

REQUEST FOR APPLICATION

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

EQUALITY IN PREVENTION & SERVICES FOR DOMESTIC ABUSE (GL) PROGRAM

Release Date: April 14, 2022

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

PROGRAM SYNOPSIS

Program Description:

The purpose of the GL Program is to maintain and increase domestic violence services for the lesbian, gay, bi-sexual, transgender, and queer/questioning (LGBTQ) communities that will improve access to culturally appropriate domestic violence education, prevention, outreach, and services for these unserved/underserved communities.

Eligibility:

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

Grant Subaward Performance Period:

July 1, 2022 – June 30, 2023

Submission Deadline:

Friday, May 27, 2022



EQUALITY IN PREVENTION & SERVICES FOR DOMESTIC ABUSE (GL) PROGRAM

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EQUALITY IN PREVENTION & SERVICES FOR DOMESTIC ABUSE (GL) PROGRAM

PART I – OVERVIEW

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A. PUBLIC RECORDS ACT NOTICE

Grant Subaward applications are subject to the California Public Records Act, Government Code Section 6250, *et seq.* Do not put any personally identifiable information or private information on this application. If you believe that any of the information you are putting on this application is exempt from the Public Records Act, please indicate what portions of the application and the basis for the exemption. The Applicant's statement that the information is not subject to the Public Records Act will not guarantee that the information will not be disclosed.

B. CONTACT INFORMATION

Contact your Domestic Violence Unit Program Specialist concerning this RFA, the application process, or programmatic issues.

C. SUBMISSION DEADLINE AND INSTRUCTIONS

Applications must be emailed to VSapplications@caloes.ca.gov by 5:00 pm on Friday, May 27, 2022.

D. ELIGIBILITY

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

Before the GL Program Grant Subaward performance period begins, Applicants must:

- Have a DUNS number issued by Dun & Bradstreet. Effective April 4, 2022, Applicants will need a Unique Entity Identifier (Unique Entity ID).

Applicants registered in the federal System for Award Management (SAM) have already been assigned a Unique Entity ID and it can be found by logging into SAM.gov. Applicants who do not currently have a DUNS number will need to register at SAM.gov to obtain a Unique Entity ID. Cal OES will accept either a DUNS number or a Unique Entity ID effective immediately, however beginning April 4, 2022, only a Unique Entity ID will be accepted.

- Must not have an exclusion record in SAM. An exclusion record in the SAM indicates that a contractor (agency) is listed in the (federal) government-wide system for debarment and suspension. An agency that is debarred or suspended is excluded from activities involving federal financial and nonfinancial assistance and benefits. [Check SAM status.](#)
- Must be registered with the California Department of Justice's Registry of Charitable Trusts with a "current," "exempt," or "pending" status (applies to non-governmental organizations only). [Check nonprofit status.](#)

E. GRANT SUBAWARD PERFORMANCE PERIOD

The Grant Subaward performance period is July 1, 2022 – June 30, 2023.

F. FUNDS

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

1. Source of Funds

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 Grant (FVPS).

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

- These funds must be expended by June 30, 2023, and the final Report of Expenditures and Request for Funds (Cal OES 2-201) must be received by July 31, 2023.
- Cal OES's four-digit 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).

2. Funding Amount

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

Please note that this will be the final Grant Subaward performance period for this funding cycle of the GL Program. The VS Branch will release a Request for Proposal (RFP) for the GL Program for FY 2023-24. Subrecipients will be competitively selected for this new grant cycle which will consist of five, 12-month Grant Subaward performance periods, with the first beginning July 1, 2023.

Please see the chart below for the breakdown of the fund source (FVPS) and match.

2022 FVPS	2022 FVPS MATCH	TOTAL PROJECT COST
\$141,000	\$35,250	\$176,250

G. PROGRAMMATIC INFORMATION

1. Background Information

Pursuant to Penal Code §13823.17 the GL Program was established to provide a directed program towards the development and support of domestic violence services programs for LGBTQ communities in an effort to increase access to culturally appropriate domestic violence education, prevention, outreach, and other services for these unserved/underserved communities.

2. Programmatic Description

The purpose of the GL Program is to maintain and increase domestic violence services for LGBTQ communities that will improve access to culturally appropriate domestic violence education, prevention, outreach, and services for these unserved/underserved communities. This will be accomplished by:

- Providing initial crisis intervention to domestic violence victims following the occurrence of domestic violence.
- Providing ongoing crisis intervention, advocacy, and court accompaniment throughout the criminal justice process.
- 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 LGBTQ communities.

3. 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 LGBTQ victims 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.

- Counseling (Individual and Peer Group)

Individual – Subrecipients must provide a means for LGBTQ victims of domestic violence 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 Counseling – Subrecipients must provide interactive group counseling services, with staff and/or appropriately trained volunteer facilitators, pursuant to Evidence Code § 1037.1.

- Business Centers

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 LGBTQ victims of domestic violence and their children. This business center must be accessible to all victims (NOT just those victims in need of shelter). At a minimum, business centers must be open during routine business hours (i.e., Monday through Friday, 9:00 a.m. – 5:00 p.m.).

NOTE: 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 LGBTQ victims of domestic violence 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

Subrecipients must provide a means of advocacy to LGBTQ domestic violence victims, 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.

NOTE: This service may be met through referrals to victim/witness assistance programs as needed.

- Educational Workshops and/or Publications

Subrecipients must provide educational workshops and/or publications to staff and LGBTQ victims as a means of providing education and awareness.

NOTE: 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 LGBTQ victims of domestic violence and their children. Subrecipients must collaborate with all local health, public health, and social services agencies that are available to assist LGBTQ victims of domestic violence and their children, and when appropriate, must refer victims to those agencies.

- Emergency Shelter Access or Shelter Referral

Upon request by the client, Subrecipients must assist survivors of domestic violence in establishing a 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 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 survivors of domestic violence, and, when appropriate, must refer victims 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 centers;
- Rape crisis centers;
- Victim/Witness assistance centers; and
- Family Justice Centers

b. Access to Services

- Services shall be made available to all LGBTQ domestic violence victims; no income eligibility standard may be imposed upon individuals with respect to eligibility for assistance or services supported by state and federal funds. In addition, Subrecipients must advertise services within the targeted service area.

c. Use of Volunteers

- Subrecipients funded through the GL Program must use volunteers to the greatest extent possible. Subrecipients must demonstrate the utilization of volunteers in the overall operations of the GL Program.

d. 40-hour Training – Domestic Violence Counselors

- Subrecipients must ensure advocates and volunteers working with LGBTQ victims and their children meet the requirements of a “domestic violence counselor,” as 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,” as 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 your training agenda for review by Cal OES upon request and/or at performance assessment, monitoring and/or technical assistance site visits. A copy of the most current version of the required Cal OES Domestic Violence Counselor Training Summary form can be obtained by contacting your Domestic Violence Unit Program Specialist.
 - Domestic violence counselors are protected as privileged recipients of confidential communication (Evidence Code § 1037.2); anyone who knowingly discloses confidential information from a privileged source is guilty of a misdemeanor (Penal Code § 632.2). In certain instances (new staff hired just after scheduled training, less than five participants, etc.) Subrecipients may 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 victims.
 - The California Partnership to End Domestic Violence (The Partnership), with support from Cal OES, has launched an online portal to access a 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-trainingcurriculum>.
- e. Operational Agreements
- Subrecipients must have OAs with the following agencies:
 - Cal OES Domestic Violence Assistance Program Subrecipient(s) in Subrecipient's service area

- Local 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 application.

f. 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; and
- 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.

4. Reporting Requirements

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

a. Cal OES Progress Reports

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

Report	Report Period	Due Date
1 st Report	July 1, 2022 – December 31, 2022	January 31, 2023
2 nd Report	January 31, 2023 – June 30, 2023	July 31, 2023

EQUALITY IN PREVENTION & SERVICES FOR DOMESTIC ABUSE (GL) PROGRAM

PART II – RFA INSTRUCTIONS

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

The Applicant must use the forms provided on our website. The forms must be printed on plain white 8½" x 11" paper and single sided. **Applicants may not alter the formatting of any forms, including the Grant Subaward Programmatic Narrative ([Cal OES Form 2-108](#)) – with a revision date of 4/2021 or later – and the Grant Subaward Budget Narrative ([Cal OES Form 2-107](#)) – with a revision date of 4/2021 or later. No tables, charts, or changes to the margins are allowed.**

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

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

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

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

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

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

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

4. Grant Subaward Certification of Assurance of Compliance & FVPS Federal Fund Grant Subaward Assurances (Cal OES Forms 2-104 & 2-109f)

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

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

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

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

This form demonstrates how the Applicant will implement the proposed plan with the funds available through this Program. This is the basis for management, fiscal review, and audit. **Grant Subaward Budget Pages (Cal OES Form 2-106a) are subject to Cal OES modifications and approval.** Failure of the Applicant to include required items does not eliminate responsibility to comply with those requirements during the implementation of the Grant Subaward.

The Grant Subaward Budget Pages (Cal OES Form 2-106a) automatically calculate the subtotal at the end of each budget category and provide the total of the three spreadsheets at the bottom of the Equipment Costs page. Applicants may add additional columns to the Grant Subaward Budget Pages (Cal OES Form 2-106a) when necessary.

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

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

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

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

a. Personnel Costs – Salaries/Employee Benefits

1) Salaries

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

2) Benefits

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

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

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

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

b. Operating Costs

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

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

- Audit costs (*SRH Section 14.035*);
- Computers with an acquisition cost of \$4,999 or less;
- Computer equipment rentals;
- Consultant services (*SRH Section 6.050*);
- Equipment service and maintenance agreements;
- Financial Assistance for clients (*SRH Section 4.040*);
- Furniture and office equipment (\$4,999 or less);
- Indirect costs (*SRH Section 4.045*);
- Insurance (e.g., vehicle, fire, bonding, theft, and liability);
- Internet access;
- Office supplies;
- Office rental space (*SRH Section 4.055*);
- Postage;
- Printing;
- Second-Tier Subawards (*SRH Section 7.010*);
- Software;
- Training materials;
- Travel and per diem (*SRH Section 4.065*);
- Utilities; and
- Vehicle maintenance.

Additional information on Operating Costs can be found in *SRH Part 4*.

c. Equipment Costs

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

A line item is required for different types of equipment, but not for each specific piece of equipment (e.g., three copy machines must be one line item, not three).

Additional information on Equipment Costs can be found in *SRH Part 5*.

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

This form should describe the following:

- How the line items on the Grant Subaward Budget Pages (Cal OES Form 2-106a) 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.
- The necessity for subcontracts and unusual costs.
- Need for mid-year salary range adjustments.

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. 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 LGBTQ population, incorporating how your agency is addressing the growing demand for service to LGBTQ victims, including male survivors.

- 2) Planned prevention activity(ies) for the 2022-23 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, 3 of this RFA.
- 4) Describe how your agency will sustain GL Program activities after this final Grant Subaward performance period?

8. Subrecipient Grants Management Assessment

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

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

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

10. Organizational Chart

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

11. Additional Forms/Documents

The following are required only if applicable:

- Operational Agreement(s) Summary (Cal OES Form 2-160)

This form lists the OAs a Subrecipient has with participating agencies/organizations. OAs are required per Part I, Subpart G, 3, e., of this RFA.

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

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

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

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

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

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

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

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

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

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

C. BUDGET POLICIES

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

- Additional Rental Space (*SRH Section 4.055*);
- Audit Costs (*SRH Section 14.055*);
- Automobiles (*SRH Section 5.020*);
- Contracting and Procurements Requirements (*SRH Part 6*);
- Equipment and Equipment Costs Requirements (*SRH Part 5*);

- Expert Witness Fees (*SRH Section 6.050*);
- Independent Contractor/Consultant (*SRH Section 6.050*);
- Indirect Cost or Facilities and Administration (*SRH Section 4.045*);
- Match Requirements (*SRH Section 9.060*);
- Facility Rental (*SRH Section 4.055*);
- Prohibited Operating Costs (*SRH Section 4.070*);
- Grant Subaward and Other Income (*SRH Section 9.075*);
- Supplanting Prohibited (*SRH Section 1.065*); and
- Travel (*SRH Section 4.065*).

D. ADMINISTRATIVE REQUIREMENTS

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

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

EQUALITY IN PREVENTION & SERVICES FOR DOMESTIC ABUSE (GL) PROGRAM

PART III – CHECKLIST

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

- GRANT SUBAWARD FACE SHEET ([Cal OES FORM 2-101](#)) – Signed by the Official Designee authorized to enter into the Grant Subaward.
- GRANT SUBAWARD CONTACT INFORMATION ([Cal OES FORM 2-102](#))
- GRANT SUBAWARD SIGNATURE AUTHORIZATION ([Cal OES FORM 2-103](#))
- GRANT SUBAWARD CERTIFICATION OF ASSURANCE OF COMPLIANCE (Cal OES FORM 2-104) – Signed by the Official Designee who signed the Grant Subaward Face Sheet and by the official delegating that authority
- FVPS FEDERAL FUND GRANT SUBAWARD ASSURANCES (Cal OES FORM 2-109f) – Signed by the Official Designee who signed the Grant Subaward Face Sheet
- GRANT SUBAWARD BUDGET PAGES (EXCEL SPREADSHEET FORMAT) (Cal OES FORM 2-106a [Budget Pages Multiple Fund Source])
- GRANT SUBAWARD BUDGET NARRATIVE ([Cal OES FORM 2-107](#))
- GRANT SUBAWARD PROGRAMMATIC NARRATIVE ([Cal OES FORM 2-108](#))
 - PROBLEM STATEMENT
 - PLAN
- [SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT](#)
- GRANT SUBAWARD SERVICE AREA INFORMATION ([Cal OES FORM 2-154](#))
- ORGANIZATIONAL CHART
- ADDITIONAL FORMS, IF APPLICABLE
 - OPERATIONAL AGREEMENT(S)/OPERATIONAL AGREEMENTS SUMMARY FORM ([Cal OES FORM 2-160](#))
 - PETTY CASH VICTIM FUND CERTIFICATION ([Cal OES FORM 2-153](#))
 - NON-COMPETITIVE PROCUREMENT REQUEST ([Cal OES FORM 2-156](#))
 - INDEPENDENT CONTRACTOR/CONSULTANT RATE EXEMPTION REQUEST ([Cal OES FORM 2-164](#))
 - OUT-OF-STATE TRAVEL REQUEST ([Cal OES FORM 2-158](#))
 - LODGING RATE EXEMPTION REQUEST ([Cal OES FORM 2-165](#))