



REQUEST FOR APPLICATION

The California Governor's Office of Emergency Services (Cal OES), Homeland Security Division, State Threat Assessment Center, is soliciting applications for the:

CALIFORNIA COMPREHENSIVE SCHOOL SECURITY (SI) TRAINING PROGRAM

Release Date: August 28, 2023

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 purpose of the SI Training Program is to fund California Regional Fusion Centers for the purpose of providing school personnel and related law enforcement entities with the tools needed to recognize, respond quickly to, and help prevent acts of violence on school campuses (serving K – 12th grades) to improve school security and safety.

Eligibility:

The following California Regional Fusion Centers are eligible to apply: Central California Intelligence Center, Northern California Regional Intelligence Center, Joint Regional Intelligence Center, Orange County Intelligence Assessment Center and San Diego Law Enforcement Coordination Center.

Grant Subaward Performance Period:

The Grant Subaward performance period is October 1, 2023 – September 30, 2024.

Available Funding:

Individual Applicants may request up to the amounts on the funding chart found in Part 1, F. Funding.

Submission Deadline:

September 25, 2023



3650 SCHRIEVER AVENUE, MATHER, CA 95655

(916) 516-2934 TELEPHONE

[CalOES Website](#)

CALIFORNIA COMPREHENSIVE SCHOOL SECURITY (SI) TRAINING 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	2
G. PROGRAMMATIC INFORMATION	3
1. Background Information/Program Description	3
2. Programmatic Components.....	3
3. Unallowable Activities	3
4. Reporting Requirements.....	4
PART II – RFA INSTRUCTIONS.....	5
A. SUBRECIPIENT HANDBOOK.....	5
B. APPLICATION FORMS	5
1. Grant Subaward Face Sheet (Cal OES Form 2-101).....	5
2. Grant Subaward Contact Information (Cal OES Form 2-102)	5
3. Grant Subaward Signature Authorization (Cal OES Form 2-103)	5
4. Grant Subaward Certification of Assurance of Compliance (Cal OES Form 2-104)	6
5. Grant Subaward Budget Pages (Cal OES Form 2-106b).....	6
6. Grant Subaward Budget Narrative (Cal OES Form 2-107)	9
7. Grant Subaward Programmatic Narrative (Cal OES Form 2-108).....	9
8. Federal Fund Grant Subaward Assurances (Cal OES Forms 2-109h)	10
9. Grant Subaward Service Area Information (Cal OES Form 2-154).....	10
10. Subrecipient Grants Management Assessment	10
C. ADDITIONAL DOCUMENTS	10
1. Indirect Cost Rate Agreement	10
D. BUDGET POLICIES.....	10
E. ADMINISTRATIVE REQUIREMENTS	11
PART III – CHECKLIST	12

CALIFORNIA COMPREHENSIVE SCHOOL SECURITY (SI) TRAINING 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 California 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

Questions concerning this RFA, the application process, or programmatic issues must be submitted in writing by email to:

Tina DeRungs

Christina.DeRungs@caloes.ca.gov – (916) 516-2934

C. SUBMISSION DEADLINE AND REQUIREMENTS

Applications must be emailed to Christina.DeRungs@caloes.ca.gov by **5:00 pm on Monday, September 25, 2023.**

D. ELIGIBILITY

The following California Regional Fusion Centers are eligible to apply: Central California Intelligence Center, Northern California Regional Intelligence Center, Joint Regional Intelligence Center, Orange County Intelligence Assessment Center and San Diego Law Enforcement Coordination Center.

Before the Grant Subaward performance period begins, Applicants:

CALIFORNIA COMPREHENSIVE SCHOOL SECURITY (SI) TRAINING PROGRAM RFA

- 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](#).

E. GRANT SUBAWARD PERFORMANCE PERIOD

The Grant Subaward performance period is October 1, 2023 – September 30, 2024. Towards the end of the performance period, Cal OES will augment and extend these Grant Subawards an additional nine months to June 30, 2025. Subrecipients will receive an additional allocation of \$85,400 at that time.

F. FUNDING INFORMATION

There is a total of \$854,000 available for the Program. Each Fusion Center will be allocated \$85,400 in FY 2023-24 and an additional \$85,400 via an amendment in FY 2024-25.

1. Funding Amount

Individual allocations are as follows:

Subrecipient	2023-24 Allocation
Central California Intelligence Center	\$85,400
Northern California Regional Intelligence Center	\$85,400
Joint Regional Intelligence Center	\$85,400
Orange County Intelligence Assessment Center	\$85,400
San Diego Law Enforcement Coordination Center	\$85,400

2. Funding Source

The Program is supported through the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance, Student, Teachers, and Officers Preventing School Violence Grant.

CALIFORNIA COMPREHENSIVE SCHOOL SECURITY (SI) TRAINING PROGRAM RFA

Cal OES's four-character code for this grant is SSV0. This code will be in the drop-down menu on the Grant Subaward Face Sheet (Cal OES form 2-101).

3. Match

There is no match required for the SI Training Program.

4. Administrative Costs

Subrecipients may utilize up to 5% of funds for administrative costs.

G. PROGRAMMATIC INFORMATION

1. Background Information/Program Description

The purpose of the SI Training Program is to fund California Regional Fusion Centers for the purpose of providing school personnel and related law enforcement entities with the tools needed to recognize, respond quickly to, and help prevent acts of violence on school campuses (serving K – 12th grades) to improve school security and safety.

This Program is based on the Student, Teachers, and Officers Preventing School Violence Act of 2018 (or STOP School Violence Act). The Program seeks to increase school safety by implementing training that will improve school climate using school-based behavioral threat assessments and/or intervention teams to identify school violence risks among students.

2. Programmatic Components

Subrecipients must provide regional trainings for kindergarten – 12th grade school staff, school resource officers, school safety and security staff, school administrators and law enforcement which may include, but is not limited to:

- Behavioral Threat Assessment and Management
- School Site Vulnerability Assessment
- Active Shooter Response

3. Unallowable Activities

Funds may not be used for:

CALIFORNIA COMPREHENSIVE SCHOOL SECURITY (SI) TRAINING PROGRAM RFA

- Target hardening equipment to secure schools such as cameras, security systems, fencing, locks, etc.
- Hiring armed security officers or school resource officers.
- Food and/or beverages at Grant Subaward sponsored conferences, meetings, or office functions.

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. Information collected will include, but is not limited to:

- Trainings provided
- Region(s) covered
- Training dates and number of participants
- Counties represented by each participant
- Breakdown of occupational categories (education, law enforcement, school administration, etc.)
- Hours trained

There are seven Cal OES Reports required for the Program. See the chart below for the report periods and due dates which include report periods and due dates for the anticipated augmentation and extension.

Report	Report Period	Due Date
1 st Report	October 1, 2023 – December 31, 2023	January 30, 2024
2 nd Report	January 1, 2024 - March 31, 2024	April 30, 2024
3 rd Report	April 1, 2024 - June 30, 2024	July 30, 2024
4 th Report	July 1, 2024 – September 30, 2024	October 30, 2024
5 th Report	October 1, 2024 – December 31, 2024	January 30, 2025
6 th Report	January 1, 2025 - March 31, 2025	April 30, 2025
Final Report	April 1, 2025 - June 30, 2025	July 30, 2025

CALIFORNIA COMPREHENSIVE SCHOOL SECURITY (SI) TRAINING 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 an application, including a Glossary of Terms.

B. APPLICATION FORMS

Applicants must use the forms provided on our website. The forms must be printed on plain white 8½" x 11" paper and single sided. **Applicants may not alter the formatting of any forms.**

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.

CALIFORNIA COMPREHENSIVE SCHOOL SECURITY (SI) TRAINING PROGRAM RFA

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

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

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 2-106b) 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 2-106b) 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 2-106b) 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 2-106b) must total \$85,400 and:

- Cover the entire Grant Subaward performance period (October 1, 2023 – September 30, 2024).

CALIFORNIA COMPREHENSIVE SCHOOL SECURITY (SI) TRAINING PROGRAM RFA

- 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 2-106b).

a. Personnel Costs – Salaries/Employee Benefits

1) Salaries

Personnel includes Grant Subaward services performed by Grant Subaward staff **directly employed by the Applicant** (not a contract or Participating Agency) and must be identified by position, cost and time spent on allowable activities for the Grant Subaward (e.g., Clerical Staff @ \$20/hour x 980 hours; or Victim Advocate @ \$1,500/month x 12 months x .50 FTE). Personnel may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must also be allocated as a part of salaries. If the Applicant's personnel have accrued sick leave or vacation time prior to the approval of the Grant Subaward, they may not take time off using Grant Subaward funds.

2) Benefits

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

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment

CALIFORNIA COMPREHENSIVE SCHOOL SECURITY (SI) TRAINING PROGRAM RFA

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)
- 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

CALIFORNIA COMPREHENSIVE SCHOOL SECURITY (SI) TRAINING PROGRAM RFA

- 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)

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 2-106b).

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

Please provide a one-page narrative on how you plan to accomplish the Program Components identified in Part I, G. 2.

CALIFORNIA COMPREHENSIVE SCHOOL SECURITY (SI) TRAINING PROGRAM RFA

8. Federal Fund Grant Subaward Assurances (Cal OES Forms 2-109h)

This form lists all assurances and is a binding affirmation that Subrecipients will comply with the assurances in order to receive federal funding under the STOP School Violence Act.

Every year, Cal OES updates the Federal Fund Grant Subaward Assurances (Cal OES Form 2-109h) 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.

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. 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.

C. ADDITIONAL DOCUMENTS

Applicants may be required to submit additional documents. 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 2-106).**

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):

CALIFORNIA COMPREHENSIVE SCHOOL SECURITY (SI) TRAINING PROGRAM RFA

- 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 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*)

CALIFORNIA COMPREHENSIVE SCHOOL SECURITY (SI) TRAINING PROGRAM RFA

PART III – CHECKLIST

This checklist is provided to ensure that a complete application 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](#))
- GRANT SUBAWARD PROGRAMMATIC NARRATIVE ([Cal OES Form 2-108](#))
 - PLAN
- STOP SCHOOL VIOLENCE ACT FEDERAL FUND GRANT SUBAWARD ASSURANCES (Cal OES Form 2-109h) – 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](#))

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

- INDIRECT COST RATE AGREEMENT