



REQUEST FOR APPLICATION

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

DOMESTIC VIOLENCE HOUSING FIRST (XD) PROGRAM

Release Date: June 2, 2023

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

PROGRAM SYNOPSIS

Description:

The purpose of the Program is to provide victims/survivors of domestic violence with safe, permanent housing and ongoing, trauma-informed services tailored to address the individual needs of each victim/survivor that allows them to choose how to best rebuild their lives.

Eligibility:

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

Grant Subaward Performance Period:

January 1, 2024 through December 31, 2024

Available Funding:

Individual Applicants may request up to \$350,000.

Submission Deadline:

July 28, 2023



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[CalOES Website](#)

DOMESTIC VIOLENCE HOUSING FIRST (XD) PROGRAM RFA

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PART I – OVERVIEW

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A. PUBLIC RECORDS ACT NOTICE

Proposals are subject to the Public Records Act, Government Code Section 7920.000, *et seq.* Do not put any personally identifiable information or private information on this 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

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

C. SUBMISSION DEADLINE AND REQUIREMENTS

Applications must be emailed to VSapplications@caloes.ca.gov by **11:59 pm on Friday, July 28, 2023.**

D. ELIGIBILITY

Eligible Applicants are the XD Program Subrecipients funded in the prior fiscal year.

Before the Grant Subaward performance period begins, Applicants:

- Must have a Unique Entity Identifier (Unique Entity ID) registered in the federal System for Award Management (SAM). Applicants who do not currently have a Unique Entity ID will need to register at SAM.gov to obtain one.
- Must **not** have an exclusion record in SAM. An exclusion record in the SAM indicates that a contractor (agency) is listed in the (federal)

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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 January 1, 2024 through December 31, 2024.

F. FUNDING INFORMATION

There is \$22,744,046 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 350,000, for the 12-month Grant Subaward performance period.

Please see Attachment A for the breakdown of the fund sources (by four-character code) and match.

2. 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 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 2023 VOCA is unknown at this time.

G. PROGRAMMATIC INFORMATION

1. Background Information/Program Description

The purpose of the Program is to provide victims/survivors of domestic violence with safe, permanent housing and ongoing, trauma-informed services tailored to address the individual needs of each victim/survivor that allows them to choose how to best rebuild their lives.

The Program is modeled after the Washington State Domestic Violence Housing First Program; an evidence-based form of rapid rehousing adapted to move and rehouse victims/survivors of domestic violence, who are experiencing homelessness, into permanent housing quickly and provide ongoing tailored services. Evidence shows that once victims/survivors are in stable housing, the issues that may have contributed to experiencing homelessness can best be addressed, thereby eradicating housing as a reason to stay in an abusive relationship.

2. Programmatic Components

a. Housing Assistance

Subrecipients must assist victims/survivors with accessing safe and stable housing for up to 24 months, with the goal of permanent

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housing. Subrecipients must meet with victims/survivors to determine their housing needs and present a realistic range of options to assist in the housing search process and advocate on their behalf. This can include accompanying victims/survivors to housing appointments, acting as a liaison with landlords, and negotiating leases. Subrecipient must reasonably meet the housing needs of clients while maintaining a staff that is suitably equipped to execute all program components. Where permanent housing cannot be secured upon completion of the Program, victims/survivors should be referred to the local Continuum of Care and the Coordinated Entry System.

b. Survivor-Driven Advocacy

Subrecipients must provide advocacy that focuses on addressing the needs identified by victims/survivors of domestic violence and tailor services to meet their unique needs. Subrecipients must be able to help address a range of service needs that may fall outside the scope of traditional domestic violence services, including flexible and mobile services where services can be provided to victims/survivors where it is safe and convenient.

Situationally, victims/survivors will have different levels of circumstance and need. A low level of need may include paying one month of rent, lock installation, utilities, or temporary childcare. A medium level of need may include those identified under the low level, as well as connecting clients with other services (support groups, counseling, etc.). A high level of need may include the low and medium levels, as well as long-term planning with an advocate to obtain permanent housing, improve their financial situation, etc.

c. Financial Assistance

Subrecipients must work with victims/survivors to identify and understand their financial needs and provide practical temporary financial assistance to facilitate employment and financial stability. Subrecipients may provide financial assistance to address the needs created by the victimization, including, but not limited to: emergency food; clothing; transportation; window, door, and lock replacement or repair; emergency costs of non-prescription and prescription medicine; emergency durable medical equipment costs; traditional, cultural, and/or alternative

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therapy/healing; legal assistance; and relocation (examples include moving expenses, security deposits on housing, rental assistance, and utility startup).

d. Supportive Services

Subrecipients must offer supportive services while victims/survivors participate in the Program. Supportive services may include assistance with securing employment, legal assistance, transportation, counseling, childcare services, case management, and other assistance. Victims/survivors must not be required to participate in supportive services in order to have access to housing. Subrecipients also may not impose restrictive conditions in order for victims/survivors to receive services.

e. Accessibility of Services

Subrecipients must address the barriers victims/survivors experience when accessing housing and supportive services, including lack of knowledge about resources, language barriers, social and cultural challenges, and accessibility for victims/survivors of crime with disabilities. Subrecipients must ensure victims/survivors are provided with resources that allow them to access the full range of direct and supportive services.

f. Community Engagement

Subrecipients must provide outreach and education to landlords and housing authorities, many of whom may view victims/survivors as high-risk tenants. In addition, Subrecipients must also provide outreach and education to key stakeholders such as city government, housing councils, and other homeless/housing programs regarding the dynamics of domestic violence and victims'/survivors' needs for safety. Subrecipients must develop relationships with other entities to assist victims/survivors (e.g., legal assistance providers, law enforcement, employment agencies, Child Protective Services, etc.).

g. Staffing

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Subrecipients must maintain a staff that is suitably equipped to execute all program components. In addition:

Subrecipients must commit a minimum of one fulltime equivalent (FTE) advocate as a Domestic Violence Counselor. Subrecipients may use multiple part-time advocates as long as their total time is equal to or greater than one FTE. The advocate(s) must:

- Have at least two years of experience providing domestic violence services;
- Meet the requirements of a "Domestic Violence Counselor" pursuant to Evidence Code §1037.1(a)(1). Training must take place within the first six months of the Grant Subaward performance period, if not already completed; and
- Have experience collaborating with community partners that a victim/survivor would need assistance from to achieve safety, stability, and independence.

Subrecipients must commit a minimum of one-half fulltime equivalent (0.5 FTE) advocate as a Housing Coordinator. Subrecipients may use multiple part-time advocates as long as their total time is equal to or greater than 0.5 FTE. The advocate(s) must:

- Be the voice of the Domestic Violence Housing First Program, including the coordination and implementation of all services related to the Program;
- Establish new, expand, or continue access to a range of housing options that meet the needs of domestic violence victims/survivors experiencing homelessness;
- Conduct community outreach and referrals to community service providers; and
- Be responsible for landlord liaison activities.

h. Training

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Subrecipients must ensure all staff and volunteers working with domestic violence victims/survivors and their children are appropriately trained prior to providing services, per Evidence Code §1037.1(a)(1).

The training must be supervised by a Domestic Violence Counselor with at least one year of experience counseling domestic violence victims/survivors and include the following training topics:

- 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/survivor 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/survivors.
- Referral services available to domestic violence victims/survivors.

The training should preferably be taught in person. If the Subrecipient is unable to provide the entire training in person, distance learning is acceptable. Subrecipients must adhere to the following:

- Peer counseling techniques must be taught in person.
- Sessions taught through distance learning must use visual aids, including, but not limited to webinars (live or previously recorded), reading materials, and films/documentaries.
- Methods to check for understanding must be included (e.g., quizzes, discussions, online discussion boards).
- In-person follow-up (one-on-one or group) must be provided to ensure trainee(s) can apply what was learned.

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Subrecipients using distance learning must provide a brief description in the Programmatic Narrative describing how the training will be provided.

Subrecipients must attach a copy of the corresponding training course agenda to each certificate of completion. The certificates and agenda must be maintained in the staff personnel/volunteer file for each domestic violence counselor providing direct services to victims/survivors.

i. Assistance with California Victim Compensation Board Claims

Subrecipients are strongly encouraged to assist victims/survivors with applying for compensation benefits through the California Victim Compensation Board. Activities may include:

- Advising of the availability of such benefits.
- Assisting with application forms and understanding procedures.
- Obtaining necessary documentation to support the claim.
- Monitoring claim status.

Subrecipients are also strongly encouraged to allocate funds for tablets or mobile communication devices and cellular service to swiftly facilitate the on-line application process in the office or in the field.

j. California Victims Resource Center

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

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

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

k. Operational Agreements/Second-Tier Subawards

Subrecipients are required to enter into at least three Operational Agreements (OAs) or Second-Tier Subawards with participating agencies that will expand the Program's scope of services and assist in the implementation of their Grant Subawards.

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*). A Second-Tier Subaward is a formal agreement that includes the exchange of money between an implementing agency and a participating agency to further the goals of the Grant Subaward (*SRH Section 7.010*).

3. Reporting Requirements

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

a. Cal OES Progress Reports

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

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

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

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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)
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
October 1, 2024 – December 31, 2024	January 14, 2025

*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 or call toll-free (844) 884-2503.

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PART II – RFA INSTRUCTIONS

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

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

B. APPLICATION FORMS

Applicants must use the forms provided on our website. 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) Describe your agency's plan to provide safe and stable housing to victims/survivors of domestic violence.
- 2) Describe your agency's plan for complying with the Housing First Model, as outlined in Welfare and Institutions Code § 8255.
- 3) Describe the survivor-driven advocacy services your agency plans to provide to victims/survivors of domestic violence.
- 4) Describe your agency's plan for outreach and education to landlords, housing authorities, and key stakeholders, including who the key stakeholders are in the service area.
- 5) Describe the supportive services your agency plans to provide to victims/survivors of domestic violence.
- 6) Describe how your agency plans to address barriers to housing and supportive services.

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- 7) Describe your agency's plan to provide survivor-driven advocacy that focuses on addressing the needs identified by victims of domestic violence and how your agency will tailor services to meet the unique needs of each victim.
- 8) Describe your Housing Coordinator's plan for establishing, expanding, or maintaining housing options as well as the specific landlord liaison activities they will be responsible for completing.
- 9) Describe your agency's plan to provide follow-up supportive services after a domestic violence victim/survivor has secured permanent housing. Include what those services will be and how they will be implemented.
- 10) Describe the specific services that will be provided by your Domestic Violence Counselor.
- 11) Describe how volunteers will be used for the Program.

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

These forms list all the assurances and are a binding affirmation that Subrecipients will comply with the assurances to receive a federal fund source. Subrecipients may be asked to sign and submit one or more Federal Fund Grant Subaward Assurances (Cal OES Form 2-109a-g).

Every year, Cal OES updates the Federal Fund Grant Subaward Assurances (Cal OES Form 2-104a-g) to ensure that any new assurances placed upon the federal award are passed down to Subrecipients. Subrecipients will be notified if this change is needed.

This form is required for the applicable federal fund source(s) included in the Grant Subaward.

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

A Petty Cash Victim Fund is a small amount of discretionary funds, in the form of cash, used for disbursements for unforeseen financial intervention paid directly to the victim/survivor. Subrecipients providing direct victim services may budget up to two percent of the total Grant Subaward cost for petty cash.

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

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

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

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

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

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

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

This form provides information to support a request for approval of a non-competitive procurement. **This form is only required if the Applicant proposes to have a line item on their Grant Subaward Budget Pages (Cal OES Form 2-106a or b) that meets the definition of a non-competitive procurement in SRH Section 6.045.**

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

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

14. VOCA Match Waiver Request (Cal OES 2-159)

This form is required to waive a portion, or all, of the required match. See Part I, F., 1 for additional information. Match waiver requests are

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not considered during the Proposal Rating process. **This form is only required if the Program is supported with VOCA funds AND the Applicant wants to request to waive match.**

15. Operational Agreement Summary Form (Cal OES Form 2-160)

This form lists the OAs a Subrecipient has with participating agencies/organizations. **This form is only required when the Program requires OAs, outlined in Part I, Subpart G.**

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

The maximum rate for an independent contractor/consultant is \$650 per eight-hour day or \$81.25 per hour per *SRH Section 6.050*.

This form provides information to support a request for approval of an exemption to the maximum rate. **This form is only required if the Applicant proposes to have a line item on their Grant Subaward Budget Pages (Cal OES Form 2-106a or b) for an independent contractor above the maximum rate.**

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

This form provides information to support a request for approval of an exemption to the maximum lodging rate per *SRH Section 4.070*. **This form is only required if the Applicant proposes to have a line item on their Grant Subaward Budget Pages (Cal OES Form 2-106a or b) with lodging above the maximum rate.**

18. Subrecipient Grants Management Assessment

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

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C. ADDITIONAL DOCUMENTS

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

General information regarding each document is below:

1. Indirect Cost Rate Agreement

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

2. Organizational Chart

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

D. BUDGET POLICIES

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

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

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- 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

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 2-106b](#)) Single Fund Source
- GRANT SUBAWARD PROGRAMMATIC NARRATIVE ([Cal OES Form 2-108](#))
 - PLAN
- VOCA FEDERAL FUND GRANT SUBAWARD ASSURANCES ([Cal OES Form 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(S)

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

- PETTY CASH VICTIM FUND CERTIFICATION ([Cal OES Form 2-153](#))
- VOLUNTEER WAIVER REQUEST ([Cal OES Form 2-155](#))
- NON-COMPETITIVE PROCUREMENT REQUEST ([Cal OES Form 2-156](#))
- VOCA MATCH WAIVER REQUEST ([Cal OES Form 2-159](#))
- INDEPENDENT CONTRACTOR/CONSULTANT RATE EXEMPTION REQUEST ([Cal OES Form 2-164](#))
- LODGING RATE EXEMPTION REQUEST ([Cal OES Form 2-165](#))
- INDIRECT COST RATE AGREEMENT