



REQUEST FOR PROPOSAL

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

EQUALITY IN DOMESTIC VIOLENCE PREVENTION & SERVICES (EX) PROGRAM

Release Date: February 9, 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 Program is to provide culturally appropriate domestic violence education, prevention, outreach, and services for the lesbian, gay, bisexual, transgender, intersex, queer, and asexual (LGBTIQA+) community that will improve access to this unserved/underserved community.

Eligibility:

Applicants must be a non-governmental organization or entity and have the primary purpose of providing culturally specific services to the LGBTIQA+ community. Additional eligibility requirements are outlined in Part I, Subpart D.

Grant Subaward Performance Period:

July 1, 2023 – June 30, 2024

Available Funding:

Individual Applicants may request up to \$141,000.

Submission Deadline:

April 7, 2023



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[CalOES Website](#)

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PART I – OVERVIEW

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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:

Joshua Kentner, Program Specialist
Joshua.Kentner@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 and received by **11:59 pm on Friday, April 7, 2023**. Proposals must be attached as a single document (e.g., PDF) and contain the forms outlined in Part II - RFP Instructions. Cal OES cannot access proposals through cloud-based storage services (e.g., Google Drive, Dropbox, etc.). 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 a non-governmental organization or entity.

Applicants must have the primary purpose of providing culturally specific services to the LGBTIQA+ community.

If the LGBTIQA+ program is one division within a larger organization with other focuses (for example, a domestic violence organization with a division that focuses on LGBTIQA+ victims/survivors), the organization is not eligible because providing services to LGBTIQA+ people is not the primary purpose of the organization.

- The proposal must be submitted per the instructions in Part I, Subpart C.
- Proposals must include a letter, on agency letterhead, certifying the Applicant has the primary purpose to provide and operate an established system of culturally specific services to LGBTIQA+ victims/survivors.

Please Note: proposals that do not meet the above requirements will be disqualified (i.e., ineligible) and not read and rated.

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:

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- 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 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.](#)
- Must be registered with the California Department of Justice's Registry of Charitable Trusts with a "current," "exempt," or "pending" status (applies to non-governmental organizations only) [Check nonprofit status.](#)

E. GRANT SUBAWARD PERFORMANCE PERIOD

The Grant Subaward performance period is July 1, 2023 – June 30, 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 \$564,000 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 \$141,000, for the 12-month Grant Subaward performance period.

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

2023 FVPS	2023 FVPS MATCH	TOTAL PROJECT COST
\$141,000	\$35,250	\$176,250

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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 Family Violence Prevention and Services/Domestic Violence Shelter and Supportive Services Grants to States Program.

- Requires a cash and/or in-kind match equal to 20 percent of the total project cost.
- These funds must be expended by June 30, 2024, and the final Report of Expenditures and Request for Funds (Cal OES 2-201) must be received by July 31, 2024.
- Cal OES's four-character code for this federal fund is FVPS. This code will be in the drop-down on the Grant Subaward Face Sheet (Cal OES Form 2-101).
- Funding cannot be used to provide direct financial assistance to victims/survivors.

G. PROGRAMMATIC INFORMATION

1. Background Information/Program Description

Pursuant to Penal Code §13823.17, the Program was established in 2010 to establish a targeted or directed grant program for the development and support of domestic violence programs and services for the gay, lesbian, bisexual, and transgender community. At the time the Program was supported through the State Equality in Prevention and Services for Domestic Abuse Fund.

The Program is now funded with federal funds with the purpose of providing culturally appropriate domestic violence education, prevention, outreach, and services for the lesbian, gay, bisexual, transgender, intersex, queer, and asexual (LGBTIQA+) community that will improve access to this unserved/underserved community.

This will be accomplished by:

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- Providing direct services to LGBTIQ+ domestic violence victims/survivors (including their children).
- Participating in domestic violence multidisciplinary team meetings within the service area(s) (including, but not limited to, law enforcement, medical treatment facilities, and other service providers).
- Raising awareness of domestic violence services in the LGBTIQ+ community.

2. Programmatic Components

a. All Subrecipients must provide the following services:

- Twenty-Four-hour Crisis Hotline or access to an After-Hours Hotline

Subrecipients must provide a 24-hour crisis hotline, seven days per week. Immediate crisis intervention and assistance to LGBTIQ+ domestic violence victims/survivors of domestic violence and their children must be provided through a crisis hotline by agency staff and/or volunteers who are trained domestic violence counselors, pursuant to Evidence Code §1037.1. Subrecipients that do not have a 24-hour crisis hotline must collaborate with a partner agency in their local service area to provide access to an after-hours hotline

- Counseling (Individual and Peer Group)

Individual – Subrecipients must provide a means for LGBTIQ+ domestic violence victims/survivors and their children to obtain individual counseling when it is requested. Paid or volunteer staff may provide this service, pursuant to Evidence Code §1037.1. The Counseling requirement may also be met by the development and implementation of written procedures for referrals to qualified professional counselors and/or counseling agencies.

Group Counseling – Subrecipients must provide interactive group counseling services, with staff and/or appropriately trained volunteer facilitators, pursuant to Evidence Code §1037.1.

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- Business Center

Subrecipients must have at least one established, well publicized, business center (office) location. This office will be utilized to provide information, referral, and overall assistance to LGBTIQ+ domestic violence victims/survivors and their children. This business center must be accessible to all victims/survivors (NOT just those victims/survivors in need of shelter). At a minimum, business centers must be open during routine business hours (i.e., Monday through Friday, 9:00 a.m. – 5:00 p.m.).

Business centers may be closed for holidays designated in the agency's Holiday Policy.

- Legal Assistance with Temporary Restraining Orders/Other Protective Orders and Custody Disputes

Subrecipients must have qualified staff to provide information and assistance to LGBTIQ+ domestic violence victims/survivors in the understanding, preparation, and processing of legal documents necessary to obtain temporary restraining orders, other protective orders, and/or custody orders. This requirement may be met by developing Operational Agreements (OAs) with an appropriate referral agency.

- Criminal Justice and Social Service Advocacy

Subrecipients must provide a means of advocacy to LGBTIQ+ domestic violence victims/survivors, as necessary, to intervene on their behalf with the criminal justice system and social services agencies (e.g., district attorney's office, courts, victim/witness assistance programs, social service agencies, Cal WORKS, schools, county offices, non-governmental social service providers, etc.). Advocacy includes accompanying survivors to court and social service providers.

This service may be met through referrals to local Victim Witness Assistance Programs as needed.

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- Educational Workshops and/or Publications

Subrecipients must provide educational workshops and/or publications to staff and LGBTIQ+ domestic violence victims/survivors as a means of providing education and awareness.

Publications produced in part or in whole with federal funds will require the following credit reference: "This publication was supported by funding awarded by (state/federal grant fund) (Grant Subaward number) through the California Governor's Office of Emergency Services.

- Community Resource and Referrals

Subrecipients must establish themselves as active participants and advocates in the local public and private health and social services network for the timely and comprehensive response to the needs to LGBTIQ+ domestic violence victims/survivors of domestic violence and their children. Subrecipients must collaborate with all local health, public health, and social services agencies that are available to assist LGBTIQ+ domestic violence victims/survivors and their children, and when appropriate, must refer victims to those agencies.

- Emergency Shelter Access or Shelter Referral

Upon request by the client, Subrecipients must assist LGBTIQ+ domestic violence victims/survivors in establishing a new residence (e.g., furniture, food transportation, cash donations, etc.).

- Establish, maintain, and participate in the local community service network to ensure appropriate response to LGBTIQ+ domestic violence victims/survivors' needs

The Subrecipient must establish itself as an active participant in the local public and private social services network, (i.e., the local domestic violence council and any other collaborative domestic violence partnerships, advocating for the timely and comprehensive response to domestic violence survivors' needs). Subrecipients must maintain contact with all local agencies that are available to assist domestic violence

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victims/survivors, and, when appropriate, must refer LGBTIQ+ victims/survivors to those agencies.

A referral resource list must be developed, maintained, regularly updated, and include the following:

- Law enforcement agencies
- District and city attorney's offices
- Medical care providers
- Mental health treatment facilities
- County social services and child protective services agencies
- Other domestic violence service providers
- Sexual assault service providers
- Cal OES Victim/Witness Assistance Program Subrecipients
- Family Justice Centers

b. Access to Services

- Services shall be made available to all LGBTIQ+ domestic violence victims/survivors; no income eligibility standard may be imposed upon individuals with respect to eligibility for assistance or services supported by state and federal funds. In addition, Subrecipients must advertise services within the targeted service area.

c. 40-hour Training – Domestic Violence Counselors

- Subrecipients must ensure advocates and volunteers working with LGBTIQ+ domestic violence victims/survivors and their children meet the requirements of a "domestic violence counselor," pursuant to Evidence Code §1037.1(a)(1). Subrecipients must provide this training in accordance with Evidence Code §1037.1(a)(2) which states, "The 40 hours of training must be supervised by an individual who qualifies as a counselor," pursuant to Evidence Code Section §1037.1(a)(1), "and who has at least one year of experience

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counseling domestic violence victims of the domestic violence victim service organization." The training shall include, but need not be limited to, the following areas:

- 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 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
- Referral services available to domestic violence victims
- Subrecipients must complete the Cal OES Training Summary: 40-Hour Domestic Violence Counselor Training form and retain this form and the training agenda for review by Cal OES upon request.
- In certain instances (new staff hired just after scheduled training, less than five participants, etc.) Subrecipients may send advocates to the training of nearby Cal OES-funded Subrecipients.
- Subrecipients must attach a copy of the corresponding training course agenda to each certificate of completion issued. The certificates and agenda shall be maintained in the staff/volunteer personnel file for each domestic violence counselor providing direct services to LGBTIQ+ victims/survivors.
- The California Partnership to End Domestic Violence (The Partnership), with support from Cal OES, has an online portal to access the 40-hour training curriculum and materials which fulfills the State's requirements for domestic violence counselors. This tool can be accessed on the Partnership's website: <https://cpedv.memberclicks.net/sample-40-hour->

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training <https://cpedv.memberclicks.net/sample-40-hour-training-curriculum> curriculum.

d. Assistance with California Victim Compensation Board Claims

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

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

e. Victims of Crime Resource Center

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

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

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

f. Operational Agreements

OAs with the following agencies in the service area are required:

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- Cal OES Domestic Violence Assistance Program Subrecipient(s)
- Cal OES Rape Crisis Program Subrecipient(s)
- Law enforcement
- District Attorney's office(s)
- Cal OES Victim/Witness Assistance Program(s)
- Hospitals/medical treatment facilities
- Other domestic violence agencies with overlapping service areas

OAs must contain original signatures, titles, and agency names for both parties and include dates effective for the proposed subaward performance period. These documents must demonstrate a formal system of networking and coordination with other agencies and the Applicant.

Submission of a copy of each OA is required with the grant proposal.

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

3. Reporting Requirements

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

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	July 1, 2023 – December 31, 2023	January 31, 2024
Final Report	January 1, 2024 – June 30, 2024	July 31, 2024

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PART II – RFP INSTRUCTIONS

- 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. 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

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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 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

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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).

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

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- 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*.

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) – Maximum Four 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.

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- 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.

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.**

a. Problem Statement – Maximum Three Pages

In narrative form, address the following:

- 1) Describe the history of the Applicant's involvement with the LGBTIQ+ community.
- 2) Describe the Applicant's understanding of domestic violence issues as they pertain to the LGBTIQ+ community. Please specify explanations as it pertains to each facet of the LGBTIQ+ community.
- 3) Describe the service area, including other domestic violence service providers.
- 4) Use measurable statistics to describe the need for domestic violence services in the Applicant's identified service area specific to the LGBTIQ+ community.
- 5) Describe the other services the Applicant currently provides to LGBTIQ+ domestic violence victims/survivors.

a. Plan – Maximum Eight Pages

In narrative form, address the following:

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- 1) Describe how the 24-hour crisis hotline will be provided seven days per week.
- 2) Describe how LGBTIQ+ -centered individual and peer group counseling will be provided or referred out.
- 3) Describe how the business center (office) will be in a well-publicized location, how it will be used and what the hours of operation are.
- 4) Describe how LGBTIQ+ domestic violence victims/survivors will be provided information and assistance in the understanding, preparation, and processing of legal documents.
- 5) Describe the Applicant's plan to provide advocacy for LGBTIQ+ domestic violence victims/survivors to intervene on their behalf with the criminal justice system and social services agencies.
- 6) Describe the Applicant's plan to provide educational workshops and/or publications to staff and LGBTIQ+ domestic violence victims/survivors as a means of providing education and awareness.
- 7) Describe the Applicant's plan to collaborate with local and public health agencies to assist LGBTIQ+ domestic violence victims/survivors.
- 8) Describe how the Applicant will assist LGBTIQ+ domestic violence victims/survivors in establishing a new residence.
- 9) Describe the Applicant's plan to establish, maintain, and participate in the local public and private social services network.
- 10) Describe the Applicant's plan to develop a referral list with local agencies to assist and refer LGBTIQ+ domestic violence victims/survivors.
- 11) Describe strategies that will be used to reach underserved sectors of the LGBTIQ+ community, such as youth, people of color, immigrants, the elderly, etc.

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- 12) Describe the Applicant's plan to address the growing demand for services for LGBTIQ+ domestic violence victims/survivors.
- 13) Describe how the Applicant provides training to staff on how to appropriately serve LGBTIQ+ domestic violence victims/survivors.
- 14) Describe the Applicant's plan to ensure all domestic violence counselors (paid and volunteer) meet the requirements of a domestic violence counselor pursuant to Evidence Code Section §1037.1(a)(1)
- 15) Describe how the Applicant plans to provide adequate shelter or shelter referrals to LGBTIQ+ domestic violence victims/survivors.

b. Capabilities – Maximum Four Pages

In narrative form, address the following:

- 1) Describe the Applicant's experience working with the LGBTIQ+ community.
- 2) Describe how the Applicant's agency operates with the primary purpose of providing services to the LGBTIQ+ domestic violence victims/survivors.
- 3) Describe the qualifications and training of proposed staff.
- 4) Describe the Applicant's experience working with LGBTIQ+ domestic violence victims/survivors.
- 5) Describe the Applicant's experience conducting domestic violence prevention and/or outreach activities for the LGBTIQ+ community.
- 6) Describe the Applicant's ability to implement the plan proposed in this proposal.

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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. 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. 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. 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.**

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16. 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.**

17. 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.**

18. 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. Letter of Certification

The Letter of Certification is written confirmation verifying information specific to the Applicant's organization. **This document may or may**

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not be required. If required information will be included in Part I, Subpart D.

3. 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.**

4. Operational Agreements

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*). **This document may or may not be required. If required, information will be included in Part I, Subpart G.**

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*)

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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

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

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; notes are not 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.

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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 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.

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

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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.

3. 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.

4. 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.

5. 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

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the United States Government, subsequent to the execution of the Grant Subaward.

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PART IV – RATING SHEET

Control # _____

Rater # _____

Applicant _____

Funds Requested: _____

<u>CATEGORY</u>	<u>TOTAL POINTS POSSIBLE</u>
A. PROBLEM STATEMENT (normally 10-15% of the total)	<u>50</u>
B. PLAN (normally 35% of the total)	<u>150</u>
C. CAPABILITIES (normally 25% of the total)	<u>120</u>
D. BUDGET PAGES & NARRATIVE (normally 15% of the total)	<u>60</u>
E. COMPREHENSIVE ASSESSMENT (normally 10-15% of the total)	<u>40</u>
TOTAL	<u>420</u>

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
<p>a. Problem Statement (Maximum Three Pages) How well does the proposal:</p>	0	3	5	7	10
1) Describe the history of the Applicant's involvement with the LGBTIQA+ community.					
2) Describe the Applicant's understanding of domestic violence issues as they pertain to the LGBTIQA+ community. Please specify explanations as it pertains to each facet of the LGBTIQA+ community.					
3) Describe the service area, including other domestic violence service providers.					
4) Use measurable statistics to describe the need for domestic violence services in the Applicant's identified service area specific to the LGBTIQA+ community.					
5) Describe the other services the applicant currently provides to LGBTIQA+ domestic violence victims/survivors.					
<p>b. Plan (Maximum Eight Pages) How well does the proposal:</p>	0	3	5	7	10
1) Describe how the 24-hour crisis hotline will be provided seven days per week.					
2) Describe how LGBTIQA+-centered individual and peer group counseling will be provided or referred out.					
3) Describe how the business center (office) will be in a well-publicized location, how it will be used and what the hours of operation are.					
4) Describe how LGBTIQA+ domestic violence victims/survivors will be provided information and assistance in the understanding, preparation, and processing of legal documents.					

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PROGRAMMATIC NARRATIVE	I	II	III	IV	V
5) Describe the Applicant's plan to provide advocacy for LGBTIQ+ domestic violence victims/survivors to intervene on their behalf with the criminal justice system and social services agencies.					
6) Describe the Applicant's plan to provide educational workshops and/or publications to staff and LGBTIQ+ domestic violence victims/survivors as a means of providing education and awareness.					
7) Describe the Applicant's plan to collaborate with local and public health agencies to assist LGBTIQ+ domestic violence victims/survivors.					
8) Describe how the Applicant will assist LGBTIQ+ domestic violence victims/survivors in establishing a new residence.					
9) Describe the Applicant's plan to establish, maintain, and participate in the local public and private social services network.					
10) Describe the Applicant's plan to develop a referral list with local agencies, to assist and refer LGBTIQ+ domestic violence victims/survivors.					
11) Describe strategies that will be used to reach underserved sectors of the LGBTIQ+ community, such as youth, people of color, immigrants, the elderly, etc.					
12) Describe the Applicant's plan to address the growing demand for services for LGBTIQ+ domestic violence victims/survivors.					
13) Describe how the Applicant provides training to staff on how appropriately					

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PROGRAMMATIC NARRATIVE	I	II	III	IV	V
serve LGBTQ+ domestic violence victims/survivors.					
14) Describe the Applicant's plan to ensure all domestic violence counselors (paid and volunteer) meet the requirements of a domestic violence counselor pursuant to Evidence Code Section §1037.1(a)(1).					
15) Describe how the Applicant plans to provide adequate shelter or shelter referrals to LGBTIQA+ domestic violence victims/survivors.					
c. Capabilities (Maximum Four Pages) How well does the proposal:	0	5	10	15	20
1) Describe the Applicant's experience working with the LGBTIQA+ community.					
2) Describe how the Applicant's agency operates with the primary purpose of providing services to the LGBTIQA+ domestic violence victims/survivors.					
3) Describe the qualifications and training of proposed staff.					
4) Describe the Applicant's experience working with LGBTIQA+ domestic violence victims/survivors.					
5) Describe the Applicant's experience conducting domestic violence prevention and/or outreach activities for the LGBTIQA+ community.					
6) Describe the Applicant's ability to implement the plan proposed in this proposal.					
BUDGET PAGES & NARRATIVE (Maximum Four Pages)	0	5	10	15	20
1) How well do the proposed Budget Pages & Narrative support the objectives and activities?					

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PROGRAMMATIC NARRATIVE	I	II	III	IV	V
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?					
COMPREHENSIVE ASSESSMENT	0	5	10	15	20
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., where formatting requirements as specified in Part II, B, C, & D followed?)					

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PART V – 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 Applicants.

- 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](#)) Pages with Single 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
- FVPS FVPA FVCO FVSA FEDERAL FUND GRANT SUBAWARD ASSURANCES (Cal OES Form 2-109f) – Signed by the Official Designee who signed the Grant Subaward Face Sheet
- GRANT SUBAWARD SERVICE AREA INFORMATION ([Cal OES Form 2-154](#))
- ORGANIZATIONAL CHART
- [SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT](#)

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

- NON-COMPETITIVE PROCUREMENT REQUEST ([Cal OES Form 2-156](#))
- OUT-OF-STATE TRAVEL REQUEST ([Cal OES Form 2-158](#))
- INDEPENDENT CONTRACTOR/CONSULTANT RATE EXEMPTION REQUEST ([Cal OES Form 2-164](#))
- 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](#))
- INDIRECT COST RATE AGREEMENT
- OPERATIONAL AGREEMENTS, Refer to Part I, G.