

## 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:

### **SPECIALIZED EMERGENCY HOUSING (KE) PROGRAM**

Release Date: March 28, 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 KE Program is to expand emergency shelter/emergency housing assistance and provide supportive services for victims of crime with specialized needs (e.g., elderly, youth, men, disabled, lesbian, gay, bisexual, transgender, queer (LGBTQ+), non-English speaking, culturally or religiously marginalized, etc.) who cannot be served through a traditional shelter. In addition, victims must be allowed to choose which supportive services best fit their needs.

#### **Eligibility:**

To be eligible to submit a proposal, Applicants can be a governmental or non-governmental entity and meet the additional requirements on page two.

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

October 1, 2022 – September 30, 2023

#### **Available Funding:**

Individual Applicants may request up to \$300,000.

#### **Submission Deadline:**

Monday, May 23, 2022



# SPECIALIZED EMERGENCY HOUSING (KE) PROGRAM

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# SPECIALIZED EMERGENCY HOUSING (KE) PROGRAM

## PART I – OVERVIEW

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- A. PUBLIC RECORDS ACT NOTICE
  - B. CONTACT INFORMATION
  - C. SUBMISSION DEADLINE AND REQUIREMENTS
  - D. ELIGIBILITY
  - E. GRANT SUBAWARD PERFORMANCE PERIOD
  - F. FUNDS
  - G. PROGRAMMATIC INFORMATION
- 

### A. PUBLIC RECORDS ACT NOTICE

Proposals are subject to the California Public Records Act, Government Code Section 6250, *et seq.* Do not put any personally identifiable information or private information on this proposal. If you believe that any of the information you are putting on this proposal is exempt from the Public Records Act, please indicate what portions of the proposal and the basis for the exemption. The Applicant's 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:

Raeann Jones, Program Specialist  
Staff email address – [Raeann.Jones@caloes.ca.gov](mailto:Raeann.Jones@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 Monday, May 23, 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.

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:

- The Applicant can be a governmental or non-governmental entity.
- The proposal must be submitted per the instructions in C. SUBMISSION DEADLINE AND REQUIREMENTS.

**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 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 DUNS number issued by Dun & Bradstreet. Effective April 4, 2022, Applicants will need a Unique Entity Identifier (Unique Entity ID). Applicants registered in the federal System for Award Management (SAM) have already been assigned a Unique Entity ID and it can be found by logging into SAM.gov. Applicants who do not currently have a DUNS number will need to register at SAM.gov to obtain a Unique Entity ID. Cal OES will accept either a DUNS number or a Unique Entity ID effective immediately, however beginning April 4, 2022, only a Unique Entity ID will be accepted;
- Applicants must not have an exclusion record in the SAM. An exclusion record in the SAM indicates that a contractor (agency)

is listed in the (federal) government-wide system for debarment and suspension. An agency that is debarred or suspended is excluded from activities involving federal financial and nonfinancial assistance and benefits. [Check SAM status.](#)

- Applicants must be registered with the California Department of Justice’s Registry of Charitable Trusts with a “current,” “exempt,” or “pending” status [Check nonprofit status.](#)

E. GRANT SUBAWARD PERFORMANCE PERIOD

The Grant Subaward performance period is October 1, 2022, through September 30, 2023. Successful Subrecipients will be eligible for a non-competitive reapplication for four consecutive years, contingent upon availability of funds.

F. FUNDING INFORMATION

Approximately \$9,600,000 is available for the KE Program for the Grant Subaward performance period. **Funding is contingent upon availability of funds and passage of the 2022-23 State Budget Act.**

1. Funding Amount

Applicants may apply for up to \$300,000, for the 12-month Grant Subaward performance period.

Please see the chart for the breakdown of the fund sources:

19VOCA	MATCH	21VOCA	MATCH	TOTAL PROJECT COST
\$200,000	\$50,000	\$100,000	\$25,000	\$375,000

2. Funding Source(s)

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

The Program is supported through the Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program (Formula Grant Program)

- Supports eligible crime victim assistance programs
- Requires a cash and/or in-kind match equal to 20 percent of the total project cost. Applicants may request a partial or full match waiver (match waiver requests are not considered during the Proposal Rating process).
  - **To request a match waiver for more than one VOCA fund source, Applicants must submit the VOCA Match Waiver Request form (Attachment A) with their proposal. One form per each VOCA fund source is required.** All sections of the form must be completed. Answers to questions 9 through 11 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).

## G. PROGRAMMATIC INFORMATION

### 1. Background Information

The VSB has several programs that address shelter needs and supportive services for victims of crime. However, traditional shelters and services aren't always the best choice for victims with specialized needs (e.g., elderly, youth, men, disabled, lesbian, gay, bisexual, transgender, queer (LGBTQ+), non-English speaking, culturally or religiously marginalized, etc.). Barriers exist that affect their ability and willingness to engage, and finding alternative shelter can be extremely challenging.

Since 2017, California has implemented the Housing First Model as defined in [Welfare and Institutions \(W&I\) Code Section 8255](#) to address the prevalence of homelessness in California. The Housing First Model is an approach to connect individuals and families experiencing homelessness quickly and successfully to permanent housing without preconditions and barriers to entry, such as sobriety, treatment, or service participation requirements.

In fiscal year 2021-22, W&I Code Section 8255 was amended and the language to exempt "programs that fund state shelters" was removed. Therefore, shelter programs such as the KE Program are required to

adopt guidelines and regulations of the Housing First Model (see [W&I Code Section 8255](#) for the core components of Housing First).

2. Programmatic Description

The purpose of the KE Program is to expand emergency shelter/emergency housing assistance and provide supportive services for victims of crime with specialized needs (e.g., elderly, youth, men, disabled, lesbian, gay, bisexual, transgender, queer (LGBTQ+), non-English speaking, culturally or religiously marginalized, etc.) who cannot be served through a traditional shelter. In addition, victims must be allowed to choose which supportive services best fit their needs.

Please Note: Subrecipients may not purchase or construct a shelter.

3. Programmatic Components

Subrecipients must emphasize client choice through collaborative decision making when implementing the below Programmatic Components for the KE Program:

a. Emergency Shelter/Emergency Housing Assistance

Subrecipients must respond to the immediate safety needs of victims of crime with specialized needs by expanding emergency shelter/emergency housing assistance including, but not limited to:

- Shelter (e.g., a physical shelter facility, hotel/motel voucher, safehouse)
- Short-term (up to 45 days) in-home care and supervision services for children and adults who remain in their own homes when the offender/caregiver is removed
- Short-term (up to 45 days) nursing home, adult foster care, or group-home placement for adults for whom no other safe, short-term residence is available
- Window, door, or lock replacement or repair, and other repairs necessary to ensure a victim's safety

This requirement may be provided directly by the Subrecipient (including via financial assistance to the victim), or through the development and implementation of written Operational Agreements (OAs) and/or Second-Tier Subawards with victim service providers that can safely shelter victims with specialized needs in the Subrecipient's service area.

b. Crisis Intervention/Survivor-driven Advocacy

Subrecipients must provide immediate, short-term emotional and physical care for victims of crime with specialized needs by including in-person crisis intervention and flexible, trauma-informed advocacy that addresses the victim's unique and evolving safety needs. This requirement may be provided directly by the Subrecipient, or through the development and implementation of written OAs and/or Second-Tier Subawards with victim service providers in the Subrecipient's service area.

c. Emergency Food and Clothing

Subrecipients must provide food and clothing for victims of crime with specialized needs.

d. Counseling

Subrecipients must provide individual counseling for victims of crime with specialized needs. This requirement may be provided directly by the Subrecipient, or through the development and implementation of written OAs and/or Second-Tier Subawards with victim service providers in the Subrecipient's service area that employ qualified professional counselors.

e. Transportation

The Subrecipient must provide transportation assistance for victims of crime with specialized needs.



f. 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 and
- 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.

g. California Victims Resource Center

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

At the CVRC, 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 CVRC 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 CVRC's confidential, toll-free hotline: 1-800-VICTIMS (842-8467), or through the [www.1800victims.org](http://www.1800victims.org) website.

h. Operational Agreements/Second-Tier Subawards

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

An OA is a formal agreement, without the exchange of money, between an implementing agency and one or more participating agencies (SRH Section 7.005). A Second-Tier Subaward is a formal agreement that includes the exchange of money between an implementing agency and a participating agency to further the goals of the Grant Subaward (SRH Section 7.010).

4. Reporting Requirements

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

a. Cal OES Progress Reports

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

Report	Report Period	Due Date
1 <sup>st</sup> Report	October 1, 2022 – December 31, 2022	January 31, 2023
2 <sup>nd</sup> Report	January 1, 2023 – March 31, 2023	May 1, 2023
3 <sup>rd</sup> Report	April 1, 2023 – June 30, 2023	July 31, 2023
Final Report	July 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 remaining of the report in the OVC Performance Measurement Tool. Then Cal OES will have 30 days to either approve the SAR, or work with the Subrecipient on corrections, and then approve the SAR.

2) Subgrantee Report

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

Report Period	Due Date* (on or about)
October 1, 2022 – December 31, 2023	January 14, 2023
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 13, 2023

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

For technical assistance, 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.

# SPECIALIZED EMERGENCY HOUSING (KE) PROGRAM

## PART II – RFP INSTRUCTIONS

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- A. SUBRECIPIENT HANDBOOK
  - B. FORMS
  - C. SPACE LIMITATIONS
  - D. PROPOSAL COMPONENTS
  - E. BUDGET POLICIES
  - F. 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. 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 in 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 in the rating process.**

- C. SPACE LIMITATIONS

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.**

- D. PROPOSAL COMPONENTS

Applicants must complete and submit all required forms. All forms have written instructions. General information regarding each form is below. The

Checklist in Part V is included to ensure Applicants submit all required components.

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).

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.

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.

4. Grant Subaward Certification of Assurance of Compliance & VOCA Federal Fund Grant Subaward Assurances (Cal OES Forms 2-104 & 2-109a)

These forms are 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

Subrecipients may be asked to sign and submit an updated VOCA Federal Fund Grant Subaward Assurances (Cal OES Form 2-109a) once in Grant Subaward. Every year, Cal OES updates the VOCA Federal Fund Grant Subaward Assurances (Cal OES Form 2-109a) to ensure that any new conditions placed upon the federal

award are passed down to Subrecipients. Subrecipients will be notified if this change is needed.

5. Grant Subaward Budget Pages (Cal OES Form 2-106a)

This form demonstrates 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) 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.

The Grant Subaward Budget Pages (Cal OES Form 2-106a) 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) 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 expenses.**

The Budget Pages should:

- 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; and
- 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).

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 budgeted 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 percentage of salaries. 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 budget items 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 clerical positions).

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

b. Operating Costs

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

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

- Audit costs (*SRH Section 14.035*)
- Computers with an acquisition cost of \$4,999 or less
- Computer equipment rentals
- Consultant services (*SRH Section 6.050*)
- Equipment service and maintenance agreements
- Financial Assistance for clients (*SRH Section 4.040*)
- Furniture and office equipment (\$4,999 or less)
- Indirect costs (*SRH Section 4.045*)
- 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

The Budget Narrative should describe the following:

- How the proposed budget supports 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.
- The necessity for subcontracts and unusual costs.
- Need for mid-year salary range adjustments.

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.

a. Problem Statement – Maximum Two Pages

In narrative form, address the following:

- 1) Describe the identified victim group your agency intends to serve. Describe their specialized needs.
- 2) Describe why traditional emergency shelter/emergency housing assistance is not adequate for this identified victim group.

- 3) Describe why existing supportive services your agency provides are not adequate for this identified victim group.

b. Plan – Maximum Eight Pages

In narrative form, address the following:

- 1) Describe your agency's plan to provide emergency shelter/emergency housing assistance to your identified victim group, including the number of victims your agency plans to shelter during the Grant Subaward performance period.
- 2) Describe how your emergency shelter will differ from a traditional emergency shelter to better support your identified victim group.
- 3) Describe your agency's plan to comply with the components of the Housing First Model, as outlined in [Welfare and Institutions Code Section 8255](#) when serving your identified victim group.
- 4) Describe your agency's plan to provide in-person crisis intervention and trauma-informed advocacy to your identified victim group, including the number of victims your agency plans to provide crisis intervention and advocacy services to during the Grant Subaward performance period.
- 5) Describe your agency's plan to provide emergency food and clothing to your identified victim group, including the number of victims your agency plans to feed and clothe during the Grant Subaward performance period.
- 6) Describe your agency's plan to provide counseling to your identified victim group, including the number of victims your agency plans to counsel during the Grant Subaward performance period.
- 7) Describe your agency's plan to provide transportation to your identified victim group, including the number of victims your agency plans to transport during the Grant Subaward performance period.

c. Capabilities – Maximum Two Pages

In narrative form, address the following:

- 1) Describe your agency's capacity to expand access to emergency shelter/emergency housing assistance to your identified victim group.
- 2) Describe your agency's expertise in providing direct services to your identified victim group.
- 3) Describe your agency's capacity to link with other victim service providers in your service area to expand the KE Program's scope of services and assist in the implementation of your Grant Subaward, including the number of OAs and/or Second-Tier Subawards your agency intends to enter into (minimum required is three).

8. 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.

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

This form identifies the counties, cities, and congressional districts served by the Grant Subaward.

10. Organizational Chart

The Organizational Chart should clearly depict the structure of the Applicant 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 in the Grant Subaward Budget Pages (Cal OES Form 2-106a) and Grant Subaward Budget Narrative (Cal OES Form 2-107).

## 11. Additional Forms/Documents

The following are required only if applicable:

- Match Waiver Request

This form is required only if the Applicant is requesting 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.

- Operational Agreements Summary Form (Cal OES Form 2-160)

This form lists the OAs a Subrecipient has with participating agencies/organizations. OAs are required per Part I, Subpart G of this RFP.

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

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) that meets the definition of Petty Cash in *SRH Section 4.040*.

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

This form is required only if the Applicant proposes a line item on their Grant Subaward Budget Pages (Cal OES Form 2-106a) that meets the criteria for a Non-Competitive Procurement Request per *SRH Section 6.045*.

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

This form is required only if the Applicant is requesting an exemption to the maximum rate for an independent contractor/consultant of \$650 per eight-hour day or \$81.25 per hour per *SRH Section 6.050*.

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

This form is required only if the Applicant proposes a line item for out-of-state travel per *SRH Section 4.065*.

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

This form is required only if the Applicant is requesting approval for an exemption to lodging costs per *SRH Section 4.065*.

- Payee Data Record (STD 204)

This form is required only if the Applicant has not previously received a Grant Subaward from Cal OES.

#### E. 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*)

#### F. 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*)

## SPECIALIZED EMERGENCY HOUSING (KE) PROGRAM

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

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

##### 1. Proposal Rating

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

##### 2. Funding Decision

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

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

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

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

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

### 3. Notification Process

All Applicants will be notified in writing, via electronic communication, of the results of the rating process. The notification will be sent only to 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 available 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 until a copy of the fully executed Grant Subaward is received. When the executed Grant Subaward is received, a Report of Expenditures and Request for Funds (Cal OES Form 2-201) may be submitted for reimbursement.

a. Grant Subaward Conditions

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

b. Grant Subaward Amounts

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

3. Standard Grant Subaward Funding Authority

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

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

If, during the term of the Grant Subaward, 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, after the execution of the Grant Subaward.

# SPECIALIZED EMERGENCY HOUSING (KE) PROGRAM

## PART IV – RATING SHEET

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

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

Applicant \_\_\_\_\_

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

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<u>CATEGORY</u>	<u>TOTAL POINTS POSSIBLE</u>
1. PROBLEM STATEMENT	120
2. PLAN	340
3. CAPABILITIES	120
4. BUDGET PAGES AND NARRATIVE	60
5. COMPREHENSIVE ASSESSMENT	80
<b>TOTAL</b>	<b>720</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:

- I. ABSENT:** The response does not address the specific question, or a response was not provided.
- II. 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.
- III. 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.
- IV. 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.
- V. 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.

	I	II	III	IV	V
<b>PROGRAMMATIC NARRATIVE</b>	<b>0</b>	<b>10</b>	<b>20</b>	<b>30</b>	<b>40</b>
<b>a. Problem Statement</b> (Maximum Two Pages) How well does the proposal:					
1) describe the identified victim group the Applicant intends to serve and their specialized needs?					
2) describe why traditional emergency shelter/emergency housing assistance are not adequate for this identified victim group?					
3) describe why existing supportive services the Applicant provides are not adequate for this identified victim group?					
<b>b. Plan</b> (Maximum Eight Pages) How well does the proposal:	<b>0</b>	<b>15</b>	<b>30</b>	<b>45</b>	<b>60</b>
1) describe the Applicant's plan to provide emergency shelter/emergency housing assistance to the identified victim group, including the number of victims the Applicant plans to shelter during the Grant Subaward performance period?					
2) describe how the Applicant's emergency shelter will differ from a traditional emergency shelter to better support the identified victim group?					
3) describe the Applicant's plan to comply with the components of the Housing First Model, as outlined in <a href="#">Welfare and Institutions Code Section 8255</a> when serving the identified victim group?					
<b>Plan - continued</b>	<b>0</b>	<b>10</b>	<b>20</b>	<b>30</b>	<b>40</b>
4) describe the Applicant's plan to provide in-person crisis intervention and trauma-informed advocacy to the identified victim group, including the number of victims the Applicant plans to provide crisis intervention and advocacy services to during the Grant Subaward performance period?					

	I	II	III	IV	V
5) describe the Applicant's plan to provide emergency food and clothing to the identified victim group, including the number of victims the Applicant plans to feed and clothe during the Grant Subaward performance period?					
6) describe the Applicant's plan to provide counseling to the identified victim group, including the number of victims the Applicant plans to counsel during the Grant Subaward performance period?					
7) describe the Applicant's plan to provide transportation to the identified victim group, including the number of victims the Applicant plans to transport during the Grant Subaward performance period?					
<b>c. Capabilities</b> (Maximum Two Pages) How well does the proposal:	<b>0</b>	<b>10</b>	<b>20</b>	<b>30</b>	<b>40</b>
1) describe the Applicant's capacity to expand access to emergency shelter/emergency housing assistance to the identified victim group?					
2) describe the Applicant's expertise in providing direct services to the identified victim group?					
3) describe the Applicant's capacity to link with other victim service providers in the Applicant's service area to expand the KE Program's scope of services and assist in the implementation of the Grant Subaward, including the number of OAs and/or Second-Tier Subawards the Applicant intends to enter into (minimum required is three)?					
<b>BUDGET PAGES &amp; BUDGET 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?					

	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?					
<b>COMPREHENSIVE ASSESSMENT</b>	<b>0</b>	<b>10</b>	<b>20</b>	<b>30</b>	<b>40</b>
1) How well does the proposal support the overall intent, goals, and purpose of the Program?					
2) How well did the Applicant follow instructions? (e.g., were formatting requirements as specified in Part II, B, C, & D followed?)					

## SPECIALIZED EMERGENCY HOUSING (KE) PROGRAM

### PART V – CHECKLIST

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This checklist is provided to ensure that a complete proposal is submitted to Cal OES.

- PROPOSAL COVER SHEET – Please complete and attach to the front of the proposal.
- 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 2-109A) – Signed by the Official Designee who signed the Grant Subaward Face Sheet
- GRANT SUBAWARD BUDGET PAGES (EXCEL SPREADSHEET FORMAT) (Cal OES FORM [2-106a](#))
- UNALTERED** GRANT SUBAWARD BUDGET NARRATIVE ([Cal OES FORM 2-107](#))
- UNALTERED** GRANT SUBAWARD PROGRAMMATIC NARRATIVE ([Cal OES FORM 2-108](#))
  - PROBLEM STATEMENT
  - PLAN
  - CAPABILITIES
- [SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT](#)
- GRANT SUBAWARD SERVICE AREA INFORMATION ([Cal OES FORM 2-154](#))
- ORGANIZATIONAL CHART
- ADDITIONAL FORMS, IF APPLICABLE
  - MATCH WAIVER REQUEST(S)
  - OPERATIONAL AGREEMENTS SUMMARY FORM ([Cal OES FORM 2-160](#))
  - PETTY CASH VICTIM FUND PROCEDURE CERTIFICATION ([Cal OES FORM 2-153](#))
  - NON-COMPETITIVE PROCUREMENT REQUEST ([Cal OES FORM 2-156](#))
  - INDEPENDENT CONTRACTOR/CONSULTANT RATE EXPEMPTION 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](#))FORMS

Click the link below to access Cal OES forms:

[HTTPS://WWW.CALOES.CA.GOV/GOVERNMENTS-TRIBAL/GRANTS-MANAGEMENT/FORMS](https://www.caloes.ca.gov/governments-tribal/grants-management/forms)