



## 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:

### **EQUALITY IN DOMESTIC VIOLENCE PREVENTION AND SERVICES (EX) PROGRAM**

Release Date: April 17, 2024

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 provide culturally appropriate domestic violence education, prevention, outreach, and services for the lesbian, gay, bisexual, transgender, queer, intersex, and asexual (LGBTQIA+) community that will improve access for this unserved/underserved community.

#### **Eligibility:**

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

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

July 1, 2024 – June 30, 2025

#### **Available Funding:**

Individual Applicants may request up to \$141,000.

#### **Submission Deadline:**

May 29, 2024



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[CalOES Website](#)

**EQUALITY IN DOMESTIC VIOLENCE PREVENTION AND SERVICES (EX) PROGRAM RFA**  
**TABLE OF CONTENTS**

---

|  |    |
|--|----|
| PART I – OVERVIEW .....  | 1  |
| A. PUBLIC RECORDS ACT NOTICE .....   | 1  |
| B. CONTACT INFORMATION.....  | 1  |
| C. SUBMISSION DEADLINE AND REQUIREMENTS.....   | 1  |
| D. ELIGIBILITY .....   | 1  |
| E. GRANT SUBAWARD PERFORMANCE PERIOD .....   | 2  |
| F. FUNDING INFORMATION .....   | 2  |
| 1. Funding Amount .....  | 2  |
| 2. Funding Source(s) .....   | 3  |
| G. PROGRAMMATIC INFORMATION .....  | 3  |
| 1. Background Information/Program Description .....  | 3  |
| 2. Programmatic Components.....  | 4  |
| 3. Reporting Requirements.....   | 11 |
| PART II – RFA INSTRUCTIONS.....  | 12 |
| A. SUBRECIPIENT HANDBOOK.....  | 12 |
| B. APPLICATION FORMS .....   | 12 |
| 1. Grant Subaward Face Sheet (Cal OES Form 2-101).....                                     | 12 |
| 2. Grant Subaward Contact Information (Cal OES Form 2-102) .....                           | 12 |
| 3. Grant Subaward Signature Authorization (Cal OES Form 2-103) .....                       | 13 |
| 4. Grant Subaward Certification of Assurance of Compliance (Cal OES<br>Form 2-104) .....   | 13 |
| 5. Grant Subaward Budget Pages (Cal OES Form 2-106a-b) .....                               | 13 |
| 6. Grant Subaward Budget Narrative (Cal OES Form 2-107) .....                              | 16 |
| 7. Grant Subaward Programmatic Narrative (Cal OES Form 2-108).....                         | 17 |
| 8. Federal Fund Grant Subaward Assurances (Cal OES Forms 2-109a-g) .                       | 17 |
| 9. Petty Cash Victim Fund Certification (Cal OES Form 2-153).....                          | 18 |
| 10. Grant Subaward Service Area Information (Cal OES Form 2-154).....                      | 18 |
| 11. Volunteer Waiver Request (Cal OES Form 2-155) .....                                    | 18 |
| 12. Non-Competitive Procurement Request (Cal OES Form 2-156).....                          | 18 |
| 13. Out-of-State Travel Request (Cal OES Form 2-158).....                                  | 19 |
| 14. VOCA Match Waiver Request (Cal OES 2-159) .....  | 19 |
| 15. Operational Agreement Summary Form (Cal OES Form 2-160).....                           | 19 |
| 16. Independent Contractor/Consultant Rate Exemption Request (Cal OES<br>Form 2-164) ..... | 19 |
| 17. Lodging Rate Exemption Request (Cal OES Form 2-165).....                               | 20 |
| 18. Subrecipient Grants Management Assessment .....  | 20 |
| C. ADDITIONAL DOCUMENTS .....  | 20 |
| 1. Indirect Cost Rate Agreement .....  | 20 |
| 2. Organizational Chart.....   | 20 |
| D. BUDGET POLICIES.....  | 21 |
| E. ADMINISTRATIVE REQUIREMENTS .....   | 21 |
| PART III – CHECKLIST .....   | 22 |

**EQUALITY IN DOMESTIC VIOLENCE PREVENTION AND SERVICES (EX) 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 your Domestic Violence 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 **1:00 pm on Wednesday, May 29, 2024.**

D. ELIGIBILITY

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

Before the Grant Subaward performance period begins, Applicants:

- Must have a Unique Entity Identifier (Unique Entity ID) registered in the federal System for Award Management (SAM). Applicants who do not currently have a Unique Entity ID will need to register at SAM.gov to obtain one.

## EQUALITY IN DOMESTIC VIOLENCE PREVENTION AND SERVICES (EX) PROGRAM RFA

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- 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-profit organizations only). [Check non-profit status](#).
- Must have a current registration on the IRS Tax Exempt Organization Search website (e.g., must not be on the Auto-Revocation List). If an Applicant is on the Auto-Revocation List, they must provide documentation that substantiates they have been reinstated. [Check IRS Status](#).

### E. GRANT SUBAWARD PERFORMANCE PERIOD

The Grant Subaward performance period is July 1, 2024 – June 30, 2025.

### F. FUNDING INFORMATION

Approximately \$423,000 is available for the Program for the Grant Subaward performance period.

#### 1. Funding Amount

Applicants may apply for up to \$141,000, for the 12-month Grant Subaward performance period.

Please see the chart for the breakdown of the fund sources (by four-character code) and match.

| 2024<br>FVPS | 2024<br>FVPS<br>MATCH | TOTAL PROJECT COST |
|--------------|-----------------------|--------------------|
| \$141,000    | \$28,200              | \$169,200          |

## EQUALITY IN DOMESTIC VIOLENCE PREVENTION AND SERVICES (EX) PROGRAM RFA

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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 Family Violence Prevention and Services/Domestic Violence Shelter and Supportive Services (FVPS) 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 Grant Subaward allocation using the percent of funds allocated method, also referred to as “straight match”. See SRH 9.065 for mor information on the percent of funds allocated method.
- Requires the Subrecipient to review the following links:
  - [American with Disabilities Act Website](#)
  - [A Guide to Disability Rights Law Website](#)
  - [ADA Primer for States and Local Governments Website](#)
  - [ADA Accessibility Standards Website](#)

Subrecipients may refer to the following link for supplemental ADA webinars:

- [Upcoming Webinars & Training Link](#)
- Requires Cal OES' four-character code for this federal fund is FVPS. This code will be in the drop-down on the Grant Subaward Face Sheet (Cal OES Form 2-101).

### G. PROGRAMMATIC INFORMATION

#### 1. Background Information/Program Description

Pursuant to Penal Code §13823.17 the Program was established in 2010 to establish a targeted or directed grant program for the development

## **EQUALITY IN DOMESTIC VIOLENCE PREVENTION AND SERVICES (EX) PROGRAM RFA**

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and support of domestic violence programs and services for the gay, lesbian, bisexual, and transgender community. At the time the Program was supported through the State Equality in Prevention and Services for Domestic Abuse Fund.

The Program is now funded with federal funds with the purpose of providing culturally appropriate domestic violence education, prevention, outreach, and services for the lesbian, gay, bisexual, transgender, queer, intersex, and asexual (LGBTQIA+) community that will improve access to for this unserved/underserved community.

This will be accomplished by:

- Providing direct services to LGBTQIA+ domestic violence victims/survivors (including their children).
- Participating in domestic violence multidisciplinary team meetings within the service area(s) (including, but not limited to, law enforcement, medical treatment facilities, and other service providers).
- Raising awareness of domestic violence services in the LGBTQIA+ community.

### 2. Programmatic Components

a. All Subrecipients must provide the following services:

- Twenty-Four-hour Crisis Hotline or access to an After-Hours Hotline

Subrecipients must provide a 24-hour crisis hotline, seven days per week. Immediate crisis intervention and assistance to LGBTQIA+ domestic violence victims/survivors of domestic violence and their children must be provided through a crisis hotline by agency staff and/or volunteers who are trained domestic violence counselors, pursuant to Evidence Code § 1037.1. Subrecipients that do not have a 24-hour crisis hotline must collaborate with a partner agency in their local service area to provide access to an after-hours hotline.

## EQUALITY IN DOMESTIC VIOLENCE PREVENTION AND SERVICES (EX) PROGRAM RFA

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- Counseling (Individual and Peer Group)

Individual – Subrecipients must provide a means for LGBTQIA+ domestic violence victims/survivors and their children to obtain individual counseling when it is requested. 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 professional counselors and/or counseling agencies.

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

- Business Center

Subrecipients must have at least one established, well publicized, business center (office) location. This office will be utilized to provide information, referral, and overall assistance to LGBTQIA+ domestic violence victims/survivors and their children. This business center must be accessible to all victims/survivors (NOT just those victims/survivors in need of shelter). At a minimum, business centers must be open during routine business hours.

Business centers may be closed for holidays designated in the agency's Holiday Policy.

- Legal Assistance with Temporary Restraining Orders/Other Protective Orders and Custody Disputes

Subrecipients must have qualified staff to provide information and assistance to LGBTQIA+ domestic violence victims/survivors in the understanding, preparation, and processing of legal documents necessary to obtain temporary restraining orders, other protective orders, and/or custody orders. This requirement may be met by developing Operational Agreements (OAs) with an appropriate referral agency.

- Criminal Justice and Social Service Advocacy

## EQUALITY IN DOMESTIC VIOLENCE PREVENTION AND SERVICES (EX) PROGRAM RFA

---

Subrecipients must provide a means of advocacy to LGBTQIA+ domestic violence victims/survivors, as necessary, to intervene on their behalf with the criminal justice system and social services agencies (e.g., district attorney's office, courts, victim/witness assistance programs, social service agencies, Cal WORKS, schools, county offices, non-governmental social service providers, etc.). Advocacy includes accompanying survivors to court and social service providers.

This service may be met through referrals to local Victim Witness Assistance Programs as needed.

- Educational Workshops and/or Publications

Subrecipients must provide educational workshops and/or publications to staff and LGBTQIA+ domestic violence victims/survivors as a means of providing education and awareness.

Publications produced in part or in whole with federal funds will require the following credit reference: "This publication was supported by funding awarded by (state/federal grant fund) (Grant Subaward number) through the California Governor's Office of Emergency Services.

- Community Resource and Referrals

Subrecipients must establish themselves as active participants and advocates in the local public and private health and social services network for the timely and comprehensive response to the needs to LGBTQIA+ domestic violence victims/survivors and their children. Subrecipients must collaborate with all local health, public health, and social services agencies that are available to assist LGBTQIA+ domestic violence victims/survivors and their children, and when appropriate, must refer victims/survivors to those agencies.

- Emergency Shelter Access or Shelter Referral

Upon request by the client, Subrecipients must assist LGBTQIA+ domestic violence victims/survivors in establishing a



## EQUALITY IN DOMESTIC VIOLENCE PREVENTION AND SERVICES (EX) PROGRAM RFA

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new residence (e.g., furniture, food transportation, cash donations, etc.).

- Establish, maintain, and participate in the local community service network to ensure appropriate response to LGBTQIA+ domestic violence victims/survivors' needs.

The Subrecipient must establish itself as an active participant in the local public and private social services network, (i.e., the local domestic violence council and any other collaborative domestic violence partnerships, advocating for the timely and comprehensive response to domestic violence survivors' needs). Subrecipients must maintain contact with all local agencies that are available to assist domestic violence victims/survivors, and, when appropriate, must refer LGBTQIA+ victims/survivors to those agencies.

A referral resource list must be developed, maintained, regularly updated, and include the following:

- Law enforcement agencies
- District and city attorney's offices
- Medical Care Providers
- Mental health treatment facilities
- County social services and child protective services agencies
- Other domestic violence service providers
- Sexual assault service providers
- Cal OES Victim/Witness Assistance Program Subrecipient
- Family Justice Centers

b. Access to Services

- Services shall be made available to all LGBTQIA+ domestic violence victims/survivors; no income eligibility standard may be imposed upon individuals with respect to eligibility for

## EQUALITY IN DOMESTIC VIOLENCE PREVENTION AND SERVICES (EX) PROGRAM RFA

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assistance or services supported by state and federal funds. In addition, Subrecipients must advertise services within the targeted service area.

- c. 40-hour Training – Domestic Violence Counselors
- Subrecipients must ensure advocates and volunteers working with LGBTQIA+ domestic violence victims/survivors and their children meet the requirements of a “domestic violence counselor,” pursuant to Evidence Code §1037.1(a)(1). Subrecipients must provide this training in accordance with Evidence Code §1037.1(a)(2) which states, “The 40 hours of training must be supervised by an individual who qualifies as a counselor,” pursuant to Evidence Code Section §1037.1(a)(1), “and who has at least one year of experience counseling domestic violence victims of the domestic violence victim service organization.” The training shall include, but need not be limited to, the following areas:
    - 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 towards domestic violence, peer counseling techniques
    - Housing public assistance and other financial resources available to meet the financial needs of domestic violence victims
    - Referral services available to domestic violence victims
  - Subrecipients must complete the Cal OES Training Summary: 40-Hour Domestic Violence Counselor Training form and retain this form and the training agenda for review by Cal OES upon request.
  - In certain instances (new staff hired just after scheduled training, less than five participants, etc.) Subrecipients may

## EQUALITY IN DOMESTIC VIOLENCE PREVENTION AND SERVICES (EX) PROGRAM RFA

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send advocates to the training of nearby Cal OES-funded Subrecipients.

- Subrecipients must attach a copy of the corresponding training course agenda to each certificate of completion issued. The certificates and agenda shall be maintained in the staff/volunteer personnel file for each domestic violence counselor providing direct services to LGBTQIA+ victims/survivors.
- The California Partnership to End Domestic Violence (The Partnership), with support from Cal OES, has an online portal to access the 40-hour training curriculum and materials which fulfills 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-https://cpedv.memberclicks.net/sample-40-hour-training-curriculum> curriculum.

### d. Assistance with California Victim Compensation Board Claims

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

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

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

### e. Victims of Crime Resource Center

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

## EQUALITY IN DOMESTIC VIOLENCE PREVENTION AND SERVICES (EX) PROGRAM RFA

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

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

f. Operational Agreements

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

- Cal OES Domestic Violence Assistance Program Subrecipient(s)
- Cal OES Rape Crisis Program Subrecipient(s)
- Law enforcement
- District Attorney's Office(s)
- Cal OES Victim/Witness Assistance Program(s)
- Hospitals/medical treatment facilities
- Other domestic violence agencies with overlapping service areas
- OAs must contain original signatures, titles, and agency names for both parties and include dates effective for the proposed subaward performance period. These documents must demonstrate a formal system of networking and coordination with other agencies and the Applicant.
- Submission of a copy of each OA is required with the grant proposal.

## EQUALITY IN DOMESTIC VIOLENCE PREVENTION AND SERVICES (EX) PROGRAM RFA

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- An OA is a formal agreement, without the exchange of money, between an implementing agency and one or more participating agencies.

### 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 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 | July 1, 2024 – December 31, 2024 | January 31, 2025 |
| Final Report           | January 1, 2025 – June 30, 2025  | July 31, 2025    |

**EQUALITY IN DOMESTIC VIOLENCE PREVENTION AND SERVICES (EX) PROGRAM  
RFA**

**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.**

## EQUALITY IN DOMESTIC VIOLENCE PREVENTION AND SERVICES (EX) PROGRAM RFA

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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.

## EQUALITY IN DOMESTIC VIOLENCE PREVENTION AND SERVICES (EX) PROGRAM RFA

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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.



## EQUALITY IN DOMESTIC VIOLENCE PREVENTION AND SERVICES (EX) PROGRAM RFA

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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)

## EQUALITY IN DOMESTIC VIOLENCE PREVENTION AND SERVICES (EX) PROGRAM RFA

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- 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 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.

## EQUALITY IN DOMESTIC VIOLENCE PREVENTION AND SERVICES (EX) PROGRAM RFA

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- How Grant Subaward-funded staff duties and time commitments support the proposed objectives and activities.
- 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. No Problem Statement is required
- b. Plan

In narrative form, address the following:

- 1) A plan for increasing the agency's capacity to enhance services to the LGBTQIA+ population, incorporating how your agency is addressing the growing demand for service to LGBTQIA+ victims, including male survivors
- 2) Planned prevention activities for the 2024-25 fiscal year, and how the agency plans to implement these activities and achieve the desired goals.
- 3) A manageable plan for completing the remainder of the program requirements listed in Part 1, G, 2 of this RFA

#### 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).

## EQUALITY IN DOMESTIC VIOLENCE PREVENTION AND SERVICES (EX) PROGRAM RFA

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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.

## EQUALITY IN DOMESTIC VIOLENCE PREVENTION AND SERVICES (EX) PROGRAM RFA

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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.**

## EQUALITY IN DOMESTIC VIOLENCE PREVENTION AND SERVICES (EX) PROGRAM RFA

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### 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 § 200.332, 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 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

## EQUALITY IN DOMESTIC VIOLENCE PREVENTION AND SERVICES (EX) PROGRAM RFA

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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*)
- 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*)

**EQUALITY IN DOMESTIC VIOLENCE PREVENTION AND SERVICES (EX) 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 PROGRAMMATIC NARRATIVE ([Cal OES Form 2-108](#))
  - PROBLEM STATEMENT
  - PLAN
- FVPS FEDERAL FUND GRANT SUBAWARD ASSURANCES (Cal OES Form 2-109a-g) – 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.**

- PETTY CASH VICTIM FUND CERTIFICATION ([Cal OES Form 2-153](#))
- VOLUNTEER WAIVER REQUEST ([Cal OES Form 2-155](#))
- NON-COMPETITIVE PROCUREMENT REQUEST ([Cal OES Form 2-156](#))
- OUT-OF-STATE TRAVEL REQUEST ([Cal OES Form 2-158](#))
- VOCA MATCH WAIVER REQUEST ([Cal OES Form 2-159](#))
- OPERATIONAL AGREEMENT SUMMARY ([Cal OES Form 2-160](#))
- INDEPENDENT CONTRACTOR/CONSULTANT RATE EXEMPTION REQUEST ([Cal OES Form 2-164](#))



**EQUALITY IN DOMESTIC VIOLENCE PREVENTION AND SERVICES (EX) PROGRAM  
RFA**

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- LODGING RATE EXEMPTION REQUEST ([Cal OES Form 2-165](#))
- INDIRECT COST RATE AGREEMENT