



## REQUEST FOR APPLICATION

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

### **VICTIM WITNESS ASSISTANCE (VW) PROGRAM**

Release Date: March 27, 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 VW Program is to maintain Victim Witness Assistance Centers (Centers), in each of California's 58 counties, to provide comprehensive services to victims and witnesses of all types of violent crime, pursuant to California Penal Code § 13835.

#### **Eligibility:**

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

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

October 1, 2023, through September 30, 2024

#### **Available Funding:**

Individual Applicants may request up to the amount listed on the Funding Chart, Attachment A.

#### **Submission Deadline:**

June 30, 2023



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[CalOES Website](#)

# VICTIM WITNESS ASSISTANCE (VW) PROGRAM RFA

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# VICTIM WITNESS ASSISTANCE (VW) PROGRAM RFA

## PART I – OVERVIEW

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

### A. PUBLIC RECORDS ACT NOTICE

Proposals 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 proposal. If you believe that any of the information you are putting on this proposal is exempt from the Public Records Act, please indicate what portions of the proposal 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:

Your Victim Witness Assistance Unit Program Specialist.

### C. SUBMISSION DEADLINE AND REQUIREMENTS

Applications must be emailed to [VSapplications@caloes.ca.gov](mailto:VSapplications@caloes.ca.gov) by **11:59 pm on Friday, June 30, 2023.**

### D. ELIGIBILITY

Eligible Applicants are the (VW) 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.

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- Must **not** have an exclusion record in SAM. An exclusion record in the SAM indicates that a contractor (agency) is listed in the (federal) government-wide system for debarment and suspension. An agency that is debarred or suspended is excluded from activities involving federal financial and nonfinancial assistance and benefits. [Check SAM status](#).

### E. GRANT SUBAWARD PERFORMANCE PERIOD

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

### F. FUNDING INFORMATION

There is \$55,883,379 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.

#### 1. Funding Amount

Applicants may apply for up to the amount listed on the 2023-24 VW Program Funding Chart (Attachment A) , for the 12-month Grant Subaward performance period.

#### 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:

- a. Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program (Formula Grant Program)
  - Supports eligible crime victim assistance programs.
  - Requires the use of volunteers unless there is a compelling reason to waive this requirement.

To request a volunteer waiver, Applicants must submit the Volunteer Waiver Request Form (Cal OES Form 2-155) with their application.

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- Requires a cash and/or in-kind match equal to 20 percent of the total project cost. Applicants may request a partial or full match waiver.

To request a match waiver, Applicants must submit the VOCA Match Waiver Request Form (Cal OES Form 2-159) with their application. Up to two VOCA fund sources can be entered on one form. An additional VOCA Match Waiver Request Form may be necessary when there are more than two VOCA fund sources. All sections of the form must be completed and answers to questions 6 and 7 must be specific and unique to the Applicant and Program.

- Cal OES's four-character code for this federal fund is VOCA. This code will be in the drop-down on the Grant Subaward Face Sheet (Cal OES Form 2-101).
- The federal award number for 2022 VOCA is 15POVC-22-GG-00708-ASSI and, the federal award number for 2023 VOCA is unknown at this time.

### b. State Penalty Funds

- These funds are provided through the 2023-24 State Budget Act.
- The State Penalty Fund was created as a depository for assessments on specified fines, penalties, and forfeitures imposed and collected by the courts for criminal offenses and used to support victim service programs, amongst others. These State funds can be used for match requirements following the provisions of the [SRH](#), Section 9.060.
- Cal OES's four-character code for this state fund is VWA0. This code will be in the drop-down on the Grant Subaward Face Sheet (Cal OES Form 2-101).
- There is no match requirement for these funds.

## 2. Funding Formula

- The VW Program funding formula provides Los Angeles County with 17.2% of the total available funding and allocates the remaining funds to all other Subrecipients by establishing a \$150,000 baseline per Grant Subaward and distributing funding by

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percentage utilizing 2020 Violent Crimes Reported by County\* and 2021 California Population by County.

\*Per OpenJustice: “As California’s Department of Justice and California’s law enforcement community transition from a Summary Reporting System to an Incident-Based crime reporting system, a number of agencies have experienced issues with their Records Management Systems.” For this reason, Cal OES utilized the 2020 Violent Crimes Reported by County statistics for the VW23 funding formula. Statistics were obtained from the following websites:

[2020 Violent Crimes Reported by County](#)

[2021 California Population by County](#)

- An additional \$100,000 is included in the funding amount per Grant Subaward to support a Mass Victimization Advocate (MVA) and/or for Mass Victimization (MV) preparedness efforts. If the Applicant opts not to utilize the MV funding, in-whole or in part, reduce the 23VOCA allocation by the unused amount, up to \$100,000, and reduce the 23VOCA match obligation by the required match amount.

### **G. PROGRAMMATIC INFORMATION**

#### **1. Background Information/Program Description**

Pursuant to California Penal Code §13835, the Legislative intent is to provide services to victims and witnesses of a crime through the funding of local comprehensive Centers for victim and witness assistance. Funds appropriated from the Victim Witness Assistance Fund are made available through the Office of Emergency Services.

The purpose of the VW Program is to maintain Victim Witness Assistance Centers (Centers), in each of California’s 58 counties, to provide comprehensive services to victims and witnesses of all types of violent crime, pursuant to California Penal Code §13835.

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### 2. Programmatic Components

#### a. Mandatory Services

- Crisis Intervention

Centers must provide timely and comprehensive response via in-person or telephone contact with a victim or witness who has been negatively affected, or is in emotional crisis, as a result of a crime. After victimization, when the victim or witness needs crisis counseling, the Center shall provide the necessary intervention services and arrange for the provision of additional needed services by local service agencies.

- Emergency Assistance

Centers must provide emergency assistance directly or indirectly by providing food, housing, clothing, and when necessary, cash. Assistance provided directly by the Center is subject to availability of funds.

- Direct Counseling

Centers must provide in-person or telephone contact for the purpose of providing guidance or emotional support. This includes empathic listening, checking on a victim's progress, etc. Center staff will make referrals to other appropriate resources for victim(s) who have professional counseling needs.

- California Victim Compensation Board

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.

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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.

- **Property Return**

Upon request, Centers must assist in obtaining the return of property held as evidence by the criminal justice system. In cases where property cannot be returned, an explanation will be provided to the victim, witness, or family member.

- **Orientation to the Criminal Justice System**

Centers must provide in-person or telephone information on the location, procedures, and function of the local criminal justice system. Subrecipients shall have printed information available in languages appropriate to local ethnic populations.

- **Court Escort**

Centers must provide accompaniment to in-person court proceedings. Subrecipients must provide information on the case status and support during court appearances. Physical or virtual accompaniment must occur for court escort services to be counted in the data collection. (Preparation for court appearances should be counted as orientation to the criminal justice system).

- **Presentation and Training for Criminal Justice Agencies**

Centers must conduct informational presentations and training for criminal justice agencies regarding victim services provided by the Program and explain the rights and needs of victims.

- **Public Presentations and Publicity**

Centers must conduct public awareness activities for advertising program services via public media (e.g., online information, newspapers, radio, and television) and presentations to victim service organizations and community groups, service clubs, and schools. Subrecipients are encouraged to participate in media/public awareness-



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related events promoting victim services, including the annual National Crime Victims' Rights Week.

- Case Status

Centers must keep victims and witnesses apprised of the progress and outcome of their case as it progresses through the criminal justice system.

- Family/Friend/Employer Notification

Upon the request of the victim, Centers must notify relatives, friends, and employers of the occurrence of a crime and the victim's condition as a result of that crime.

- Employer Notification/Intervention

Upon request of the victim or witness, Centers must notify employer(s) that the employee was a victim of, or witness to, a crime and ask the employer to minimize any loss of pay or other benefits, which may have resulted because of the crime or the employee's participation in the criminal justice system.

- Restitution

Upon request of the victim, Centers must assist with restitution, in ascertaining economic loss, and provide the probation department, district attorney, and court with information relevant to his or her losses prior to the imposition of sentence.

b. Optional Services

Comprehensive services may include the following Optional Services if their provision does not preclude the efficient provision of Mandatory Services.

- Employer Intervention

Additional intervention with employers, aside from that described in Mandatory Services.

- Creditor Intervention

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Assistance providing information to creditors of the temporary inability to meet current financial obligations due to the financial hardship precipitated by the crime.

- Child Care Assistance

Arrange for temporary childcare for court appearances, meetings with prosecution or law enforcement officials, or otherwise take part in criminal justice proceedings.

- Witness Notification

Notification of cancellations or continuances for calendared court appearances if an Advocate is assigned to assist the victim.

- Funeral Arrangements

Assist family members of a deceased victim with funeral or burial arrangements.

- Crime Prevention Information

Provide crime prevention information.

- Witness Protection

Arrange for law enforcement protection or relocation to a new residence when a victim's safety is threatened.

- Temporary Restraining Order (TRO) Assistance

Assistance obtaining a TRO.

- Transportation Assistance

Arrange transportation for victims assigned to an Advocate.

- Court Waiting Area

Provision of a waiting area during court proceedings separate from defendants and their family/friends.

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### c. Additional Programmatic Components

Subrecipients are required to provide Cal OES with the addresses of all Centers providing services within the county. Include the following information.

- Multiple Field Offices
  - Office address;
  - Telephone number;
  - Number of employees assigned to this office; and
  - Supervisor's name, email address, and telephone number.

- After Hours Contact Information

Subrecipients must provide after hours contact information for emergency MV/terror crisis response.

- Training

Subrecipients must budget for untrained Advocates to attend California Crime Victim's Assistance Association (CCVAA) Victim Advocate and Crisis Response (CR) training. Subrecipients must contact the CCVAA for enrollment in in-person or virtual trainings during the Grant Subaward performance period. Advocates participating in the trainings must be assigned to provide direct victim services.

### d. Program Restrictions

- Centers located in district attorney offices must not operate within the Investigations Division.
- Centers must not restrict services to only victims of cases assigned for prosecution. All victims of crime must be eligible to receive services from the Center.
- Under no circumstances shall Cal OES-funded Advocates be used as expert witnesses.
- Advocates shall not be split-funded with domestic violence or rape crisis programs due to a conflict of confidentiality privilege.

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- The Center shall not perform the function of restitution notification or assistance to all victims assigned to the district attorney's office or probation department. The victim must be assigned to the Advocate's caseload for a full range of victim services, not just restitution recovery.
  - Advocates shall not provide direct childcare.
  - Advocates shall not be tasked with preparing Criminal Protective Orders (CPO), as this is a prosecutorial activity.
- e. Mass Victimization (MV) Funding - Optional

Centers electing to utilize this funding must develop a victim assistance plan or further develop an existing victim assistance plan to support and enhance immediate response and recovery efforts and establish readiness in response to crime-related MV/terrorism incidents.

To enable Centers to participate in a coordinated community response to crime-related MV and terrorism incidents, an optional \$100,000 per county is factored into the 23VOCA allocation to support the MVA position and efforts. The MV funding must be dedicated to further the objectives of supporting response readiness to crime-related MV/terrorism incidents. This funding must be delineated in the Budget Narrative and in Budget Page line-item detail. If the Applicant opts not to utilize the MV funding, in-whole or in part, reduce the 23VOCA allocation by the unused amount, up to \$100,000, and reduce the 23VOCA match obligation by the required match amount.

Components of the MV funding include:

- Develop or advance a comprehensive crisis response and MV assistance plan structured to identify and respond to victim needs such as: safety, food, shelter, and immediate services in the aftermath of a crime-related MV or terrorism incident. The plan must include a needs assessment, emergency assistance measures, resource and referral information, and should be adaptable to support and enhance the existing community and county emergency response plan.

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- Develop or advance victim assistance crisis response protocols.
- Develop, update, and implement mutual-aid Memorandums of Understanding (MOUs). Centers in neighboring counties within the CCVAA identified CR training region are to leverage resources and facilitate a regional response to crime-related MV and terrorism incidences.
- Conduct outreach and participate in community planning meetings with leaders from the following fields: law enforcement, victim/survivor services, legal services (non-profit and private sector), prosecutors' office, city and county government, emergency management services, medical services, and schools to provide information in structuring a trauma-informed response.
- Establish and/or update MOUs with allied service providers, including, but not limited to, county and city government and local Emergency Operation Centers to identify the Center's role and integrate into in the county MV response plan.
- Conduct community outreach and education.
- Utilize MV funding for purchase of go-bags, management and technology supplies, and other necessary resources required for deployment.
- Establish an MV victim emergency fund (optional).
- Initiate or implement all MV objectives within the current Grant Subaward performance period.

The MVA (if time permits) may maintain a modified VW caseload in conjunction with meeting position objectives. It is a priority for the MVA to complete the CCVAA 40-hour Entry Level Training.

The MVA is required to attend CCVAA in-person or virtual Crisis Response Advocate training and MVA Roundtable meetings. The CCVAA training team is available to provide technical assistance to meet MV objectives.

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Additional trainings relevant to MV-related subject matter are highly recommended e.g.: secondary trauma, grief and recovery, psychological first aide, and death notification. FEMA online training is also recommended.

<http://training.fema.gov/is/crslist.aspx>.

f. Victims of Crime Resource Center

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

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

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

g. Operational Agreements

Subrecipients are required to enter into an Operational Agreement (OA) with local domestic violence centers, rape crisis centers, and agencies that provide services for child crime victims.

An OA is a formal agreement, without the exchange of money, between an implementing agency and one or more participating agencies (SRH Section 7.005).

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.

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Report	Report Period	Due Date
1 <sup>st</sup> Report	October 1, 2023 – March 31, 2024	April 28, 2024
Final Report	April 1, 2024 – September 30, 2024	October 31, 2024

b. Office for Victims of Crime (OVC) Reports

There are two, on-line OVC reports Subrecipients will also need to complete:

1) Subgrant Award Report (SAR)

This on-line report must be completed by both the Subrecipient and Cal OES within 90 days of the beginning of the Grant Subaward performance period. Cal OES will initiate access and the Subrecipient will have **60 days to complete** the remainder of the report in the OVC Performance Measurement Tool. Then, Cal OES will have 30 days to either approve the SAR, or work with the Subrecipient on corrections, and then approve the SAR.

2) Subgrantee Report

Subrecipients receiving Victims of Crime Act funds must complete this report no later than two weeks following the end of each federal fiscal year quarter. Subrecipients will report data directly into the OVC PMT database no later than the due dates listed, unless otherwise instructed by your Program Specialist.

Report Period	Due Date (on or about)
October 1, 2023 – December 31, 2023	January 14, 2024
January 1, 2024 – March 31, 2024	April 14, 2024
April 1, 2024 – June 30, 2024	July 14, 2024
July 1, 2024 – September 30, 2024	October 14, 2024

\*Exact dates will be provided by your Program Specialist at the end of each quarter.

For technical assistance, issues, or questions regarding the OVC PMT database, please contact the OVC PMT Help Desk at [ovcpmt@csrincorporated.com](mailto:ovcpmt@csrincorporated.com) or call toll-free (844) 884-2503.

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### PART II – RFA INSTRUCTIONS

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- A. SUBRECIPIENT HANDBOOK
  - B. APPLICATION FORMS
  - C. ADDITIONAL DOCUMENTS
  - D. BUDGET POLICIES
  - E. ADMINISTRATIVE REQUIREMENTS
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#### A. SUBRECIPIENT HANDBOOK

Applicants are strongly encouraged to review the [SRH](#). The *SRH* outlines the terms and conditions that apply to Cal OES VS Branch Grant Subawards and provides helpful information for developing a proposal, including a Glossary of Terms.

#### B. APPLICATION FORMS

Applicants must use the forms provided on our website. 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.**

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.**



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

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

4. Grant Subaward Certification of Assurance of Compliance (Cal OES Form 2-104)

This form is a binding affirmation that the Subrecipient will comply with the following regulations and restrictions:

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

**This form is always required.**

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

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

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

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

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

- Cover the entire Grant Subaward performance period.
- Include costs related to the objectives and activities of the Grant Subaward.
- Strict adherence to required and prohibited expenses.
- Include costs in the correct category (i.e., Personnel Costs, Operating Costs, and Equipment Costs – see below).

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

a. Personnel Costs – Salaries/Employee Benefits

1) Salaries

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

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### 2) Benefits

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

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

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

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

### b. Operating Costs

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

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

- Audit costs (SRH Section 14.035)
- Computers with an acquisition cost of \$4,999 or less
- Computer equipment rentals
- Consultant services (SRH Section 6.050)
- Equipment service and maintenance agreements
- Financial Assistance for clients (SRH Section 4.040)
- Furniture and office equipment (\$4,999 or less)
- Indirect costs (SRH Section 4.045)

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- 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.

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- 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

In narrative form, address the following:

- 1) Briefly describe the plan to provide all programmatic components outlined in this RFA and any significant changes to your VW Program for the 2023-24 Grant Subaward performance period.
- 2) If MV funding is utilized, provide a status update of the Center's crisis response and MV assistance plan for crime-related MV/terrorism incidents.

#### 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.

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**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. Subrecipients providing direct victim services may budget up to two percent of the total Grant Subaward cost for petty cash.

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

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

This form identifies the counties, cities, and congressional districts served by the Grant Subaward. **This form is always required.**

11. Volunteer Waiver Request (Cal OES Form 2-155)

This form provides information to support a request to waive a volunteer requirement per Part I of this RFA. **This form is only required if the Program requires volunteers, and the Applicant wants to request a waiver.**

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

A Non-competitive procurement transaction is a purchase of property/goods or services, where only a single source that can provide the services or goods is afforded the opportunity to offer a price for the specified services or goods. See *SRH Section 6.045* for additional information.

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.**

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

This form provides information to support a request for out-of-state travel. **This form is only required if the Applicant proposes to have a line item on their Grant Subaward Budget Pages (Cal OES Form 2-106a or b) for out-of-state travel.**

14. 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.**

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### 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.**

### 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*)



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

### **E. ADMINISTRATIVE REQUIREMENTS**

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

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

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### PART III – CHECKLIST

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

#### **The following forms/documents are required for all Subrecipients.**

- GRANT SUBAWARD FACE SHEET ([Cal OES Form 2-101](#)) – Signed by the Official Designee authorized to enter into the Grant Subaward.
- GRANT SUBAWARD CONTACT INFORMATION ([Cal OES Form 2-102](#))
- GRANT SUBAWARD SIGNATURE AUTHORIZATION ([Cal OES Form 2-103](#))
- GRANT SUBAWARD CERTIFICATION OF ASSURANCE OF COMPLIANCE ([Cal OES Form 2-104](#)) – Signed by the Official Designee who signed the Grant Subaward Face Sheet and by the official delegating that authority
- GRANT SUBAWARD BUDGET PAGES (EXCEL SPREADSHEET FORMAT) ([Cal OES Form 2-106a](#)) Pages Multiple Fund Source or
- GRANT SUBAWARD BUDGET NARRATIVE ([Cal OES Form 2-107](#))
- GRANT SUBAWARD PROGRAMMATIC NARRATIVE ([Cal OES Form 2-108](#))
  - PLAN
- VOCA FEDERAL FUND GRANT SUBAWARD ASSURANCES ([Cal OES 2-109a](#)) – Signed by the Official Designee who signed the Grant Subaward Face Sheet
- [SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT](#)
- GRANT SUBAWARD SERVICE AREA INFORMATION ([Cal OES Form 2-154](#))
- ORGANIZATIONAL CHART
- OPERATIONAL AGREEMENT SUMMARY ([Cal OES Form 2-160](#))

#### **The following forms/documents may be required depending on the Subrecipient's Application.**

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

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