



REQUEST FOR APPLICATION

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

YOUTH EMERGENCY TELEPHONE REFERRAL NETWORK (YT) PROGRAM

Release Date: June 19, 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 a non-threatening, toll-free hotline to connect youth in need of services to appropriate service agencies. The referral network can be accessed by youth and their families from anywhere in the State.

Eligibility:

The only eligible Applicant is the California Coalition for Youth.

Grant Subaward Performance Period:

October 1, 2023 through September 30, 2024

Available Funding:

Applicant may request up to \$591,071.

Submission Deadline:

August 14, 2023



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YOUTH EMERGENCY TELEPHONE REFERRAL NETWORK (YT) 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 79200.000, *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

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

Nicole Kriger, Program Specialist
Nicole.Kriger@caloes.ca.gov

C. SUBMISSION DEADLINE AND REQUIREMENTS

Applications must be emailed to VSapplications@caloes.ca.gov by **11:59 pm on Monday, August 14, 2023.**

D. ELIGIBILITY

The only eligible Applicant is California Coalition for Youth.

Before the Grant Subaward performance period begins, 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.

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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](#).
- 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 October 1, 2023 through September 30, 2024.

F. FUNDING INFORMATION

There is \$591,071 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

Applicant may apply for up to \$591,071, for the 12-month Grant Subaward performance period.

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

2021 VOCA	2021 VOCA MATCH	2023 YETO	2023 YETO MATCH	TOTAL PROJECT COST
\$277,071	\$69,268	\$314,000	\$0	\$660,339

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 following funds:

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- 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.
 - 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 2021 VOCA is 15POVC-21-GG-00613-ASSI.
- b. State General Funds/Youth Emergency Telephone Referral
 - Assist California's runaway and homeless youth in accessing basic life survival services through the establishment of a telephone referral network hotline
 - Cal OES's four-character code for this state fund is YET0. This code will be in the drop-down on the Grant Subaward Face Sheet (Cal OES Form 2-101).

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G. PROGRAMMATIC INFORMATION

1. Background Information/Program Description

In 1984, the former OCJP and the Legislature recognized there were runaway and homeless youth living on California's streets, and in need of food, shelter, and basic life survival services. Assembly Bill (AB) 3075 (Chapter 1614 of the Statutes of 1984) legislatively established the YT Program (California Runaway Hotline).

The purpose of the Program is to provide a non-threatening, toll-free hotline to connect youth in need of services to appropriate service agencies. The referral network can be accessed by youth and their families from anywhere in the State.

For the purposes of the Program, the definition for "homeless and/or runaway youth" follows Government Code Section 12957(e).

Hotline counselors assist callers via the phone line, text, or online chat. They counsel callers and connect them to appropriate service providers, providing a warm hand-off and terminating participation in the call once a connection has been made. The hotline can also be used as a message center for parents, guardians, and/or youth who wish to communicate with each other but do not want to speak directly.

2. Programmatic Components

a. Operate a Non-Threatening Telephone Referral Service

The Subrecipient must operate a 24-hour, non-threatening telephone referral service for homeless/runaway youth providing them with referrals for shelter, meals, clothing, counseling, and other services necessary for their well-being.

The telephone referral service will serve as a message center for youth whose parents and/or guardians wish to communicate with them.

b. Outreach

The Subrecipient must publicize the telephone referral service through print and electronic media including, but not limited to,

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television, radio, posters, and bumper stickers to increase awareness.

c. Staff and Volunteer Requirements

- Applications

The Subrecipient must have a formal application and documentation of three positive references for all staff and volunteers.

- Criminal Background Checks

The Subrecipient must conduct criminal background checks on staff and volunteers prior to contact with callers. The criminal background check must include fingerprinting and processing through the Department of Justice.

If Program staff and volunteers have resided in California less than three years, an out-of-state criminal history check (FBI check) is also required.

A policy must be in place on how negative background checks are handled and must be made available for review by Cal OES upon request.

d. Training

Program staff and volunteers are required to complete at least 40 hours of training (i.e., crisis intervention/counseling, suicide prevention, self-care, communication, first aid/CPR, cultural competency, sexual assault, domestic violence, adolescent development, child abuse/neglect, LGBTQ, safety, etc.).

The Subrecipient must ensure that there is direct supervision available at all times by professional staff, with expertise in the delivery of direct services to callers.

e. Documentation for Staff and Volunteers

The Subrecipient must have personnel records for program staff and volunteers which should include, but are not limited to:

- Copies of licenses and degrees;

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- Documentation of special training specific to the services performed through the Program, including training certificates;
- Documentation of supervised hours;
- Documentation of the completed background checks/clearance, including the results and applicable waivers;
- Employment applications and reference checks;
- Department of Justice Criminal history and clearance;
- Signed mandated reporter form; and
- Signed confidentiality agreement.

Records must be made available for review by Cal OES upon request.

f. Client Confidentiality

Federal statute explicitly recognizes the privacy needs of victims. Following that statutory precedent, the Subrecipient must protect the privacy and confidentiality of clients. This protection should include, but is not limited to, the maintaining of confidential client files in a locked filing cabinet in a locked room (office, storage room, or facility) for a period of no less than three (3) years.

Additionally, the Subrecipient is obligated to maintain written protocols ensuring the confidentiality of client information from the point of collection to the point of destruction.

g. Program Evaluation

The Subrecipient must establish a method for clients to evaluate the Program. The evaluation should address, but not be limited to:

- How the client learned about the crisis line.
- Accessibility.
- Whether needs were met.
- If the crisis line counselor interacted with client in a non-threatening manner.

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h. California Victims Resource Center

The California Victims Resource Centers 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 (VLRC) when assisting victims/survivors.

The VLRC provides victims/survivors, their families, and service providers with information about victims'/survivor's legal rights and provides tailored resource referrals. Upon request, the VLRC provides publications on victims'/survivors' rights, legal research on victims'/survivors' 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 website.

i. Operational Agreements

Operational Agreements (OAs) with the following agencies are required:

- Bill Wilson Center
- Center for Human Services
- Children's Hospital Los Angeles
- Community Human Services
- Family Assistance Center
- Fresno County Economic Opportunities Commission
- Interface Youth & Family Services
- Larkin Street Youth Services
- New Morning Youth and Family Services
- Orangewood Foundation
- Redwood Community Action Agency
- Ruby's Place
- San Diego Youth Services
- Volunteers of America of Los Angeles
- Waking the Village
- Women's Center Youth and Family Services

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*).

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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 four Progress Reports required for the Program. See the chart below for report periods and due dates.

Report	Report Period	Due Date
1 st Report	October 1, 2023 – December 31, 2023	January 30, 2024
2 nd Report	January 1, 2024 – March 31, 2024	April 30, 2024
3 rd Report	April 1, 2024 – June 30, 2024	July 30, 2024
Final Report	July 1, 2024 – September 30, 2024	October 30, 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.

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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 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 the 24-hour, non-threatening telephone referral service for homeless/runaway youth.
- 2) Describe how relevant/appropriate referrals for shelter, meals, clothing, counseling, and other services necessary for the well-being of homeless/runaway youth are accessed and maintained.
- 3) Describe how the 24-hour, non-threatening telephone referral service will be publicized through print and electronic media, including, but not limited to, television, radio, posters, and bumper stickers.
- 4) Describe the hiring and onboarding process for staff and volunteers, including the application process, background checks and clearance, and pre-service training.
- 5) Describe written protocols to ensure the privacy and confidentiality of clients is maintained.

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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.

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.**

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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 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**

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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.**

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

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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*)
- 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 2-106a](#)) Multiple Fund Sources – Include a detailed description of each line item
- 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

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

- 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](#))
- VOCA MATCH WAIVER REQUEST ([Cal OES Form 2-159](#))
- OPERATIONAL AGREEMENT SUMMARY ([Cal OES Form 2-160](#))
- INDEPENDENT CONTRACTOR/CONSULTANT RATE EXEMPTION REQUEST ([Cal OES Form 2-164](#))
- INDIRECT COST RATE AGREEMENT