



## 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:

### **DOMESTIC VIOLENCE ASSISTANCE (DV) PROGRAM**

Release Date: October 13, 2022

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 comprehensive support, including emergency shelter, to domestic violence victims/survivors and their children and to provide support for the development and establishment of domestic violence services to unserved and underserved populations. This specific RFP is soliciting proposals to provide culturally specific services (i.e., culturally relevant, and linguistically specific).

#### **Eligibility:**

Applicants must (1) be a non-governmental organization or entity, (2) not be currently funded through the DV Program, (3) meet the criteria of a Domestic Violence Shelter Service Provider (DVSSP), per Penal Code §13823.15, and (4) have the primary purpose of providing culturally specific services to one or more racial or ethnic community(ies).

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

January 1, 2023 – September 30, 2023

#### **Available Funding:**

Individual Applicants may request up to \$268,793.

#### **Submission Deadline:**

December 8, 2022



3650 SCHRIEVER AVENUE, MATHER, CA 95655

(916) 328-7603 TELEPHONE

[CalOES Website](#)

# DOMESTIC VIOLENCE ASSISTANCE (DV) PROGRAM RFP

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## 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
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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:

Luba Villarreal, Program Specialist  
[luba.villarreal@caloes.ca.gov](mailto:luba.villarreal@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 Thursday, December 8, 2022**. 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 a non-governmental organization or entity.
- Applicants must not be currently funded through the DV Program.
- Applicants must meet the criteria of a Domestic Violence Shelter Service Provider (DVSSP), per Penal Code § 13823.15.
- Applicants must have the primary purpose of providing culturally specific services to one or two racial, ethnic, and/or linguistically specific community(ies).

Note: If the culturally specific program is one division within a larger organization with other focuses (for example, a domestic violence organization with a division that focuses on Hispanic domestic violence victims), the organization is not eligible because providing culturally specific services is not the primary purpose of the organization as a whole.

- The proposal must be submitted per the instructions in Part I, Subpart C.
- Proposals must include a letter, on agency letterhead, certifying the Applicant (1) has the primary purpose of providing culturally specific services to one or two racial, ethnic, and/or linguistically specific community(ies), (2) identify the one or two community(ies), and (3) that they operate an established system of services providing safe and confidential emergency housing on a 24-hour basis for domestic violence victims/survivors and their children, including, but not limited to, hotel or motel arrangements, haven, and safe houses per Penal Code § 13283.15 (15)(B).

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

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### 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 PU 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 January 1, 2023 – September 30, 2023. Successful Subrecipients will be eligible for a non-competitive reapplication for consecutive years, contingent upon availability of funds.

### F. FUNDING INFORMATION

There is \$537,587 available for the Program for the Grant Subaward performance period. Funding is contingent upon availability of funds.

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### 1. Funding Amount

Applicants may apply for up to 268,793, for the initial 9-month Grant Subaward performance period. Applicants will be able to reapply non-competitively for consecutive 12-month Grant Subaward performance periods with a future Grant Subaward performance period of October – September (to align with other DV Program Subrecipients). Although the Grant Subaward performance period will be longer, funding will remain at the \$268,793, pending the availability of funds. The shorter, 9-month initial Grant Subaward performance period will allow Subrecipients funding for any start-up costs.

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

2021 VOCA	2022 FVPS	2022 DVPO (2022 FVPS MATCH)	2022 DVPO (REMAINING – NOT USED FOR MATCH)	TOTAL PROJECT COST
\$127,854	\$39,949	\$9,987	\$91,003	\$268,793

The total amount of DVPO that should be indicated on the Grant Subaward Face Sheet (Cal OES 2-101) is \$100,990.

### 2. Funding Source(s)

Detailed information on all VS Branch federal fund sources can be found in the [VS Branch Federal Fund Information Guide](#). Applicants are **strongly encouraged** to review this document to familiarize themselves with the requirements for all fund sources that support this Program.

The Program is supported through the following funds:

a. Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program (Formula Grant Program)

- Supports eligible crime victim assistance programs.
- Requires a cash and/or in-kind match equal to 20 percent of the total project cost. Applicants must request a full match waiver (match waiver requests are not considered during the Proposal Rating process).

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- Applicants must submit the VOCA Match Waiver Request Form (Cal OES Form 2-159) with their proposal. Up to two VOCA fund sources can be entered on one form. An additional VOCA Match Waiver Request Form may be necessary when there are more than two VOCA fund sources. All sections of the form must be completed and answers to questions 6 and 7 must be specific and unique to the Applicant and Program.
  - Cal OES's four-character code for this federal fund is VOCA. This code will be in the drop-down on the Grant Subaward Face Sheet (Cal OES Form 2-101).
- b. Family Violence Prevention and Services/Domestic Violence Shelter and Supportive Services Grant Program
- Supports services to domestic violence victims/survivors and prevention activities.
  - Requires a cash or in-kind match equal to 20 percent of the total project cost. (Met with DVP0 funds).
  - 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)
- c. State General Fund
- The State General Fund provides for the implementation of 14 services to domestic violence victims/survivors and their children pursuant to Penal Code § 13823.15.
  - There is no match requirement, however these funds can be used to match federal funds.
  - Cal OES's four-digit code for this federal fund is DVP0. 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**

The purpose of the Program is to provide comprehensive support, including emergency shelter, to domestic violence victims/survivors and their children and to provide support for the development and establishment of domestic violence services to unserved and



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underserved populations. This specific RFP is soliciting proposals to provide culturally specific services (i.e., culturally relevant, and linguistically specific).

Per Penal Code § 13823.15-13823.16, all Subrecipients must provide access to emergency shelter and the supportive services, listed under the Program Components.

### 2. Programmatic Components

#### a. Twenty-Four-Hour Crisis Hotline

Subrecipient must provide a 24-hour crisis hotline, seven days per week. Immediate crisis intervention and assistance must be provided through this telephone response by agency staff and/or volunteers who are trained domestic violence counselors, pursuant to Evidence Code § 1037.1. Agencies may collaborate to provide this service.

#### b. Counseling (Individual and Peer Group)

Subrecipients must provide individual counseling. 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 professionals, counselors, and/or counseling agencies.

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

#### c. Business Center

Subrecipients must have at least one established, well publicized, business center (office) location. This office will be used to provide information, referral, and overall assistance to domestic violence victims/survivors and their children. This business center must be accessible to all domestic violence victims/survivors (not just domestic violence 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.

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- d. Emergency Shelter for Domestic Violence Victims/Survivors and Their Children

Subrecipients must provide confidential emergency shelter services. Pursuant to Penal Code § 13823.15(f)(15)(B), emergency shelter services for domestic violence victims/survivors and their children are defined as (B) "... safe and confidential emergency housing on a 24-hour basis for domestic violence victims/survivors and their children, including but not limited to, hotel or motel arrangements, havens, and safe houses." Interim shelter provisions must be provided when there is no availability at the designated shelter.

- e. Emergency Food and Clothing

Subrecipients must respond to immediate food and clothing needs. This requirement may be met through referrals by the development and implementation of written Operational Agreements (OAs) with community organizations that offer these services.

- f. Emergency Response to Calls from Law Enforcement

Subrecipients must provide 24-hour telephone response to law enforcement agencies in the service area, seeking emergency services for domestic violence victims/survivors and their children.

Written OAs must be in place and include the types of emergency services available (e.g., shelter, clothing, goods, and counseling) and protocols for how the law enforcement agency and the Subrecipient will coordinate the provision of services to domestic violence victims/survivors and their children (e.g., procedure for field response and inter-agency communication protocols).

A list of services provided by the Subrecipient, including shelter and all supportive services, will be provided to all local law enforcement agencies, and will be updated regularly.

- g. Medical Advocacy and Emergency Response

Subrecipients must provide 24-hour telephone response to local hospital emergency rooms, medical clinics, and medical offices within the service area to establish and/or maintain a plan for the treatment and assistance of domestic violence victims/survivors.

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Written OAs must be in place and include a description of how services are coordinated with local hospital emergency rooms (e.g., how referrals are made by emergency rooms to the Subrecipient, the procedure for how the Subrecipient responds to the referrals, and whether there is a system for follow-up by the Subrecipient).

h. Transportation

Subrecipients must make emergency transportation available to shelters or other places of safety as appropriate. Subrecipients should also provide non-emergency transportation. This can be met by providing vouchers, cash, and/or by transporting the domestic violence victim/survivor.

i. Counseling for Children

Subrecipients must provide counseling services to children of domestic violence victims/survivors. The counseling must be goal-oriented, topic-focused, and age appropriate. Paid or volunteer staff may provide this service. These structured and facilitated services should be provided at the shelter and/or business center. This requirement may be met through referrals by developing and implementing OAs with qualified counselors and/or counseling agencies.

j. Criminal Justice and Social Services Advocacy

Subrecipients must provide advocacy when necessary to intervene on behalf of domestic violence victims/survivors with the criminal justice system and social services agencies (e.g., district attorney's offices, courts, Victim/Witness Programs, social service agencies, Cal WORKS, schools, county offices, non-governmental social service providers, etc.). This may include accompaniment to the above agencies, except for courts.

k. Legal Assistance

Subrecipients must have qualified staff provide information and assistance with understanding, preparing, and processing legal documents that are necessary to obtain temporary restraining orders and other protective orders and/or custody orders. This requirement may be met by developing OAs with an appropriate referral agency.

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l. Court Accompaniment

Subrecipients must provide accompaniment by an advocate to criminal and/or civil court hearings. This service may be met through referrals to Victim/Witness Programs.

m. Local Community Service Network

Subrecipients must establish themselves as active participants in the local public and private social services network(s), (i.e., the local Domestic Violence Council and other collaborative domestic violence partnerships advocating for the timely and comprehensive response to the needs of domestic violence victims/survivors). Subrecipients must maintain contact with all local agencies that are available to assist domestic violence victims/survivors, and when appropriate, must refer domestic violence victims/survivors to those agencies.

n. Household Establishment

Subrecipients must assist domestic violence victims/survivors in establishing a new residence (e.g., furniture, food, transportation, cash donations, etc.).

o. Children's Program

Subrecipients must ensure that the needs of children of domestic violence victims/survivors are met, including, but not limited to, arranging for school-aged children to continue their education during their stay at a shelter.

p. Transitional Housing

Transitional housing assistance is a valuable service that may be provided in addition to the core program components. Providing transitional housing assistance is not a mandated objective within the statutory guidelines, it is optional and may be provided at the discretion of the Subrecipient. Subrecipients may use up to 20 percent of their total Grant Subaward funds to provide transitional housing assistance. To allocate funds for transitional housing assistance, Subrecipients must adhere to the following:

- All expenditures for this service must be used to exclusively help domestic violence victims/survivors.

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- Expenses must be approved in advance by Cal OES

All 14 of the required Program Components must be provided by the Subrecipient and fully operational.

q. Non-Discrimination Service Policy

Subrecipients must have written policies ensuring all services are inclusive of all domestic violence victims/survivors and their children. No person shall be excluded from participation in services based on race, color, religion, national origin, sex, gender identity, sexual orientation, or disability. Subrecipients may not have policies excluding male dependent children from the shelter.

When necessary, sex-segregated services (e.g., shelter, support groups) are allowed. A written justification for the need for sex-segregated services is required. When offering sex-segregated services, Subrecipients must ensure services are comparable. For example, if Subrecipients provide female domestic violence victims/survivors with shelter for 90 days with access to meals, they must also provide male domestic violence victims/survivors with the exact same services.

Subrecipients must comply with the Americans with Disabilities Act (ADA) of 1990, 42 U.S.C. 12101, *et seq.*, and Title 28 of the Code of Federal Regulations, part 35. Subrecipients must make sure each service is accessible to, and usable by, individuals with disabilities. Subrecipients may comply with the requirements of this section through redesign of equipment, reassignment of services to accessible buildings, assignment of aides to beneficiaries, home visits, alteration of existing facilities and construction of new facilities, use of accessible rolling stock or other conveyances, or any other methods that result in making its services, programs, or activities readily accessible to and usable by individuals with disabilities.

Subrecipients must ensure that communication with individuals with disabilities is as effective as communication with others without disabilities. This includes the use of telephone telecommunications systems. Subrecipients must also ensure that individuals with impaired vision or impaired hearing can obtain information on the existence and location of accessible services, activities, and facilities, as well as provide appropriate signage.

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This includes all written materials and media (e.g., brochures, applications, consent forms, videos, etc.).

r. Voluntary Participation in Services

Domestic violence victims/survivors are not required to participate in supportive services to access emergency shelter. Resources accessed by a domestic violence victim/survivor must be voluntary and cannot be a condition for participation in other services or programs. Subrecipients must have written policies for voluntary participation that are posted in common areas where they can be visibly seen or accessed (e.g., intake form, business office lobby, counseling room(s), restrooms, and shelter common areas).

As appropriate, communal living rules are allowed but Subrecipients are encouraged to keep rules or guidelines to a minimum. Domestic violence victims/survivors using the services may be asked to leave a program if that person purposely and willingly violates the Subrecipient's rules in a manner that endangers the safety and well-being of the other participants, children, or staff.

s. Client Confidentiality

Federal statute explicitly recognizes the privacy needs of domestic violence victims/survivors. Following that statutory precedent, Subrecipients must protect the privacy and confidentiality of domestic violence victims/survivors. This protection should include, but not be limited to, maintaining confidential client files in a locked filing cabinet or storage room for a period of no less than three years. Subrecipients are obligated to maintain written protocols ensuring the confidentiality of client information from the point of collection to the point of destruction

t. 40-Hour Training for Domestic Violence Counselors

Evidence Code § 1037.1 requires Subrecipients to appropriately train advocates and volunteers prior to providing services to domestic violence victims/survivors and their children.

The training must be supervised by a domestic violence counselor with at least a year of experience counseling domestic violence

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victims/survivors for the agency and include the following training topics:

- History of domestic violence.
- Civil and criminal law as it relates to domestic violence, the domestic violence victim-counselor privilege, and other laws that protect the confidentiality of domestic violence victim/survivor records and information.
- Societal attitudes toward domestic violence.
- Peer counseling techniques.
- Housing, public assistance, and other financial resources available to meet the financial needs of domestic violence victims/survivors.
- Referral services available to domestic violence victims/survivors.

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

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

Subrecipients using distance learning must provide a brief narrative describing how the training will be provided. The narrative must be provided in the Proposal when addressing the 40-Hour Training program component.

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

The California Partnership to End Domestic Violence (The Partnership) is a resource for assistance in implementing the required training areas and training topics.

The Partnership, with support from Cal OES, has an online portal for access to a 40-hour training curriculum and materials which fulfill 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-training-curriculum>.

You must be a member of The Partnership to access the online portal. If you are not a member of The Partnership but are a Cal OES Subrecipient you may gain access by emailing [info@cpedv.org](mailto:info@cpedv.org) and requesting a username and password.

u. Operational Agreements (OAs)

OAs with the following agencies are required:

- Local law enforcement
- District attorney's office(s)
- Victim/Witness Assistance program(s)
- Child Protective Services
- Hospitals/medical treatment facilities
- Other domestic violence agencies with overlapping service areas

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*). Applicants must submit an Operational Agreement Summary Form listing the required agencies

v. Language Access Plan

In accordance with the U.S. Department of Justice, Title VI of the Civil Rights Act of 1964 42 U.S.C § 2000d, *et seq.*, Executive Order



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13166, the Americans with Disabilities Act and Section 504 of the rehabilitation Act of 1973, DV Program Subrecipients are required to implement meaningful language access policies and practices in order to ensure access to programs and services for domestic violence victims/survivors and their children who have limited to non-existent English proficiency, including access to sign language interpreter services for domestic violence victims/survivors who are deaf and hard of hearing.

Language Access Plans should address the following:

- Most prevalent languages spoken in the community (i.e., service area).
- Most prevalent languages domestic violence victims/survivors present with when requesting services.
- How the Applicant currently accommodates requests for services in each of the most prevalent languages spoken in the community. Please be specific (e.g., bilingual staff, volunteers, interpreters, communication devices, braille, etc.).
- Languages represented on the Applicant's website and outreach materials.
- How the Applicant meets the needs of domestic violence victims/survivors that are deaf and hard of hearing.
- How the Applicant implements their Language Access Plan and ensures accessibility to domestic violence victims/survivors and their children, including domestic violence victims/survivors who are deaf and hard of hearing.
- How the Applicant supports the expenses incurred from the development and implementation of their Language Access Plan.

Language Access Plan resources are available on the Partnership website at [www.cpedv.org](http://www.cpedv.org) or by clicking the links below:

- Model Protocol on Services for Limited English Proficient Immigrant and Refugee Victims – Washington State Coalition Against Domestic Violence, November 2002: [LEP victims protocol - final.PDF \(wscadv.org\)](#).

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- Asian & Pacific Islander Institute on Domestic Violence, APIA Health Forum – Resource Guide for Advocates & Attorneys on Interpretation Services for Domestic Violence Victims:  
<https://www.api-gbv.org/resources/interpretation-resource-guide/>.
- Illinois Supreme Court Language Access Policy:  
[http://www.illinoiscourts.gov/civiljustice/languageaccess/Language\\_Access\\_Policy.pdf](http://www.illinoiscourts.gov/civiljustice/languageaccess/Language_Access_Policy.pdf).

w. Diversity, Equity, and Inclusion (DEI) Plan

**Diversity** refers to the different characteristics among a group of people. This includes race, ethnicity, gender, gender identity, sexual orientation, age, and socioeconomics. It can also refer to differences in physical ability, veteran status, or whether or not someone has kids.

**Equity** is the process of ensuring that processes and programs are impartial, fair, and provide equal possible outcomes for every individual. This includes having learning and development programs for every domestic violence victim/survivor, employee, volunteer, and board member.

**Inclusion** can be summed up as giving every domestic violence victim/survivor, employee, volunteer and/or board member a sense of belonging. This means they feel comfortable and supported by the organization when it comes to being their most authentic selves.

Applicants must look at the makeup of their organization and develop a DEI Plan to address any gaps in their agency.

DEI Plans should address the following:

- The gaps identified for diversity, equity, and inclusion as described above.
- Strategies to fill the identified gaps.
- Demographics of domestic violence victims/survivors with the historically combined populations (e.g., Asian/Pacific Islander, American Indian/Alaska Native and Native Hawaiian/Other Pacific Islander, etc.) disaggregated.

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- Demographic comparison of the Subrecipient (i.e., board members, executive team, employees, and volunteers) and the domestic violence victims/survivors served.

**Grant Subaward funds may be used to support the development and implementation of the Language Access and DEI Plans. Subrecipients may include costs on their Grant Subaward Budget Pages (Cal OES 2-106a).**

**Submission of these plans is part of an effort to identify gaps in services, these plans are due with the 6<sup>th</sup> month Progress Report and will be reviewed for potential additional data points to be added to the Cal OES Progress Report in future years.**

x. 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.

y. 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

## DOMESTIC VIOLENCE ASSISTANCE (DV) PROGRAM RFP

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research on victims' rights to service providers, and educational presentations.

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

### 3. Reporting Requirements

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

#### a. Cal OES Progress Reports

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

**Staff Note: Below is sample of progress report dates for Subawards that start October 1st and end September 30th. Please note that these dates will vary depending on when your start/end date is. Due dates are 30 days after the end of the Report Period. If the 30th day is a weekend or holiday, use the day after as the due date.**

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

#### b. Office for Victims of Crime (OVC) Reports

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

##### 1) Subgrant Award Report (SAR)

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

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### 2) Subgrantee Report

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

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

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

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

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### PART II – RFP INSTRUCTIONS

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

#### 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.

## **DOMESTIC VIOLENCE ASSISTANCE (DV) PROGRAM RFP**

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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).

Every year, Cal OES updates the Federal Fund Grant Subaward Assurances (Cal OES Form 2-109a-g) to ensure that any new

## **DOMESTIC VIOLENCE ASSISTANCE (DV) PROGRAM RFP**

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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 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).



## **DOMESTIC VIOLENCE ASSISTANCE (DV) PROGRAM RFP**

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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).

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

## **DOMESTIC VIOLENCE ASSISTANCE (DV) PROGRAM RFP**

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### 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).

## **DOMESTIC VIOLENCE ASSISTANCE (DV) PROGRAM RFP**

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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 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.
- 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.**

a. Problem Statement – Maximum Four Pages

In narrative form, address the following:

- 1) Describe the primary purpose of the organization and how it meets the intent of this Program.
- 2) Clearly indicate the racial, ethnic, and/or linguistically specific community(ies) the Applicant currently serves, including demographics, barriers to reaching the community(ies), and other relevant cultural factors.

## **DOMESTIC VIOLENCE ASSISTANCE (DV) PROGRAM RFP**

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- 3) Describe the service area, including other domestic violence service providers.
- 4) Describe the Applicant's established system of services providing safe and confidential emergency housing on a 24-hour basis for domestic violence victims/survivors and their children and how these services are inadequate to meet the need.
- 5) Describe the other services the Applicant provides to domestic violence victims/survivors and their children and how these services are inadequate to meet the need.

b. Plan – Maximum Twelve Pages

In narrative form, address the following:

- 1) Describe how the 24-hour crisis hotline will be provided seven days per week.
- 2) Describe how 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 confidential emergency shelter services for domestic violence victims/survivors and their children will be provided.
- 5) Describe how there will be an immediate response to domestic violence victims/survivors who need food and clothing.
- 6) Describe how 24-hour telephone response to law enforcement agencies in the target area will be provided.
- 7) Describe how 24-hour telephone response to local hospital emergency rooms, medical clinics, and medical offices to establish a plan for the treatment and assistance to domestic violence victims/survivors will be provided.

## **DOMESTIC VIOLENCE ASSISTANCE (DV) PROGRAM RFP**

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- 8) Describe how emergency transportation to shelters or other places of safety, as appropriate, will be made available.
- 9) Describe how counseling services to children of domestic violence victims/survivors that is goal-oriented, topic-focused, and age appropriate will be provided.
- 10) Describe how advocacy when necessary to intervene on behalf of domestic violence victims/survivors with the criminal justice system and social service agencies will be provided.
- 11) Describe how accompaniment by an advocate to criminal and/or civil court hearings will be provided.
- 12) Describe how the Applicant will establish themselves as active participants in the local public and private social services network(s) and maintain contact with all local agencies that are available to assist domestic violence victims/survivors.
- 13) Describe how the Applicant will assist domestic violence victims/survivors in establishing a new residence.
- 14) Describe how the Applicant will ensure that the needs of children of domestic violence victims/survivors are met, including, but not limited to, arranging for school-aged children to continue their education during their stay at the shelter.
- 15) Describe how the Applicant will protect the privacy and confidentiality of domestic violence victims/survivors.
- 16) Describe how the Applicant will appropriately train advocates and volunteers prior to providing services to domestic violence victims/survivors and their children.
- 17) Describe how the Applicant will create a language access plan.
- 18) Describe how the Applicant will create a Diversity, Equity and Inclusion Plan.

## **DOMESTIC VIOLENCE ASSISTANCE (DV) PROGRAM RFP**

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c. Capabilities – Maximum Four Pages

In narrative form, address the following:

- 1) Describe the Applicant's experience working with the people from the identified racial, ethnic, and/or linguistically specific community(ies), including relevant languages spoken by existing staff.
- 2) Describe the Applicant's experience providing services to domestic violence victims/survivors and their children.
- 3) Describe the Applicant's experience administering state and federal funds.
- 4) Describe the Applicant's experience working with other local victim service providers.
- 5) Describe the Applicant's experience effectively working with the criminal justice system.

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.**

11. 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.**

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### 12. 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.**

### 13. 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.**

### 14. 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.**

### 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**

## **DOMESTIC VIOLENCE ASSISTANCE (DV) PROGRAM RFP**

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**Applicant proposes to have a line item on their Grant Subaward Budget Pages (Cal OES Form 2-106a or b) for an independent contractor above the maximum rate.**

16. 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.**

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

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

18. 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.



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### 2. Letter of Certification

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

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- Prohibited Operating Costs (*SRH Section 4.070*)
- Grant Subaward and Other Income (*SRH Section 9.075*)
- Supplanting Prohibited (*SRH Section 1.065*)
- Travel (*SRH Section 4.065*)

### **E. ADMINISTRATIVE REQUIREMENTS**

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

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

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### PART III – SELECTION AND FINALIZING THE GRANT SUBAWARD

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- 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; 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

## **DOMESTIC VIOLENCE ASSISTANCE (DV) PROGRAM RFP**

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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.

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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>100</u>
B. PLAN	<u>180</u>
C. CAPABILITIES	<u>100</u>
D. BUDGET PAGES AND NARRATIVE	<u>60</u>
E. COMPREHENSIVE ASSESSMENT	<u>60</u>
<b>TOTAL</b>	<b><u>500</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:

- 1) **ABSENT:** The response does not address the specific question, or a response was not provided.
- 2) **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.
- 3) **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.
- 4) **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.
- 5) **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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<b>PROGRAMMATIC NARRATIVE</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>V</b>
<p><b>a. Problem Statement</b> (Maximum Four Pages) How well does the proposal address the following <b>AND</b> support the intent of the Program:</p>	<b>0</b>	<b>5</b>	<b>10</b>	<b>15</b>	<b>20</b>
1) Describe the primary purpose of the organization and how it meets the intent of this program.					
2) Clearly indicate the racial, ethnic, and/or linguistically specific community(ies) the Applicant currently serves, including demographics, barriers to reaching the community(ies), and other relevant cultural factors.					
3) Describe the service area, including other domestic violence service providers.					
4) Describe the Applicant's established system of services providing safe and confidential emergency housing on a 24-hour basis for domestic violence victims/survivors and their children and how these services are inadequate to meet the need.					
5) Describe the other services the Applicant provides to domestic violence victims/survivors and their children and how these services are inadequate to meet the need.					
<p><b>b. Plan</b> (Maximum Twelve Pages) How well does the proposal address the following <b>AND</b> support the intent of the Program:</p>	<b>0</b>	<b>4</b>	<b>6</b>	<b>8</b>	<b>10</b>
1) Describe how the 24-hour crisis hotline will be provided seven days per week.					
2) Describe how individual and peer group counseling will be provided or referred out.					
3) Describe how the business center (office) will be in a well-publicized					

**DOMESTIC VIOLENCE ASSISTANCE (DV) PROGRAM RFP**

PROGRAMMATIC NARRATIVE	I	II	III	IV	V
location, how it will be used and what the hours of operation are.					
4) Describe how confidential emergency shelter services for domestic violence victims/survivors and their children will be provided.					
5) Describe how there will be an immediate response to domestic violence victims/survivors who need food and clothing.					
6) Describe how 24-hour telephone response to law enforcement agencies in the target area will be provided.					
7) Describe how 24-hour telephone response to local hospital emergency rooms, medical clinics, and medical offices to establish a plan for the treatment and assistance to domestic violence victims/survivors will be provided.					
8) Describe how emergency transportation to shelters or other places of safety, as appropriate, will be made available.					
9) Describe how counseling services to children of domestic violence victims/survivors that is goal-oriented, topic-focused, and age appropriate be provided.					
10) Describe how advocacy when necessary to intervene on behalf of domestic violence victims/survivors with the criminal justice system and social service agencies will be provided.					
11) Describe how accompaniment by an advocate to criminal and/or civil court hearings will be provided.					



**DOMESTIC VIOLENCE ASSISTANCE (DV) PROGRAM RFP**

PROGRAMMATIC NARRATIVE	I	II	III	IV	V
12) Describe how the Applicant will establish themselves as active participants in the local public and private social services network(s) and maintain contact with all local agencies that are available to assist domestic violence victims/survivors.					
13) Describe how the Applicant will assist domestic violence victims/survivors of domestic violence in establishing a new residence.					
14) Describe how the Applicant will ensure that the needs of children of domestic violence victims/survivors are met, including, but not limited to, arranging for school-aged children to continue their education during their stay at the shelter.					
15) Describe how the Applicant will protect the privacy and confidentiality of domestic violence victims/survivors.					
16) Describe how the Applicant will appropriately train advocates and volunteers prior to providing services to domestic violence victims/survivors and their children.					
17) Describe how the Applicant will create a Language Access Plan.					
18) Describe how the Applicant will create a Diversity, Equity and Inclusion Plan.					
<p><b>c. Capabilities</b> (Maximum Four Pages)            How well does the proposal address the following <b>AND</b> support the intent of the Program:</p>	<b>0</b>	<b>5</b>	<b>10</b>	<b>15</b>	<b>20</b>
1) Describe the Applicant's experience working with the people from the identified racial, ethnic, and/or linguistically specific community(ies), including relevant languages spoken by existing staff.					

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<b>PROGRAMMATIC NARRATIVE</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>V</b>
2) Describe the Applicant's experience providing services to domestic violence victims/survivors and their children.					
3) Describe the Applicant's experience administering state and federal funds.					
4) Describe the Applicant's experience working with other local victim service providers.					
5) Describe the Applicant's experience effectively working with the criminal justice system.					
<b>BUDGET PAGES &amp; NARRATIVE</b> (Maximum Four 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?					
<b>COMPREHENSIVE ASSESSMENT</b>	<b>0</b>	<b>15</b>	<b>30</b>	<b>45</b>	<b>60</b>
1) How well does this proposal support the overall intent, goals, and purpose of the Program?					

## DOMESTIC VIOLENCE ASSISTANCE (DV) 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.

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

- LETTER OF CERTIFICATION, Refer to Part I, 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
- VOCA FEDERAL FUND GRANT SUBAWARD ASSURANCES (CAL OES FORM 2-109d) – Signed by the Official Designee who signed the Grant Subaward Face Sheet
- FVPS FEDERAL FUND GRANT SUBAWARD ASSURANCES (CAL OES FORM 2-109f) – 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

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

- MATCH WAIVER REQUEST ([CAL OES FORM 2-159](#))
- PETTY CASH VICTIM FUND CERTIFICATION ([CAL OES FORM 2-153](#))

## **DOMESTIC VIOLENCE ASSISTANCE (DV) PROGRAM RFP**

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- VOLUNTEER WAIVER REQUEST ([CAL OES FORM 2-155](#))
- 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](#))
- 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.