



## REQUEST FOR PROPOSAL

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

### **RESTORATIVE JUSTICE TRAINING (RJ) PROGRAM**

Release Date: January 10, 2023

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

### **PROGRAM SYNOPSIS**

#### **Description:**

The purpose of the RJ Program is to establish expertise in victim/survivor-centered restorative justice prosecutorial best practices in response to domestic violence and sexual assault cases. The Subrecipient must develop and implement training curriculum, develop a toolkit/guide, and provide technical assistance for prosecutors, criminal justice system personnel, and allied victim service providers.

#### **Eligibility:**

Applicants must be an agency with the primary purpose of providing training to prosecutors, criminal justice system personnel, and allied victim/survivor service providers.

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

June 1, 2023 – March 31, 2024

#### **Available Funding:**

Individual Applicants may request up to \$250,000.

#### **Submission Deadline:**

March 7, 2023

# RESTORATIVE JUSTICE TRAINING (RJ) PROGRAM RFP

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## RESTORATIVE JUSTICE TRAINING (RJ) PROGRAM RFP

### 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. FUNDS
  - 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 RFP, the proposal process, or programmatic issues must be submitted in writing by email to:

Aaron Ching, Program Specialist  
[Aaron.Ching@caloes.ca.gov](mailto:Aaron.Ching@caloes.ca.gov)

Cal OES staff cannot assist the Applicant with the actual preparation of their proposal. Cal OES can only respond to technical questions about the RFP during the period of time between the publication date and completion of the RFP process.

#### C. SUBMISSION DEADLINE AND REQUIREMENTS

Proposals must be emailed to [VSapplications@caloes.ca.gov](mailto:VSapplications@caloes.ca.gov) by **11:59 pm on Tuesday, March 7, 2023**. Proposals must be attached as a single document (e.g., PDF) and contain the forms outlined in Part II - RFP Instructions. Emails should identify the name of the RFP in the Subject line.

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### D. ELIGIBILITY

#### 1. Eligibility to Compete for Funding

For a proposal to be eligible to compete for funding (i.e., read and rated) all the following conditions must be met:

- Applicants must be an agency with the primary purpose of providing training or instruction to prosecutors, criminal justice system personnel, and allied victim/survivor service providers. **The Applicant must submit a letter, on agency letterhead, certifying that the primary purpose of the agency is to provide training to prosecutors, criminal justice system personnel, and allied victim/survivor service providers.**
- The proposal must be submitted per the instructions in Part I, Subpart C.

#### 2. Eligibility for Funding Consideration

For a proposal to be considered it must receive a minimum score of 50% of available points on the Rating Sheet (Part IV).

Only one proposal per Applicant will be eligible to receive funding. If an Applicant submits more than one proposal, only the highest scoring proposal, meeting the criteria above, will be considered for funding.

#### 3. Eligibility to Receive Funding

**If selected**, all of the following must be completed within 60 days of receiving the Intent to Fund letter to be eligible to receive funding, 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 the SAM by the beginning of the RJ Program Grant Subaward performance period. 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 is excluded from activities involving federal financial and nonfinancial assistance and benefits. Check SAM status.

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- 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 June 1, 2023 – March 31, 2024. Successful Subrecipients will be eligible for a non-competitive reapplication for four consecutive years, contingent upon availability of funds.

### F. FUNDING INFORMATION

There is \$250,000 available for the Program for the Grant Subaward performance period. Funding is contingent upon availability of funds and passage of the 2022-23 State Budget Act.

#### 1. Funding Amount

Applicants may apply for up to 250,000, 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.

2022 STOP	2022 STOP MATCH	TOTAL PROJECT COST
\$250,000	\$83,333	\$333,333

#### 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 Services\*Training\*Officers\*Prosecutors (STOP) Violence Against Women Formula Grant Program.

- Promotes the development and the implementation of effective, victim/survivor-centered law enforcement, prosecution, and court strategies to address violent crimes against women and the development and enhancement of victim/survivor services in cases involving violent crimes against women.

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- Requires a cash or in-kind match equal to 25 percent of the total project cost. Tribes and victim service providers are exempt.
- Cal OES's four-character code for this federal fund is STOP. This code will be in the drop-down on the Grant Subaward Face Sheet (Cal OES Form 2-101).

### **G. PROGRAMMATIC INFORMATION**

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

Restorative justice in the form of mediation or reconciliation between offenders and victims/survivors has been utilized since the 1970s. There is not a shared understanding of how to implement a restorative justice process within the victim service(s) field, the criminal justice system, and specifically within the prosecutorial process. Restorative justice includes a broad range of activities and normally involves both the criminal justice system and non-governmental partners.

Per the United States Office of Justice Programs (OJP), restorative justice is "a process whereby parties with a stake in a specific offense resolve collectively how to deal with the aftermath of the offense and its implications for the future." OJP further describes the process as an approach that "creates opportunities for empowerment of crime victims to identify their own needs and requirements for justice" and provides "those who have harmed an opportunity to take action to repair the harm caused by criminal behavior."

For prosecutors, restorative justice may be seen as a tool to empower victims/survivors, seek the best justice for victims/survivors of crime, and lessen prosecutorial caseloads. Restorative justice is not appropriate for all criminal cases. The safety of the victim/survivor and the community must always be considered. Additionally, both the victim/survivor and offender must choose this process; it cannot be mandatory.

Restorative justice is most commonly used in the juvenile justice system. The RJ Program would train prosecutors, criminal justice system personnel, and allied victim service providers to use the restorative justice process safely and effectively for the prosecution of criminal cases of sexual assault and domestic violence where the victim/survivor is 11 years of age or older.

The purpose of the RJ Program is to establish expertise in victim/survivor-centered restorative justice prosecutorial best practices

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in response to domestic violence and sexual assault cases. The Subrecipient must develop and implement training curriculum, develop a toolkit/guide, and provide technical assistance for prosecutors, criminal justice system personnel, and allied victim service providers.

### 2. Programmatic Components

#### a. Restorative Justice Specialist

The Subrecipient must commit a full-time staff person to coordinate the programmatic components of the RJ Program and provide technical assistance to prosecutors, criminal justice personnel, and allied victim service providers implementing victim/survivor-centered restorative justice efforts.

#### b. Develop Expertise on Restorative Justice

The Subrecipient must convene a working group of subject matter experts in their respective fields to guide the development of the training curriculum and toolkit/guide. At a minimum, the working group must include:

- Prosecutors from two District Attorney's Offices
- Probation Officers from two Probation Departments
- A representative from the California Crime Victim Assistance Association
- A representative from ValorUS
- A representative from the Partnership to End Domestic Violence
- Representatives from law enforcement
- A representative from the Administration of the Courts
- Two survivors of sexual assault
- A representative from the California Victim Compensation Board



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- A representative from the McGeorge School of Law, Victims Legal Resource Center
- Representatives from the Cal OES Victim Services Branch

The working group must meet a minimum of six times during the Grant Subaward performance period. Two of the six meetings must allow the opportunity for public comment.

The Subrecipient must complete extensive research and literature review of existing restorative justice practices and their application in the prosecution of domestic violence and sexual assault cases. This relevant information must be provided to the working group, in advance of scheduled meetings for review and consideration.

The Subrecipient must create minutes for each working group meeting and provide them to Cal OES within 30 days of the meeting.

### c. Training

In collaboration with the working group, the Subrecipient must develop a training curriculum that, at a minimum, includes:

- An overview of the history of restorative justice
- Approaches used to implement safe and appropriate victim/survivor-centered restorative justice best practices in domestic violence and sexual assault cases
- The procedure to determine if a case is appropriate for restorative justice
- The benefit of restorative justice in the prosecution and adjudication of domestic violence and sexual assault cases
- Examples of current successful restorative justice efforts
- The protocols to ensure victim/survivor safety
- Practical suggestions for implementing restorative justice efforts

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- The procedure to determine when to end the restorative justice process

### d. Toolkit/Guide

The Subrecipient must develop a toolkit/guide that provides district attorney's offices, criminal justice personnel, and allied victim service providers with information to implement restorative justice efforts safely and appropriately within their jurisdiction/community.

### e. Timeline

Grant Subaward Performance Period	Goal
June 1, 2023 – March 31, 2024	Establish expertise in restorative justice practices and initiate development of training curriculum and toolkit/guide.
April 1, 2024 – March 31, 2025	Complete the training curriculum and toolkit/guide. Conduct a minimum of six trainings. Implement a dissemination plan for the toolkit/guide.
April 1, 2025 – March 31, 2026	Conduct a minimum of 12 trainings. Provide technical assistance.
April 1, 2026 – March 31, 2027	Conduct a minimum of 12 trainings. Update the curriculum and toolkit/guide to remain current and relevant. Provide technical assistance.
April 1, 2027 – March 31, 2028	Conduct a minimum of 12 trainings. Provide technical assistance.

### f. Evaluation

The Subrecipient must conduct participant evaluations for each training to measure the effectiveness of the trainers and the training.

## 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:

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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 <sup>st</sup> Report	June 1, 2023 – September 30, 2023	October 31, 2023
Final Report	October 1, 2023 – March 31, 2024	April 30, 2024

b. Office on Violence Against Women (OVW) Report

Subrecipients receiving STOP Violence Against Women Formula Grant Program funds must complete the Annual Progress Report for the STOP Violence Against Women Formula Grant Program. This report covers the calendar year period of January 1 through December 31. This report is due to Cal OES no later than January 31, 2024.

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### PART II – RFP INSTRUCTIONS

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- A. SUBRECIPIENT HANDBOOK
  - B. PROPOSAL 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. PROPOSAL 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. Using older versions of these forms may result in a reduction of points during the rating process.**

**Additionally, tables and charts will be redacted, not read and rated, and will count against the total text that can be read. Including tables and charts may result in a reduction of points during the rating process.**

If a space limitation is specified under the Programmatic Narrative section, strict adherence to the space limitation is required. **Information included beyond the space limitation and/or unrequested attachments will not be considered in the rating process.**

Applicants must complete and submit all required forms. Required forms for this Program are identified on the Checklist in Part V. All forms have written instructions. If a form requires a Grant Subaward number, leave this information blank. General information regarding each form is below.

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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.**

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. 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).

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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.**

6. 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.

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

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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.

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).

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

### 3) Operating Costs

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

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

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

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



4) 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*.

7. Grant Subaward Budget Narrative (Cal OES Form 2-107) – Maximum Two Pages

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.
- Need for mid-year salary range adjustments.

**This form is always required.**

8. 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.**

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a. Problem Statement – Maximum Two Pages

In narrative form, address the following:

- 1) The challenges of implementing restorative justice within the victim service field, the criminal justice system, and specifically within the prosecutorial process.
- 2) The benefits to the criminal justice system in implementing a restorative justice process in the prosecution and adjudication of a case.
- 3) The victim/survivor benefits of implementing a restorative justice process in lieu of the traditional prosecution of a case.

b. Plan – Maximum Six Pages

In narrative form, address the following:

- 1) The plan to recruit and hire a Restorative Justice Specialist, include selection criteria, minimum qualifications, and recruiting efforts.
- 2) The plan to recruit and select the working group members.
- 3) The plan to conduct and document research, including dissemination of information to the working group.
- 4) The plan to provide trainings including the mode/delivery platforms.
- 5) The plan to ensure trainings are provided statewide in all jurisdictions to prosecutors, criminal justice personnel and allied victim service providers.
- 6) The plan for the development of the toolkit/guide. Indicate the intended delivery platform, and the method for distribution to ensure access statewide to prosecutors, criminal justice personnel, and allied victim service providers.
- 7) The plan to provide technical assistance.

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- 8) The proposed training schedule indicating dates, the mode of delivery, and publicity efforts.
- 9) The process to measure training effectiveness through evaluations. Indicate how the information will be used to improve future trainings.

c. Capabilities – Maximum Three Pages

In narrative form, address the following:

- 1) The Applicant's expertise in conducting trainings for prosecutors, criminal justice system personnel, and allied victim service providers.
- 2) The Applicant's foundational knowledge of restorative justice within the prosecutorial process.
- 3) The Applicant's ability to develop and implement training curriculum and develop resource materials( i.e., the toolkit/guide).
- 4) The Applicant's ability to collaborate with and facilitate the convening of the working group.
- 5) The Applicant's ability to administer federal funds.

9. 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.**

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.**

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### 11. 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*.**

### 12. 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.**

### 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. 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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### 15. Payee Data Record (STD 204)

This form provides information for income tax reporting and to ensure tax compliance with federal and state laws. **This form is only required if the Applicant has not previously received a Grant Subaward from Cal OES.**

### C. ADDITIONAL DOCUMENTS

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

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. Subrecipients with a negotiated indirect cost rate must provide a copy of the agreement with their proposal if indirect costs are included in the budget.

#### 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.**

### 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*)

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- 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 – SELECTION AND FINALIZING THE GRANT SUBAWARD

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- A. SELECTION OF PROPOSAL FOR FUNDING
  - B. FINALIZING THE GRANT SUBAWARD
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#### A. SELECTION OF PROPOSAL FOR FUNDING

##### 1. Proposal Rating

Eligible proposals received by the deadline are generally evaluated by a three-member team. The rater scores are averaged and then ranked numerically. Proposals are only evaluated numerically; no notes are taken during the evaluation. The Rating Sheet used for this process is included in Part IV of this RFP and is for informational purposes only.

##### 2. Funding Decision

A proposal must receive a minimum score of 50% of available points on the Rating Sheet to be considered for funding.

Final funding decisions are made by the Director of Cal OES. Funding decisions are based on the following:

- The ranked score of the proposal.
- Consideration of priorities or geographical distribution specific to this RFP.
- Prior negative administrative and programmatic performance, if applicable.

Subrecipients previously funded by Cal OES will be reviewed for poor past compliance, including fiscal management, progress and annual reports, audit reports, and other relevant documentation or information. This review may result in one or more of the following actions:

- The Subrecipient may not be selected for funding.
- The amount of funding may be reduced.
- Grant Subaward Conditions may be placed on the Grant Subaward.

##### 3. Notification Process

All Applicants will be notified in writing, via electronic communication, of the results of the rating process. The notification will be sent only to

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the Official Designee (the person authorized to sign the Grant Subaward Face Sheet).

Applicants will receive one of the following:

- Letter of Intent to Fund if selected for funding.
- Letter of Denial if not selected for funding, including the Applicant's scores and information regarding the appeal process.
- Letter of Ineligibility:
  - If the proposal did not meet Eligibility to Compete for Funding (Part 1, D.), including information regarding the appeal process; or
  - If the proposal scored less than the required 50% of points possible, including the Applicant's scores and information regarding the appeal process.

Cal OES can only respond to technical questions about the RFP during the period of time between the RFP release date and completion of the RFP process. Requests for records must be made through a Public Records Act request at [PRA@caloes.ca.gov](mailto:PRA@caloes.ca.gov).

### **B. FINALIZING THE GRANT SUBAWARD**

#### **1. Grant Subaward Application**

Once selected for funding, Cal OES may require revisions and/or additional documentation to finalize the Grant Subaward Application package. The Program Specialist identified in the Applicant's Intent to Fund Letter can provide technical assistance in completing these components.

#### **2. Grant Subaward**

A copy of the executed Grant Subaward and pertinent attachments will be sent to the Grant Subaward Director. The Applicant is not authorized to incur costs against the Grant Subaward until a copy of the fully executed Grant Subaward is received. When the executed Grant Subaward is received, a Report of Expenditures and Request for Funds (Cal OES Form 2-201) may be submitted for reimbursement.



a. Grant Subaward Conditions

Cal OES may add conditions to the Grant Subaward in order to execute the Grant Subaward. If conditions are added, these will be discussed with the Subrecipient, and a copy of the conditions will be sent to the Subrecipient when the conditions are made part of the Grant Subaward.

b. Grant Subaward Amounts

When the amount of funds available is limited, Cal OES may reduce the amount of the Grant Subaward from the amount requested by the Applicant. In addition, Cal OES reserves the right to negotiate budgetary changes with the Applicant prior to executing the Grant Subaward. If either of these actions is required, Cal OES will notify the Applicant prior to executing the Grant Subaward.

3. Standard Grant Subaward Funding Authority

**Allocation of funds is contingent on the enactment of the State Budget.**

Cal OES does not have the authority to disburse funds until the State Budget is passed, and the Grant Subaward is fully executed. Expenditures incurred prior to authorization are made at the Subrecipient's own risk and may be disallowed. Cal OES employees are not able to authorize an Applicant to incur expenses or financial obligations prior to the execution of a Grant Subaward. However, once the Grant Subaward is finalized the Subrecipient may claim reimbursement for expenses incurred on, or subsequent to, the start of the Grant Subaward performance period.

If, during the term of the Grant Subaward performance period, the state and/or federal funds appropriated for the purposes of the Grant Subaward are reduced or eliminated by the California Legislature or the United States Government, or in the event revenues are not collected at the level appropriated, Cal OES may immediately terminate or reduce the Grant Subaward by written notice to the Subrecipient.

Cal OES Grant Subawards are subject to applicable restrictions, limitations, or conditions enacted by the California Legislature and/or the United States Government, subsequent to the execution of the Grant Subaward.

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**PART IV – RATING SHEET**

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Control # \_\_\_\_\_

Rater # \_\_\_\_\_

Applicant \_\_\_\_\_

Funds Requested: \_\_\_\_\_

<u>CATEGORY</u>	<u>TOTAL POINTS POSSIBLE</u>
A. PROBLEM STATEMENT	<u>60</u>
B. PLAN	<u>180</u>
C. CAPABILITIES	<u>125</u>
D. BUDGET PAGES AND NARRATIVE	<u>60</u>
E. COMPREHENSIVE ASSESSMENT	<u>60</u>
<b>TOTAL</b>	<b><u>485</u></b>

Each of the above categories contain questions assigned a point value. The point scale is divided into five columns labeled **I, II, III, IV,** and **V**. The Applicant's response to each question is evaluated on the following criteria:

- A. **ABSENT:** The response does not address the specific question, or a response was not provided.
- B. **UNSATISFACTORY:** The response does not completely address the question. The information presented does not provide a good understanding of Applicant's intent, does not give the detailed information requested by the RFP, and/or does not adequately support the proposal or the intent of the Program.
- C. **SATISFACTORY:** The response addresses the question and provides a good understanding of the Applicant's intent. The response adequately supports the proposal and the intent of the Program.
- D. **ABOVE AVERAGE:** The response is above average and provides a clear and detailed understanding of the Applicant's intent. The response presents a persuasive argument that supports the proposal and the intent of the Program.
- E. **EXCELLENT:** The response is outstanding, with clear, detailed, and relevant information. The response presents a compelling argument that supports the proposal and the intent of the Program.

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PROGRAMMATIC NARRATIVE	I	II	III	IV	V
<b>a. Problem Statement</b> (Maximum Two Pages) How well does the proposal address:	<b>0</b>	<b>5</b>	<b>10</b>	<b>15</b>	<b>20</b>
1) the challenges of implementing restorative justice within the victim service field, the criminal justice system, and specifically within the prosecutorial process?					
2) the benefits to the criminal justice system in implementing a restorative justice process in the prosecution and adjudication of a case?					
3) the victim/survivor benefits of implementing a restorative justice process in lieu of the traditional prosecution of a case?					
<b>b. Plan</b> (Maximum Six Pages) How well does the proposal address:	<b>0</b>	<b>5</b>	<b>10</b>	<b>15</b>	<b>20</b>
1) the plan to recruit and hire a Restorative Justice Specialist, include selection criteria, minimum qualifications, and recruiting efforts?					
2) the plan to recruit and select the working group members?					
3) the plan to conduct and document research, including dissemination of information to the working group?					
4) the plan to provide trainings including the mode/delivery platforms?					
5) the plan to ensure trainings are provided statewide in all jurisdictions to prosecutors, criminal justice personnel, and allied victim service providers?					
6) the plan for the development of the toolkit/guide? Indicate the intended delivery platform, and the method for distribution to ensure access statewide to prosecutors, criminal justice personnel and allied victim service providers.					

## RESTORATIVE JUSTICE TRAINING (RJ) PROGRAM RFP

<b>PROGRAMMATIC NARRATIVE</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>V</b>
7) the plan to provide technical assistance?					
8) the proposed training schedule indicating dates, the mode of delivery, and publicity efforts?					
9) the process to measure training effectiveness through evaluations? Indicate how the information will be used to improve future trainings.					
<b>c. Capabilities</b> (Maximum Three Pages) How well does the proposal address:	<b>0</b>	<b>7</b>	<b>13</b>	<b>19</b>	<b>25</b>
1) the Applicant's expertise in conducting trainings for prosecutors, criminal justice system personnel, and allied victim service providers?					
2) the Applicant's foundational knowledge of restorative justice within the prosecutorial process?					
3) the Applicant's ability to develop and implement training curriculum and develop resource materials( i.e., the toolkit/guide)?					
4) the Applicant's ability to collaborate with and facilitate the convening of the working group?					
5) the Applicant's ability to administer federal funds?					
<b>BUDGET PAGES &amp; NARRATIVE</b> (Maximum Three Pages)	<b>0</b>	<b>5</b>	<b>10</b>	<b>15</b>	<b>20</b>
1) How well do the proposed Budget Pages & Narrative support the objectives and activities?					
2) How well are funds allocated to minimize administrative costs and support direct services?					
3) How well do Grant Subaward-funded staff duties and time commitments support the proposed objectives and activities?					

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<b>PROGRAMMATIC NARRATIVE</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>V</b>
<b>COMPREHENSIVE ASSESSMENT</b>	<b>0</b>	<b>7</b>	<b>15</b>	<b>23</b>	<b>30</b>
1) How well does this proposal support the overall intent, goals, and purpose of the Program?					
2) How well did the Applicant follow instructions? (e.g., were formatting requirements as specified in Part II, B, C, & D followed?)					

## RESTORATIVE JUSTICE TRAINING (RJ) PROGRAM RFP

### PART V – 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.

- LETTER OF CERTIFICATION – Please see Part 1, Subpart D.
- 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
- STOP FEDERAL FUND GRANT SUBAWARD ASSURANCES ([Cal OES FORM 2-109a](#)) – Signed by the Official Designee who signed the Grant Subaward Face Sheet
- GRANT SUBAWARD BUDGET PAGES (EXCEL SPREADSHEET FORMAT) ([CAL OES FORM 2-106a](#)) Pages Multiple Fund Source
- UNALTERED** GRANT SUBAWARD BUDGET NARRATIVE ([CAL OES FORM 2-107](#))
- UNALTERED** GRANT SUBAWARD PROGRAMMATIC NARRATIVE ([Cal OES FORM 2-108](#))
  - PROBLEM STATEMENT
  - PLAN
  - CAPABILITIES
- [SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT](#)
- GRANT SUBAWARD SERVICE AREA INFORMATION ([CAL OES FORM 2-154](#))
- ORGANIZATIONAL CHART
- ADDITIONAL FORMS, IF APPLICABLE
  - INDIRECT COST RATE AGREEMENT
  - NON-COMPETITIVE PROCUREMENT REQUEST ([CAL OES FORM 2-156](#))
  - INDEPENDENT CONTRACTOR/CONSULTANT RATE EXEMPTION REQUEST ([CAL OES FORM 2-164](#))
  - OUT-OF-STATE TRAVEL REQUEST ([Cal OES Form 2-158](#))
  - LODGING RATE EXEMPTION REQUEST ([Cal OES FORM 2-165](#))

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- PAYEE DATA RECORD – Please complete if Applicant has not previously received a Grant Subaward from Cal OES ([Std. 204](#))