



## 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:

### **PROBATION SPECIALIZED UNITS (PU) PROGRAM**

Release Date: March 11, 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 PU Program is to support specialized units within probation departments in California to provide focused supervision, through a reduced caseload, to probationers of crime involving domestic violence, sexual assault, dating violence, and/or stalking.

#### **Eligibility:**

The only eligible Applicants are California County Probation Departments.

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

October 1, 2022, through September 30, 2023

#### **Available Funding:**

Individual Applicants may request up to \$100,000.

#### **Submission Deadline:**

Friday, May 6, 2022



# PROBATION SPECIALIZED UNITS (PU) PROGRAM

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# PROBATION SPECIALIZED UNITS (PU) PROGRAM

## PART I – OVERVIEW

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- A. PUBLIC RECORDS ACT NOTICE
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  - C. SUBMISSION DEADLINES AND REQUIREMENTS
  - D. ELIGIBILITY
  - E. GRANT SUBAWARD PERFORMANCE PERIOD
  - F. FUNDS
  - G. PROGRAMATIC INFORMATION
- 

### A. PUBLIC RECORDS ACT NOTICE

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

### B. CONTACT INFORMATION

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

Tosha Enos, Program Specialist  
[Tosha.Enos@caloes.ca.gov](mailto:Tosha.Enos@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 Friday, May 6, 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 of the following conditions must be met:

- The Applicant must be a California Probation Department.
- 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).

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 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 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.

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.

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

There is \$500,000 available for the PU Program for the Grant Subaward performance period. **Funding is contingent upon the passage of the fiscal year 2022-23 State Budget Act and the availability of funds.**

1. Funding Amount

Applicants may apply for up to \$100,000, for the 12-month Grant Subaward performance period.

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

2021 STOP	2021 STOP MATCH	2022 STOP	2022 STOP MATCH	TOTAL PROJECT COST
\$58,330	\$19,443	\$41,670	\$13,890	\$133,333

2. Funding Source

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

The Program is supported through the Services\*Training\*Officers\*Prosecutors (STOP) Violence Against Women Formula Grant Program.

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

involving violent crimes against women.

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

## G. PROGRAMMATIC INFORMATION

### 1. Programmatic Description

The purpose of the PU Program is to support specialized units within probation departments in California to provide focused supervision, through a reduced caseload, to probationers of crime involving domestic violence, sexual assault, dating violence, and/or stalking.

### 2. Programmatic Components

#### a. Specialized Unit

Subrecipients must support a specialized unit with an assigned Probation Officer and the officer must have a reduced caseload of probationers of crime involving domestic violence, sexual assault, dating violence, and/or stalking.

Probation Officer(s) assigned to the PU Program must have at least one-year experience as a Probation Officer assigned to supervising violent probationers and must complete a minimum of 12 hours of training annually specific to domestic violence, sexual assault, dating violence, and stalking. The Applicant must send assigned specialized unit Probation Officer(s) to Cal OES Probation Officer Training conducted by the Chief Probation Officers of California.

#### b. Selection of Probationers

Subrecipients must accept new probationers into the unit in the following order of priority:

- 1) Probationers convicted of a violent felony crime.
- 2) Probationers convicted of a violent misdemeanor crime when the case was originally filed as a felony.

- 3) Probationers convicted of a misdemeanor crime where there is an established pattern of crime related to domestic violence, sexual assault, dating violence, and/or stalking.

c. Supervision Techniques

Subrecipients must utilize the following supervision techniques:

- A minimum of 40% face-to-face contacts in the field.
- A minimum of 40% face-to-face contacts in the office.
- A maximum of 20% phone contacts.

d. Additionally, Subrecipients must do the following for probationers of the unit:

- Communicate monthly with staff of the counseling/treatment program where the probationer is enrolled to assess the probationer's progress.
- Develop risk assessments and update assessments every six months to determine if the probationer's risk factor has changed (positively or negatively), and to determine if the probationer can be moved to a less intensive caseload.
- Conduct regular review of police logs to determine if the probationer is listed.
- Conduct periodic drug and alcohol testing of the probationer.
- Utilize alternative work schedules to facilitate evening and weekend field visits with the probationer.
- Conduct periodic court reviews of the probationer's file.
- Contact victims monthly during the offender's term of probation. The Probation Officer must make every effort to locate the victim and document attempts to locate the victim.
- If the victim is located, the assigned Probation Officer must do all of the following:

- Attempt face-to-face or phone contact with the victim (face-to-face contact is preferable in the victim's home environment).
- Discuss the role of the Probation Officer with the victim.
- Discuss terms and conditions of the offender's probation and provide examples of behavior considered to be a violation of probation.
- Refer victims to appropriate services.
- Notify the victim prior to the offender's probation being terminated.
- Maintain a log in the probationer's file of attempts to contact victim(s) and the method of attempts. The logs must be accessible upon request for Cal OES review.
- Request appropriate sanctions if the probationer:
  - Commits a new abuse or violates any type of court order;
  - Violates a substance abuse order;
  - Fails to participate in mandated counseling and/or treatment program; or
  - Commits a new criminal offense.

e. Reduced Caseload

The Probation Officer(s) assigned to the Program unit must have a reduced caseload. The caseload must not exceed 40 cases per full-time Probation Officer with no more than 20% inactive.

Inactive cases include:

- Cases where the probationer is in custody for a period longer than 30 days, and remains assigned to the unit; and



- Cases where the probationer has fled, has not been in custody for 30 days, and remains assigned to the unit.

f. Required Activities

The Program must maintain the following documentation:

- A Specialized Unit Protocol.
- A Resource and Referral list of victim services to be provided to victims and available for Cal OES staff for review.
- Victim contact logs must be completed and retained for Cal OES review and must contain:
  - Victim's name and contact information.
  - Date, time, and method (phone, letter, in-person contact) for all attempted contacts.
  - Brief description of successful contacts.
  - Assistance provided to the victim (referrals, information, etc.).

g. 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.

h. Victims of Crime Resource Center

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

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

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

Report	Report Period	Due Date
1 <sup>st</sup> Report	October 1, 2022 – March 31, 2023	May 1, 2023
Final Report	April 1, 2023 – September 30, 2023	October 31, 2023

b. Office on Violence Against Women (OVW) Report

Subrecipients receiving STOP Violence Against Women Formula Grant Program funds must complete the Annual Progress Report for the STOP Violence Against Women Formula Grant Program. This report covers the calendar year period of January 1 through December 31. This report is due to Cal OES no later than January 31, 2023.

# PROBATION SPECIALIZED UNITS (PU) 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 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.**

### 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 & STOP Federal Fund Grant Subaward Assurances (Cal OES Forms 2-104 & 2-109d)

These forms are a binding affirmation that the Subrecipient will comply with all of 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 STOP Federal Fund Grant Subaward Assurances (Cal OES Form 2-109d) once in Grant Subaward. Every year, Cal OES updates the STOP Federal Fund Grant Subaward Assurances (Cal OES Form 2-109d) 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 Two 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) Provide a description of the service area and the population to be served including size and demographics.
- 2) Describe the Applicant's current service structure to supervise probationers convicted of crimes involving domestic violence, sexual assault, dating violence, and/or stalking.
- 3) Describe how the Applicant will strengthen supervision of probationers convicted of domestic violence, sexual assault, dating violence, and/or stalking.
- 4) Describe the Applicant's current challenges in supervising probationers of crime involving domestic violence, sexual assault, dating violence, and/or stalking.

b. Plan – Maximum Six Pages

In narrative form, address the following:

- 1) Describe the minimum qualifications of proposed staff.
- 2) Describe the criteria for probationer case assignment(s) to the unit.
- 3) List the projected statistics for all of the following:
  - Number of probationers during the reporting period.
  - Number of field contacts made with victims.
  - Number of in-person contacts made with victims.
  - Number of telephone contacts made with victims.
  - Number of total contacts with victims.
- 4) Describe the plan to enforce firearms prohibition, including all of the following:
  - Provide the estimated number of Automated Firearms System (AFS) searches of project specific probationers to identify those probationers possessing firearms.
  - Facilitate the removal of any prohibited firearm(s) from probationer and subsequent violation charges.
  - Contact probation caseload by telephone, email, or by mail to ensure each probationer understands the provisions of the firearm prohibitions.
  - Distribution of educational materials on firearm prohibitions and confiscation laws to: (at a minimum) probationers, firearm dealers, law enforcement, the courts, non-governmental victim advocates, and victims of domestic violence.
- 5) Describe the plan for development and implementation of training to ensure Specialized Unit Probation Officer(s) assigned to the Program receive required training.
- 6) Describe how the monthly probation caseload is determined and maintained at a reduced level.

c. Capabilities – Maximum Two Pages

In narrative form, address the following:

- 1) Describe the Applicant's ability and experience to provide increased supervision to probationers of crime involving domestic violence, sexual assault, dating violence, and/or stalking.
- 2) Describe the Applicant's working relationship between local law enforcement and victim services providers.
- 3) Describe the training and qualifications of proposed staff who will supervise the probationers of crime involving domestic violence, sexual assault, dating violence, and/or stalking.

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:

- 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)

## PROBATION SPECIALIZED UNITS (PU) 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 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 subsequent to, 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, subsequent to the execution of the Grant Subaward.

# PROBATION SPECIALIZED UNITS (PU) 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	<u>80</u>
2. PLAN	<u>180</u>
3. CAPABILITIES	<u>120</u>
4. BUDGET PAGES AND NARRATIVE	<u>75</u>
5. COMPREHENSIVE ASSESSMENT	<u>60</u>
<b>TOTAL</b>	<b><u>515</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:

- 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.

<b>PROGRAMMATIC NARRATIVE</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>V</b>
<b>a. Problem Statement</b> (Maximum Two Pages) How well does the proposal:	<b>0</b>	<b>5</b>	<b>10</b>	<b>15</b>	<b>20</b>
1) provide a description of the service area and the population to be served including size and demographics?					
2) describe the Applicant's current service structure to supervise probationers convicted of crimes involving domestic violence, sexual assault, dating violence, and/or stalking?					
3) describe how the Applicant will strengthen supervision of probationers convicted of domestic violence, sexual assault, dating violence, and/or stalking?					
4) describe the Applicant's current challenges in supervising probationers of crime involving domestic violence, sexual assault, dating violence, and/or stalking?					
<b>b. Plan</b> (Maximum Six Pages) How well does the proposal:	<b>0</b>	<b>8</b>	<b>16</b>	<b>24</b>	<b>30</b>
1) describe the minimum qualifications of proposed staff?					
2) describe the criteria for probationer case assignment(s) to the unit?					
3) list all of the projected statistics for: <ul style="list-style-type: none"> <li>• number of probationers during the reporting period.</li> <li>• number of field contacts made with victims.</li> <li>• number of in-person contacts made with victims.</li> <li>• number of telephone contacts made with victims.</li> <li>• number of total contacts with victims?</li> </ul>					
4) describe the plan to enforce firearms prohibition including all of the following: <ul style="list-style-type: none"> <li>• provide the estimated number of Automated Firearms System (AFS) searches of project specific probationers to identify those probationers possessing firearms.</li> </ul>					

PROGRAMMATIC NARRATIVE	I	II	III	IV	V
<ul style="list-style-type: none"> <li>facilitate the removal of any prohibited firearm(s) from probationer and subsequent violation charges.</li> <li>contact probation caseload by telephone, email, or by mail to ensure each probationer understands the provisions of the firearm prohibitions.</li> <li>distribution of educational materials on firearm prohibitions and confiscation laws to: (at a minimum) probationers, firearm dealers, law enforcement, the courts, non-governmental victim advocates, and victims of domestic violence.</li> </ul>					
5) describe the plan for development and implementation of training to ensure Specialized Unit Probation Officer(s) assigned to the Program receive required training?					
6) describe how the monthly probation caseload is determined and maintained at a reduced level?					
<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 ability and experience to provide increased supervision to probationers of crime involving domestic violence, sexual assault, dating violence, and/or stalking?					
2) describe the Applicant's working relationship between local law enforcement and victim services providers?					
3) describe the training and qualifications of proposed staff who will supervise the probationers of crime involving domestic violence, sexual assault, dating violence, and/or stalking?					
<b>BUDGET PAGES &amp; NARRATIVE</b> (Maximum Two Pages)	<b>0</b>	<b>7</b>	<b>13</b>	<b>19</b>	<b>25</b>

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

## PROBATION SPECIALIZED UNITS (PU) 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
- STOP FEDERAL FUND GRANT SUBAWARD ASSURANCES ([Cal OES FORM 2-109d](#)) – Signed by the Official Designee who signed the Grant Subaward Face Sheet
- GRANT SUBAWARD BUDGET PAGES (EXCEL SPREADSHEET FORMAT) ([Cal OES FORM 2-106a](#)) Pages Multiple Fund Source
- UNALTERED** GRANT SUBAWARD BUDGET NARRATIVE ([Cal OES FORM 2-107](#))
- UNALTERED** GRANT SUBAWARD PROGRAMMATIC NARRATIVE ([Cal OES FORM 2-108](#))
  - PROBLEM STATEMENT
  - PLAN
  - CAPABILITIES
- [SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT](#)
- GRANT SUBAWARD SERVICE AREA INFORMATION ([Cal OES FORM 2-154](#))
- ORGANIZATIONAL CHART
- ADDITIONAL FORMS, IF APPLICABLE
  - 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](#))