



REQUEST FOR APPLICATION

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

STATEWIDE DOMESTIC VIOLENCE PREVENTION RESOURCE CENTER (PV) PROGRAM

Release Date: April 15, 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 PV Program is to: (a) establish, expand, and maintain a resource center for the collection, retention, and distribution of educational materials related to domestic violence, family violence, and/or teen dating violence and its prevention, and (b) provide training and ongoing technical assistance for the Cal OES Intimate Partner Violence Prevention (FD) Program.

Eligibility:

The California Partnership to End Domestic Violence (The Partnership) is the only eligible Applicant.

Grant Subaward Performance Period:

July 1, 2022 – June 30, 2023

Submission Deadline:

Thursday, May 12, 2022



3650 SCHRIEVER AVENUE, MATHER, CA 95655

(916) 328-7473 TELEPHONE

[CalOES Website](#)

STATEWIDE DOMESTIC VIOLENCE PREVENTION RESOURCE CENTER (PV) PROGRAM

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STATEWIDE DOMESTIC VIOLENCE PREVENTION RESOURCE CENTER (PV) PROGRAM

PART I – OVERVIEW

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

Questions concerning this RFA, the application process, or programmatic issues should be submitted to:

Victoria McIntyre, Program Specialist
Victoria.McIntyre@caloes.ca.gov - (916) 328-7473

C. SUBMISSION DEADLINE AND INSTRUCTIONS

Applications must be emailed to VSapplications@caloes.ca.gov by 5:00 pm on Thursday, May 12, 2022.

D. PROGRAM ELIGIBILITY

The California Partnership to End Domestic Violence (The Partnership) is the only eligible Applicant.

Before the PV Program Grant Subaward performance period begins, the Applicant:

- Must have a Unique Entity Identifier (Unique Entity ID) registered in the federal System for Award Management (SAM). Applicants who do not currently have a Unique Entity ID will need to register at SAM.gov to obtain one.
- Must not have an exclusion record in SAM. An exclusion record in the SAM indicates that a contractor (agency) is listed in the (federal) government-wide system for debarment and suspension. An agency that is debarred or suspended is excluded from activities involving federal financial and nonfinancial assistance and benefits. [Check SAM status.](#)
- Must be registered with the California Department of Justice's Registry of Charitable Trusts with a "current," "exempt," or "pending" status (applies to non-governmental organizations only). [Check nonprofit status.](#)

E. GRANT SUBAWARD PERFORMANCE PERIOD

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

F. FUNDING INFORMATION

Funding is contingent upon availability of funds and passage of the 2022-23 State Budget Act.

1. Funding Amount

Applicants may apply for up to \$312,956, for the 12-month Grant Subaward performance period.

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

21FV00	21FV00 MATCH	21FVPS	21FVPS MATCH	21STOP	21STOP MATCH	TOTAL PROJECT COST
\$35,000	\$3,500	\$150,231	\$37,558	\$65,000	\$21,667	\$312,956

2. Funding Sources

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 PV Program is supported through the following funds:

- a. Family Violence Prevention and Services/Domestic Violence Shelter and Supportive Services Grant Program
 - Supports services to victims of domestic violence and prevention activities.
 - Requires a cash or in-kind match equal to 20 percent of the total project cost.
 - Cal OES's four-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).

- b. State General Fund/Family Violence Prevention
 - Assists with the implementation of the program goals and functions outlined in Penal Code § 13823.4.
 - Requires a cash or in-kind match equal to 10 percent of the total project cost.
 - Cal OES's four-digit code for this state fund is FV00. This code will be in the drop-down on the Grant Subaward Face Sheet (Cal OES Form 2-101).

- c. 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-digit code for this fund is STOP. This code will be in the drop-down menu on the Grant Subaward Face Sheet (Cal OES 2-101).

G. PROGRAMMATIC INFORMATION

1. Background Information

California Penal Code § 13823.4 established a Family Violence Prevention Program within Cal OES to provide “financial and technical assistance to local domestic and family violence centers in implementing family violence prevention programs.” It further directs Cal OES to “develop and disseminate throughout the state information and materials concerning family violence and prevention” and “establish a resource center for the collection, retention, and distribution of educational materials related to family violence and its prevention.”

For the purpose of this Program, the following definitions will be used.

- *Domestic Violence*: Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family laws of the jurisdiction.
- *Intimate Partner Violence (IPV)*: Often referred to as domestic violence, includes physical violence, sexual violence, stalking, and psychological aggression (including coercive tactics) by a current or former intimate partner (i.e., spouse, boyfriend/girlfriend, dating partner, or ongoing sexual partner). Some forms of IPV (e.g., aspects of sexual violence, psychological aggression, including aggressive tactics, and stalking) can be perpetuated electronically through mobile devices and social media sites, as well as, in person. IPV happens in all types of intimate relationships,

including heterosexual relationships and relationships among sexual minority populations.

- *Teen Dating Violence (TDV)*: A type of IPV that can include physical violence, sexual violence, psychological aggression, and stalking. Violence can take place in person, online, or through technology.

2. Programmatic Description

The purpose of the PV Program is to: (a) establish, expand, and maintain a resource center for the collection, retention, and distribution of educational materials related to domestic violence, family violence, and/or teen dating violence and its prevention, and (b) prevent intimate partner violence, including teen dating violence, prioritize underserved populations within communities, and build the capacity of local organizations to do this work (c) provide training and ongoing technical assistance for Cal OES Intimate Partner Violence Prevention (FD) Programs.

3. Programmatic Components

- a. Experienced Domestic Violence, Intimate Partner Violence (IPV) Prevention Staff.

The Subrecipient must commit a minimum of one full-time equivalent (FTE) staff to accomplish the goals of the PV Program. The staff must have extensive knowledge of, and at least two years of experience providing training on IPV and technical assistance to organizations doing this work.

- b. Skills-Based Training

The Subrecipient must provide in-person, skill-based trainings, for Cal OES FD Program Subrecipients. Additional staff from local prevention programs may attend these trainings as appropriate. These trainings may be provided by agency staff or through a contract with an expert. Prior approval from Cal OES for the trainings is required.

c. Networking

The Subrecipient must plan to facilitate monthly teleconference and/or webinar networking opportunities for Cal OES FD Program Subrecipients. Additional staff from local prevention programs may attend these trainings as appropriate.

d. Technical Assistance

The Subrecipient must provide ongoing technical assistance to Cal OES FD Program Subrecipients as requested. The Subrecipient must conduct site visits during the Grant Subaward performance period to provide in-person technical assistance for Cal OES FD Program Subrecipients.

e. Resource Center

The Subrecipient must maintain a resource center for the collection, retention, and distribution of education materials related to domestic violence, family violence, and/or teen dating violence and its prevention. Materials shall be available electronically as possible. The Subrecipient must promote the availability of materials to local domestic violence, intimate partner violence and/or teen dating violence prevention service providers.

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, 2021 – December 31, 2022	January 31, 2023
Final Report	January 1, 2023 – June 30, 2023	July 31, 2023

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, 2024.

STATEWIDE DOMESTIC VIOLENCE PREVENTION RESOURCE CENTER (PV) 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 04/2021 or later – and the Grant Subaward Budget Narrative ([Cal OES Form 2-107](#)) – with a revision date of 04/2021 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 & STOP and FVPS-FVPA-FVCO-FVSA Federal Fund Grant Subaward Assurances (Cal OES Forms 2-104, 2-109d & 2-109f)

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

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

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

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

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

The Grant Subaward Budget Pages (Cal OES Form 2-106a) automatically calculate the subtotal at the end of each budget

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

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

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

No problem statement is required.

b. Plan

In narrative form, address the following:

- 1) Provide a description of the Applicant's plan to implement and complete the Program Components identified in Part 1, G, 3, of this RFA.
- 2) Provide a timeline for each component.

7. 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.

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

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

9. 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).

10. Additional Forms/Documents

The following are required only if applicable:

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

This form is required only if the Applicant proposes a line-item on their Grant Subaward Budget Pages (Cal OES Form 2-106a) that

meets the criteria for a Non-Competitive Procurement Request per *SRH Section 6.045*.

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

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

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

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

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

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

C. BUDGET POLICIES

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

- Additional Rental Space (*SRH Section 4.055*)
- Audit Costs (*SRH Section 14.055*)
- Automobiles (*SRH Section 5.020*)
- Contracting and Procurements Requirements (*SRH Part 6*)
- Equipment and Equipment Costs Requirements (*SRH Part 5*)
- Expert Witness Fees (*SRH Section 6.050*)
- Independent Contractor/Consultant (*SRH Section 6.050*)
- Indirect Cost or Facilities and Administration (*SRH Section 4.045*)
- Match Requirements (*SRH Section 9.060*)
- Facility Rental (*SRH Section 4.055*)
- Prohibited Operating Costs (*SRH Section 4.070*)
- Grant Subaward and Other Income (*SRH Section 9.075*)
- Supplanting Prohibited (*SRH Section 1.065*)
- Travel (*SRH Section 4.065*)

D. ADMINISTRATIVE REQUIREMENTS

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

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

STATEWIDE DOMESTIC VIOLENCE PREVENTION RESOURCE CENTER (PV) 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 2-104d) – Signed by the Official Designee who signed the Grant Subaward Face Sheet and by the official delegating that authority
- STOP and/or FVPS-FVPA-FVCO-FVSA FEDERAL FUND GRANT SUBAWARD ASSURANCES (Cal OES FORM 2-109D and 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](#)) Grant Subaward Budget Pages Multiple Fund Sources.
- 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
 - 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](#))