. Subrecipient Grants Management Assessment

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

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

This form identifies the counties, cities, and congressional districts served by the Grant Subaward.

10. Organizational Chart

The Organizational Chart should clearly depict the structure of the Applicant organization and the specific unit within the organization responsible for the implementation of the Grant Subaward. This chart should also depict supporting units within the organization (e.g., the Accounting Unit) and the lines of authority within the organization. Job titles on the Organizational Chart must match those on the Grant Subaward Budget Pages (Cal OES Form 2-106a) and Grant Subaward Budget Narrative (Cal OES 2-107) (if required).

11. Match Waiver Request (Cal OES Form 2-159)

This form is required only if the Applicant is requesting to waive a portion, or all, of the required Match. See Part I, F., 1 for additional information.

12. Operational Agreements Summary Form (Cal OES Form 2-160)

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

13. Additional Forms/Documents

The following are required only if applicable:

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

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

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

This form is required only if the Applicant proposes a line item on their Grant Subaward Budget Pages (Cal OES Form 2-106a) that meets the criteria for a Non-Competitive Procurement Request per *SRH Section 6.045*.

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

This form is required only if the Applicant is requesting an exemption to the maximum rate for an independent contractor/consultant of \$650 per eight-hour day or \$81.25 per hour per *SRH Section 6.050*.

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

This form is required only if the Applicant proposes a line item for out-of-state travel per *SRH Section 4.065*.

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

This form is required only if an Applicant is requesting approval for an exemption for lodging costs per *SRH Section 4.065*.

### C. BUDGET POLICIES

The following sections of the [SRH](#) may be helpful in developing the Grant Subaward Budget Pages (Cal OES 2-106a) and Grant Subaward Budget Narrative (Cal OES 2-107) (if required):

- Additional Rental Space (*SRH Section 4.055*)
- Audit Costs (*SRH Section 14.055*)
- Automobiles (*SRH Section 5.020*)
- Contracting and Procurements Requirements (*SRH Part 6*)
- Equipment and Equipment Costs Requirements (*SRH Part 5*)
- Expert Witness Fees (*SRH Section 6.050*)
- Independent Contractor/Consultant (*SRH Section 6.050*)
- Indirect Cost or Facilities and Administration (*SRH Section 4.045*)
- Match Requirements (*SRH Section 9.060*)
- Facility Rental (*SRH Section 4.055*)
- Prohibited Operating Costs (*SRH Section 4.070*)
- Grant Subaward and Other Income (*SRH Section 9.075*)

- Supplanting Prohibited (*SRH Section 1.065*)
- Travel (*SRH Section 4.065*)

D. ADMINISTRATIVE REQUIREMENTS

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

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

## DOMESTIC VIOLENCE ASSISTANCE (DV) PROGRAM

### PART III – CHECKLIST

---

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

- GRANT SUBAWARD FACE SHEET ([Cal OES 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 2-109f](#)) – Signed by the Official Designee who signed the Grant Subaward Face Sheet
- GRANT SUBAWARD BUDGET PAGES (EXCEL SPREADSHEET FORMAT) ([Cal OES FORM 2-106a](#)) Budget 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(S) (Cal OES FORM 2-159)
- OPERATIONAL AGREEMENTS SUMMARY FORM (Cal OES Form 2-160)
- ADDITIONAL FORMS, IF APPLICABLE
  - PETTY CASH VICTIM FUND CERTIFICATION ([Cal OES FORM 2-153](#))
  - NON-COMPETITIVE PROCUREMENT REQUEST ([Cal OES FORM 2-156](#))
  - INDEPENDENT CONTRACTOR/CONSULTANT RATE EXEMPTION REQUEST ([Cal OES FORM 2-164](#))
  - OUT-OF-STATE TRAVEL REQUEST ([Cal OES FORM 2-158](#))
  - LODGING RATE EXEMPTION REQUEST ([Cal OES FORM 2-165](#))