



REQUEST FOR APPLICATION

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

INTIMATE PARTNER VIOLENCE PREVENTION (FD) PROGRAM

Release Date: August 29, 2023

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

PROGRAM SYNOPSIS

Description:

The purpose of the Program is to prevent intimate partner violence, including teen dating violence, prioritize underserved populations within communities, and build the capacity of local organizations to do this work.

Eligibility:

Program Subrecipients funded in fiscal year 2022-23 are the only eligible Applicants.

Grant Subaward Performance Period:

January 1, 2024 through December 31, 2024

Available Funding:

Individual Applicants may request up to \$150,000.

Submission Deadline:

October 4, 2023



3650 SCHRIEVER AVENUE, MATHER, CA 95655

(916) 328-7511 TELEPHONE

[CalOES Website](#)

INTIMATE PARTNER VIOLENCE PREVENTION (FD) 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. There is \$1,305,006 available for the Program for the Grant Subaward performance period. Funding is contingent upon availability of funds and passage of the 2023-24 State Budget Act..... 2
 - 2. Funding Amount 2
 - 3. Funding Source(s) 2
- G. PROGRAMMATIC INFORMATION 3
 - 1. Background Information/Program Description 3
 - 2. Programmatic Components..... 4
 - 3. Reporting Requirements..... 8

PART II – RFA INSTRUCTIONS..... 9

- A. SUBRECIPIENT HANDBOOK..... 9
- B. APPLICATION FORMS 9
 - 1. Grant Subaward Face Sheet (Cal OES Form 2-101)..... 9
 - 2. Grant Subaward Contact Information (Cal OES Form 2-102) 9
 - 3. Grant Subaward Signature Authorization (Cal OES Form 2-103) 10
 - 4. Grant Subaward Certification of Assurance of Compliance (Cal OES Form 2-104) 10
 - 5. Grant Subaward Budget Pages (Cal OES Form 2-106a-b) 10
 - 6. Grant Subaward Budget Narrative (Cal OES Form 2-107) 13
 - 7. Grant Subaward Programmatic Narrative (Cal OES Form 2-108)..... 14
 - 8. Federal Fund Grant Subaward Assurances (Cal OES Forms 2-109a-g) . 14
 - 9. Petty Cash Victim Fund Certification (Cal OES Form 2-153) 14
 - 10. Grant Subaward Service Area Information (Cal OES Form 2-154)..... 15
 - 11. Volunteer Waiver Request (Cal OES Form 2-155) 15
 - 12. Non-Competitive Procurement Request (Cal OES Form 2-156)..... 15
 - 13. Out-of-State Travel Request (Cal OES Form 2-158) 15
 - 14. VOCA Match Waiver Request (Cal OES 2-159) 16
 - 15. Operational Agreement Summary Form (Cal OES Form 2-160)..... 16
 - 16. Independent Contractor/Consultant Rate Exemption Request (Cal OES Form 2-164) 16
 - 17. Lodging Rate Exemption Request (Cal OES Form 2-165)..... 16
 - 18. Subrecipient Grants Management Assessment 16
- C. ADDITIONAL DOCUMENTS 17
 - 1. Indirect Cost Rate Agreement 17
 - 2. Organizational Chart..... 17

D. BUDGET POLICIES.....	17
E. ADMINISTRATIVE REQUIREMENTS	18
PART III – CHECKLIST	19

INTIMATE PARTNER VIOLENCE PREVENTION (FD) PROGRAM RFA

PART I – OVERVIEW

- 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 by **11:59 pm on Wednesday, October 4, 2023.**

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.
- Must **not** have an exclusion record in SAM. An exclusion record in the SAM indicates that a contractor (agency) is listed in the (federal)

INTIMATE PARTNER VIOLENCE PREVENTION (FD) PROGRAM RFA

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 January 1, 2024 through December 31, 2024.

F. FUNDING INFORMATION

1. There is \$1,305,006 available for the Program for the Grant Subaward performance period. Funding is contingent upon availability of funds and passage of the 2023-24 State Budget Act.

2. Funding Amount

Applicants may apply for up to \$150,000, 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.

2023 FVPS	2023 FVPS MATCH	2023 STOP	2023 STOP MATCH	TOTAL PROJECT COST
\$94,445	\$18,889	\$55,555	\$18,518	\$187,407

3. 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:

INTIMATE PARTNER VIOLENCE PREVENTION (FD) PROGRAM RFA

- a. Services*Training*Officers*Prosecutors (STOP) Violence Against Women Formula Grant Program
 - Promotes the development and the implementation of effective, victim-centered law enforcement, prosecution, and court strategies to address violent crimes against women and the development and enhancement of victim services in cases involving violent crimes against women.
 - Requires a cash or in-kind match equal to 25 percent of the total project cost. Tribes and victim service providers are exempt.
 - Cal OES's four-character code for this federal fund is STOP. This code will be in the drop-down on the Grant Subaward Face Sheet (Cal OES Form 2-101).
- b. The Family Violence Prevention and Services/Domestic Violence Shelter and Supportive Services Grant (FVPS)
 - These funds must be expended by July 31, 2024, and the final Report of Expenditures and Request for Funds (Cal OES 2-201) must be received by August 31, 2024.
 - Requires a cash or in-kind match equal to 20 percent of the Grant Subaward allocation using the percent of funds allocated method, also referred to as "straight match". See SRH 9.065 for more information on the percent of funds allocated method. Cal OES recently learned that use of this match was allowed with FVPS funds and because this calculation minimizes the match requirement, Cal OES has made this change.
 - Cal OES's four-character code for this federal fund is FVPS. This code will be in the drop-down on the Grant Subaward Face Sheet (Cal OES Form 2-101).

G. PROGRAMMATIC INFORMATION

1. Background Information/Program Description

Cal OES collaborated with the California Department of Public Health (CDPH), ValorUS, and the California Partnership to End Domestic Violence (the Partnership) to identify current gaps in domestic violence, sexual violence, and teen dating violence prevention

INTIMATE PARTNER VIOLENCE PREVENTION (FD) PROGRAM RFA

programs across California. Many effective prevention models now exist. Rather than focusing on individual victims, a primary prevention approach focuses on community and population-based prevention, as well as providing critical referral to services for those at risk.

Prevention programs should practice the Center for Disease Control Prevention (CDC) strategies outlined in the [Preventing Intimate Partner Violence Across the Lifespan: A Technical Package of Programs, Policies, and Practices \(cdc.gov\)](#).

The purpose of the Program is to prevent intimate partner violence, including teen dating violence, prioritize underserved populations within communities, and build the capacity of local organizations to do this work.

2. Programmatic Components

a. Prevention Staff

Subrecipients must commit a minimum of one full-time equivalent (FTE) staff to accomplish the goals of the Program. The prevention staff must:

- Have at least one year of experience doing prevention work in family violence or teen dating violence.
- Attend skill-based training, on-going technical assistance, and/or networking opportunities, emphasizing intimate partner violence prevention, offered through the Statewide Domestic Violence Resource Center (PV) Program, through the Partnership ([Prevention Core Competencies](#)) and the Statewide Prevention Coordination (PP) Program through CDPH. No registration fee will be required.

b. Implementation of a Prevention Program

- Subrecipients must continue to conduct a comprehensive primary prevention program, targeting the same specific underserved population as in previous years, within a community or school setting, by continuing to implement the designated prevention strategy that was chosen in year 1 and, at a minimum, the two approaches that were also

INTIMATE PARTNER VIOLENCE PREVENTION (FD) PROGRAM RFA

chosen in year 1 from the CDC Domestic Violence prevention technical packages.

- Subrecipient must state the Strategy and Approach(es) that were chosen in year 1.
 - Strategy: The preventative direction or actions to achieve the goal of preventing violence.
 - Approach: The specific ways to advance the strategy. This can be accomplished through program policies and practices.

The selected strategy must continue to:

- Include activities that act across multiple levels of [The Social-Ecological Model: A Framework for Prevention | Violence Prevention | Injury Center | CDC](#) (SEM) (individual, relationship community, and societal);
- Use the Preventing Intimate Partner Violence Across the Lifespan: A Technical Package of Programs, Policies and Practices and the STOP SV: A Technical Package to Prevent Sexual Violence as a framework;
- Assist key stakeholders/groups identified in, but not limited to, Operational Agreements (OAs)/Second-Tier Subawards in improving comprehensive prevention trainings and policies that promote healthy relationships and prevent domestic abuse;
- Expand community awareness of healthy, respectful, and non-violent relationships through outreach and citizen involvement; and
- Increase access to prevention information and materials for community stakeholders. The [CDC Website](#) contains helpful examples of IPV resources.

c. Evaluation

Subrecipients must implement the evaluation plan developed in year 1 through the technical assistance of The Partnership and CDPH. The evaluation must measure the short-term, intermediate,

INTIMATE PARTNER VIOLENCE PREVENTION (FD) PROGRAM RFA

and long-term outcomes and impact of the strategy and approach(es).

d. Operational Agreements (OA)/Second-Tier Subawards

An Operational Agreement is a formal agreement, without the exchange of money, between an implementing agency and one or more participating agencies (*SRH Section 7.005*). A Second-Tier Subaward is a formal agreement that includes the exchange of money between an implementing agency and a participating agency to further the goals of the Grant Subaward (*SRH Section 7.010*).

Subrecipients must complete the OAs or Second-Tier Subawards with key stakeholders/groups and communities, including school settings, that are required to leverage prevention efforts and program effectiveness. In addition to the elements listed in the SRH, the OA must outline the selected strategy and approaches along with realistic expectations for all partners.

The following OAs or Second-Tier Subawards are required and must be listed on the Operational Agreement Summary Form 2-160:

- A Middle or High School for the 2023-2024 school year; and
- Stakeholders that represent the specified population(s) in need in order to support the program efforts that have been proposed. Examples include:
 - School boards;
 - After-school programs;
 - Youth or teen-serving organizations;
 - Community-based organizations;
 - Religious centers/faith communities;
 - Cultural associations;
 - LGBTQIA+ centers;
 - Sports leagues/organizations;
 - Charity leagues/organizations;
 - Advocacy groups; and
 - Any other allied community stakeholder identified by the Subrecipient

INTIMATE PARTNER VIOLENCE PREVENTION (FD) PROGRAM RFA

e. 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.

f. California Victims Resource Center

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

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

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

g. State of California Department of Justice Victims' Services Unit

Subrecipients are strongly encouraged to provide victims/survivors with information about the State of California Department of Justice (DOJ) Victims' Services Unit (VSU) when assisting victims/survivors.

INTIMATE PARTNER VIOLENCE PREVENTION (FD) PROGRAM RFA

DOJ VSU provides appeal notification to victims/survivors and their families, as well as assistance, support services, and outreach on capital and non-capital cases. DOJ VSU provides direct victim assistance in cases that are being prosecuted at the Attorney General's Office and is a resource for information about death penalty cases and sexual assault rape kit status.

Upon request, DOJ VSU provides publications on victims' rights and educational presentations. To receive information on resources, visit <https://oag.ca.gov/victimservices/notification>, call the toll-free VSU line at (877) 433-9069, or email VSU at VictimServices@doj.ca.gov.

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

b. Office on Violence Against Women (OVW) Report

Subrecipients receiving STOP Violence Against Women Formula Grant Program funds must complete the Annual Progress Report for the STOP Violence Against Women Formula Grant Program. This report covers the calendar year period of January 1 through December 31. This report is due to Cal OES no later than January 31, 2025.

INTIMATE PARTNER VIOLENCE PREVENTION (FD) PROGRAM RFA

PART II – RFA INSTRUCTIONS

- 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.**

INTIMATE PARTNER VIOLENCE PREVENTION (FD) PROGRAM RFA

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.

INTIMATE PARTNER VIOLENCE PREVENTION (FD) PROGRAM RFA

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.

INTIMATE PARTNER VIOLENCE PREVENTION (FD) PROGRAM RFA

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)

INTIMATE PARTNER VIOLENCE PREVENTION (FD) PROGRAM RFA

- 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.

INTIMATE PARTNER VIOLENCE PREVENTION (FD) PROGRAM RFA

- 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

Provide updates and ongoing efforts of the Subrecipient's plan to accomplish the Program Components identified in Part I, Section G, number 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).

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

INTIMATE PARTNER VIOLENCE PREVENTION (FD) PROGRAM RFA

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.**

INTIMATE PARTNER VIOLENCE PREVENTION (FD) PROGRAM RFA

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.**

INTIMATE PARTNER VIOLENCE PREVENTION (FD) PROGRAM RFA

C. ADDITIONAL DOCUMENTS

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

General information regarding each document is below:

1. Indirect Cost Rate Agreement

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

2. Organizational Chart

The Organizational Chart should clearly depict the structure of the Applicant's organization and the specific unit within the organization responsible for the implementation of the Grant Subaward. This chart should also depict supporting units within the organization (e.g., the Accounting Unit) and the lines of authority within the organization. Job titles on the Organizational Chart must match those on the Grant Subaward Budget Pages (Cal OES Form 2-106a or b) and Grant Subaward Budget Narrative (Cal OES 2-107). **This document may or may not be required. Please see the Checklist in Part III.**

D. BUDGET POLICIES

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

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

INTIMATE PARTNER VIOLENCE PREVENTION (FD) PROGRAM RFA

- 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*)

INTIMATE PARTNER VIOLENCE PREVENTION (FD) PROGRAM RFA

PART III – CHECKLIST

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

The following forms/documents are required for all Subrecipients.

- GRANT SUBAWARD FACE SHEET ([Cal OES Form 2-101](#)) – Signed by the Official Designee authorized to enter into the Grant Subaward.
- GRANT SUBAWARD CONTACT INFORMATION ([Cal OES Form 2-102](#))
- GRANT SUBAWARD SIGNATURE AUTHORIZATION ([Cal OES Form 2-103](#))
- GRANT SUBAWARD CERTIFICATION OF ASSURANCE OF COMPLIANCE ([Cal OES Form 2-104](#)) – Signed by the Official Designee who signed the Grant Subaward Face Sheet and by the official delegating that authority
- GRANT SUBAWARD BUDGET PAGES (EXCEL SPREADSHEET FORMAT) ([Cal OES Form 2-106a](#)) Multiple Fund Sources

- GRANT SUBAWARD PROGRAMMATIC NARRATIVE ([Cal OES Form 2-108](#))
 - PLAN
- FVPS-FVPA-FVCO-FVSA FEDERAL FUND GRANT SUBAWARD ASSURANCES (Cal OES Form 2-109a-g) – Signed by the Official Designee who signed the Grant Subaward Face Sheet
- STOP FEDERAL FUND GRANT SUBAWARD ASSURANCES (Cal OES Form 2-109a-g) – Signed by the Official Designee who signed the Grant Subaward Face Sheet
- OPERATIONAL AGREEMENT SUMMARY ([Cal OES Form 2-160](#))
- [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](#))
- 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](#))

INTIMATE PARTNER VIOLENCE PREVENTION (FD) PROGRAM RFA

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