



## 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:

### **SUPERVISED VISITATION (SP) PROGRAM**

Release Date: June 13, 2023

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

### **PROGRAM SYNOPSIS**

#### **Description:**

The purpose of the SP Program is to assure the safety and protection of children by supporting professional providers who supervise visitation of children with a noncustodial party where there is a history or allegations of domestic violence, child abuse or neglect, or sexual abuse.

#### **Eligibility:**

Must be a local public agency or nonprofit entity that is a subcontractor of a court for the purposes of supervised visitation and that satisfy the Uniform Standards of Practice for Providers of Supervised Visitation. **SP22 Subrecipients are not eligible to apply for funding.**

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

September 1, 2023 – August 31, 2024

#### **Available Funding:**

Individual Applicants may request up to \$201,000.

#### **Submission Deadline:**

July 24, 2023

# SUPERVISED VISITATION (SP) PROGRAM RFP

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## SUPERVISED VISITATION (SP) PROGRAM RFP

### PART I – OVERVIEW

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- A. PUBLIC RECORDS ACT NOTICE
  - B. CONTACT INFORMATION
  - C. SUBMISSION DEADLINES 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:

Anna Gastelum, Program Specialist

[Anna.Gastelum@caloes.ca.gov](mailto:Anna.Gastelum@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, July 24, 2023**. Proposals must be attached as a single document (e.g., PDF) and contain the forms outlined in Part II - RFP Instructions. Emails should identify the name of the RFP in the Subject line.

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### D. ELIGIBILITY

#### 1. Eligibility to Compete for Funding

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

- Must be a local public agency or nonprofit entity that is a subcontractor of a court for the purposes of supervised visitation and that satisfy the Uniform Standards of Practice for Providers of Supervised Visitation. Applicants must submit documentation demonstrating the contractual relationship with the court (e.g., contract, Certification of Court and Subcontractor Compliance with Family Code Section 3200.5). The proposal must be submitted per the instructions in Part I, Subpart C.
- Family Code Section 3200.5 and Standard 5.20 of the California Standards Judicial Administration implemented the requirement that all Supervised Visitation Monitors must register as a TrustLine provider ([TrustLine Registration](#))

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

#### 2. Eligibility for Funding Consideration

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

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

#### 3. Eligibility to Receive Funding

**If selected**, all of the following must be completed within 60 days of receiving the Intent to Fund letter to be eligible to receive funding, Applicants:

- 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.

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- Must **not** have an exclusion record in the SAM by the beginning of the SP 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 September 1, 2023 through August 31, 2024. Successful Subrecipients will be eligible for a non-competitive reapplication for three consecutive years, contingent upon availability of funds.

### F. FUNDING INFORMATION

#### 1. Funding Amount

Applicants may apply for up to 201,000, for the 12-month Grant Subaward performance period.

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

2022 VOCA	2022 VOCA MATCH	TOTAL PROJECT COST
\$201,000	\$50,250	\$251,250

#### 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 fund:

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- 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 may request a partial or full match waiver (match waiver requests are not considered during the Proposal Rating process).
    - To request a match waiver, 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).

### **G. PROGRAMMATIC INFORMATION**

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

In 1997, the Judicial Council of California approved standards of practice for providers of supervised visitation. Standard 5.20 of the California Standards of Judicial Administration (Uniform Standards of Practice for Providers of Supervised Visitation) defines supervised visitation as contact between a non-custodial party and one or more children in the presence of a neutral third person.

These standards can be downloaded at:

[http://www.courts.ca.gov/cms/rules/index.cfm?title=standards&linkid=standard5\\_20](http://www.courts.ca.gov/cms/rules/index.cfm?title=standards&linkid=standard5_20)

<https://codes.findlaw.com/ca/family-code/fam-sect-3200-5.html>

Supervised visitation may be needed for one or more of the following reasons:

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- To give the visiting parent/caregiver an opportunity to address specific issues.
- To help reintroduce a parent and child after a long absence.
- To help introduce a parent and a child when there have been no existing relations.
- When there is a history or allegation of domestic violence, child abuse or neglect, or sexual abuse.
- When there are parenting concerns or mental illness.
- When there is a parental threat of abduction.

**Funds may not be used to provide services in dependency cases or as a part of dependency proceedings, or to provide off-site or in-home visitation services.**

### 2. Programmatic Components

#### a. On-Site Supervised Visitation

On-site supervised visitation refers to court-ordered visitation that occurs directly on the premises of the visitation center where the adult and child cannot leave the location. The following are the only types of on-site supervised visitation services permitted under the Program:

- One-to-one supervision (sometimes called monitored visitation), which is the observation and supervision of the adult-child contact by a professional provider during the scheduled visitation session.
- Group or multiple supervision, which is the observation and supervision of multiple families or a group of families, all at one time, in a group setting during a scheduled visitation session.

#### b. Resource and Referral Assistance

Subrecipients must provide participant families with referrals to agencies that provide applicable victim services. Subrecipients must maintain Operational Agreements (OAs) with at least three partner agencies which serve families. These documents must



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demonstrate a formal system of networking and coordination with other agencies and the Applicant.

c. Assistance with California Victim Compensation Board Claims

Subrecipients are strongly encouraged to assist victims/survivors 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.

d. Victims of Crime Resource Center

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

At the VLRC, Pacific McGeorge School of Law students and attorneys provide victims/survivors, 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.

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e. Operational Agreements/Second Tier 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).

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.

Report	Report Period	Due Date
1 <sup>st</sup> Report	September 1, 2023 - February 28, 2024	March 31, 2024
Final Report	March 1, 2024 – August 31, 2024	September 30, 2024

b. Office for Victims of Crime (OVC) Reports

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

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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### 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)
September 1, 2023 – September 30, 2023	October 14, 2023
October 1, 2023 – December 31, 2023	January 14, 2024
January 1, 2024 – March 31, 2024	April 14, 2024
April 1, 2024 – June 30, 2024	July 14, 2024
July 1, 2024 – August 31, 2024	October 14, 2024

\*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.

**SUPERVISED VISITATION (SP) PROGRAM RFP**  
**PART II – RFP INSTRUCTIONS**

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

Applicants are strongly encouraged to review the [SRH](#). The *SRH* outlines the terms and conditions that apply to Cal OES VS Branch Grant Subawards and provides helpful information for developing a proposal, including a Glossary of Terms.

B. PROPOSAL FORMS

Applicants must use the forms provided on our website. The forms must be printed on plain white 8½" x 11" paper and single sided. **Applicants may not alter the formatting of any forms, including the Grant Subaward Programmatic Narrative ([Cal OES Form 2-108](#)) – with a revision date of 4/2021 or later – and the Grant Subaward Budget Narrative ([Cal OES Form 2-107](#)) – with a revision date of 4/2021 or later. Using older versions of these forms may result in a reduction of points during the rating process.**

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

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

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

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1. Grant Subaward Face Sheet (Cal OES Form 2-101)

This form is the title page of the Grant Subaward that is signed by the Official Designee (*SRH Section 3.030*) and the Cal OES Director (or designee). **This form is always required.**

2. Grant Subaward Contact Information (Cal OES Form 2-102)

This form provides Cal OES with contact information for all relevant Subrecipient personnel. Information for each individual should be direct contact information. **This form is always required.**

3. Grant Subaward Signature Authorization (Cal OES Form 2-103)

This form provides Cal OES with signatures of authorized signers and who they authorize to sign on their behalf for all Grant Subaward-related matters. **This form is always required.**

4. Grant Subaward Certification of Assurance of Compliance (Cal OES Form 2-104)

This form is a binding affirmation that the Subrecipient will comply with the following regulations and restrictions:

- State and federal civil rights laws
- Drug Free Workplace
- California Environmental Quality Act
- Federal grant fund requirements
- Lobbying restrictions
- Debarment and Suspension requirements
- Proof of Authority documentation from the city council/governing board

**This form is always required.**

5. Federal Fund Grant Subaward Assurances (Cal OES Forms 2-109a)

These forms list all the assurances and are a binding affirmation that Subrecipients will comply with the assurances to receive a federal fund source. Subrecipients may be asked to sign and submit one or more Federal Fund Grant Subaward Assurances (Cal OES Form 2-109a-g).

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Every year, Cal OES updates the Federal Fund Grant Subaward Assurances (Cal OES Form 2-104a-g) to ensure that any new assurances placed upon the federal award are passed down to Subrecipients. Subrecipients will be notified if this change is needed.

**This form is required for the applicable federal fund source(s) included in the Grant Subaward.**

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

These forms demonstrate how the Applicant will implement the proposed plan with the funds available through this Program. This is the basis for management, fiscal review, and audit. **Grant Subaward Budget Pages (Cal OES Form 2-106a-b) are subject to Cal OES modifications and approval.** Failure of the Applicant to include required items does not eliminate responsibility to comply with those requirements during the implementation of the Grant Subaward. **One of these forms is always required.**

The Grant Subaward Budget Pages (Cal OES Form 2-106a-b) automatically calculate the subtotal at the end of each budget category and provide the total of the three spreadsheets at the bottom of the Equipment Costs page. Applicants may add additional columns to the Grant Subaward Budget Pages (Cal OES Form 2-106a-b) when necessary.

Cal OES requires the Applicant to develop a line-item budget that includes a **calculation and justification in the left column for all costs.**

The Grant Subaward Budget Pages (Cal OES Form 2-106a-b) must:

- Cover the entire Grant Subaward performance period.
- Include costs related to the objectives and activities of the Grant Subaward.
- Strict adherence to required and prohibited expenses.
- Include costs in the correct category (i.e., Personnel Costs, Operating Costs, and Equipment Costs – see below).

Include **only** those items covered by Grant Subaward funds, including match funds, when applicable. Applicants may supplement Grant

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Subaward funds with funds from other sources. However, since approved line items are subject to audit, Applicants should not include matching funds (if applicable) in excess of the required match on the Grant Subaward Budget Pages (Cal OES Form 2-106a-b).

a. Personnel Costs – Salaries/Employee Benefits

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.

Benefits

Employee benefits must be identified by type and include a calculation. The Applicant may use fixed percentages of salaries to calculate benefits. Allocated benefits cannot exceed those already established by the Applicant.

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable. Benefits, such as uniforms or California Bar Association dues, are allowable if negotiated as a part of an employee benefit package.

A line item is required for each different position/classification, but not for each individual employee. If several people will be employed full-time or part-time in the same position/classification, provide the number of full-time equivalents (e.g., three half-time clerical personnel should be itemized as 1.5 FTE clerical positions).

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

### 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*.



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### Equipment Costs

Equipment is defined as nonexpendable tangible personal property having a useful life of more than one year and a cost of \$5,000 or more per unit (excluding tax).

A line item is required for different types of equipment, but not for each specific piece of equipment (e.g., three copy machines must be one line item, not three).

Additional information on Equipment Costs can be found in *SRH Part 5*.

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

In narrative form, address the following:

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Describe the service area and the demographics of the victim/survivor population to be served by this Program. Provide information regarding the special needs and/or any unique characteristics of this service population.

Describe the geographic service area, number of site locations for service delivery and whether the sites are accessible by public transportation.

Describe the gaps that exist in providing supervised visitation services and the challenge in meeting the service needs of children and non-offending noncustodial parties in the service area.

Indicate how you identified the need for the services and how will grant funding increase services for children and non-offending, noncustodial parties in your service area.

b. Plan – Maximum Six Pages

In narrative form, address the following:

Describe the types of supervised visitation (i.e. one-to-one or group) to be provided by this Grant Subaward. If group supervised visitation is facilitated, indicate the number of individuals/families to be served per session and the number of staff per visitation session.

Describe scheduling hours, caseload size, and the number of service hours for Grant Subaward-related activity.

Describe the policies, procedures, and safety protocols implemented, beyond citation of Standard 5.20 of the California Standards of Judicial Administration and Family Code Section 3200.5, to assure client safety.

Indicate Program goals and objectives to facilitate professional supervised visitation services to the victim population identified in the problem statement.

Explain how the Program fills service gaps in facilitating supervised visitation to victims and how this increases access and visitation for non-offending noncustodial parties with their children.

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Describe the measures taken to assure that the supervised visitation is victim/survivor-centered, trauma-informed and culturally inclusive. Describe the Program's screening tools or protocols for determining potential risks of bias in service delivery.

Address, in detail, the minimum-security measures and procedures for the Program. Specify how the Program assures safety and protection of children, staff and volunteers during the delivery of services.

Describe how the Program will use volunteer(s) as part of meeting grant objectives. Use of volunteer(s) is a VOCA requirement.

c. Capabilities – Maximum Six Pages

In narrative form, address the following:

Describe the Applicant's ability to implement the plan to meet Program goals and objectives in providing supervised visitation services to the identified victim/survivor service population within the Grant Subaward performance period.

Describe the Applicant's expertise in administering grant programs in a cost-effective manner.

Describe the Applicant's expertise in collaborating and working with victim service providers in the identified service area.

Describe the Applicant's ability to obtain three OAs to provide participant families with referrals to agencies that provide applicable victim services.

Describe the qualifications/requirements and specialized training of professional providers (staff or subcontractors) in providing supervised visitation services to victims/survivors of domestic violence, child abuse or neglect, and sexual abuse.

Describe the Applicant's ability to ensure a child-friendly facility, culturally-inclusive services, language access, and ADA compliance.

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Describe the methodology used to determine if the supervised visitation program is effective in meeting the victim/survivors needs.

Describe the Applicant's step-by-step sustainability plan once this Grant Subaward performance period is over.

### 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. 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.**

### 12. 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

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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.**

### 13. 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.**

### 14. 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.**

## C. ADDITIONAL DOCUMENTS

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

General information regarding each document is below:

### 1. Indirect Cost Rate Agreement

The Indirect Cost Rate Agreement documents the agreed upon indirect cost rate negotiated between the federal government and an organization. Subrecipients with a negotiated indirect cost rate must provide a copy of the agreement with their proposal if indirect costs are included in the budget.

### 2. 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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3. 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*.**

4. Independent Contractor/Consultant Rate Exemption Request

(Cal OES Form 2-164)

The maximum rate for an independent contractor/consultant is \$650 per eight-hour day or \$81.25 per hour per *SRH Section 6.050*.

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

5. 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.**

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

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

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### 7. 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.**

### 8. 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.**

## D. BUDGET POLICIES

The following sections of the [SRH](#) may be helpful in developing the Grant Subaward Budget Pages (Cal OES 2-106a) and Grant Subaward Budget Narrative (Cal OES 2-107):

- Additional Rental Space (*SRH Section 4.055*)
- Audit Costs (*SRH Section 14.055*)
- Automobiles (*SRH Section 5.020*)
- Contracting and Procurements Requirements (*SRH Part 6*)
- Equipment and Equipment Costs Requirements (*SRH Part 5*)
- Expert Witness Fees (*SRH Section 6.050*)
- Independent Contractor/Consultant (*SRH Section 6.050*)
- Indirect Cost or Facilities and Administration (*SRH Section 4.045*)
- Match Requirements (*SRH Section 9.060*)
- Facility Rental (*SRH Section 4.055*)
- Prohibited Operating Costs (*SRH Section 4.070*)
- Grant Subaward and Other Income (*SRH Section 9.075*)
- Supplanting Prohibited (*SRH Section 1.065*)
- Travel (*SRH Section 4.065*)

## 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:

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- 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*)



## SUPERVISED VISITATION (SP) PROGRAM RFP

### 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.

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### 3. Notification Process

All Applicants will be notified in writing, via electronic communication, of the results of the rating process. The notification will be sent only to the Official Designee (the person authorized to sign the Grant Subaward Face Sheet).

Applicants will receive one of the following:

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

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

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the fully executed Grant Subaward is received. When the executed Grant Subaward is received, a Report of Expenditures and Request for Funds (Cal OES Form 2-201) may be submitted for reimbursement.

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.

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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>80</u>
B. PLAN	<u>320</u>
C. CAPABILITIES	<u>320</u>
D. BUDGET PAGES AND NARRATIVE	<u>60</u>
E. COMPREHENSIVE ASSESSMENT	<u>120</u>
<b>TOTAL</b>	<b><u>900</u></b>

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

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

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<b>PROGRAMMATIC NARRATIVE</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>V</b>
<b>a. Problem Statement (Maximum Three Pages)</b> How well does the proposal:	<b>0</b>	<b>5</b>	<b>10</b>	<b>15</b>	<b>20</b>
1) describe the service area and the demographics of the victim/survivor population to be served by this Program? Provide information regarding the special needs and/or any unique characteristics of this service population.					
2) describe the geographic service area, number of site locations for service delivery and whether the sites are accessible by public transportation?					
3) describe the gaps that exist in providing supervised visitation services and the challenge in meeting the service needs of children and non-offending noncustodial parties in the service area?					
4) indicate how you identified the need for the services and how will grant funding increase services for children and non-offending noncustodial parties in your service area.					
<b>b. Plan (Maximum Six Pages)</b> How well does the proposal:	<b>0</b>	<b>10</b>	<b>20</b>	<b>30</b>	<b>40</b>
1) describe the types of supervised visitation (i.e. one-to-one or group) to be provided by this Grant Subaward?. If group supervised visitation is facilitated, indicate the number of individuals/families to be served per session and the number of staff per visitation session.					
2) describe scheduling hours, caseload size, and the number of service hours for grant-related activity?					
3) describe the policies, procedures, and safety protocols implemented, beyond citation of Standard 5.20 of the California Standards of Judicial Administration and					

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<b>PROGRAMMATIC NARRATIVE</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>V</b>
Family Code Section 3200.5, to assure client safety?					
4) indicate Program goals and objectives to facilitate professional supervised visitation services to the victim/survivor population identified in the problem statement?					
5) explain how the Program fills service gaps in facilitating supervised visitation to victims/survivors and how this increases access and visitation for non-offending noncustodial parties with their children?					
6) describe the measures taken to assure that the supervised visitation is victim/survivor-centered, trauma-informed and culturally-inclusive? Describe the Program's screening tools or protocols for determining potential risks of bias in service delivery?					
7) address, in detail, the minimum-security measures and procedures for the Program? Specify how the Program assures safety for and protection of children, staff and volunteers during the delivery of services?					
8) describe how the Program will use volunteer(s) as part of meeting grant objectives? Use of volunteer(s) is a VOCA requirement.					
<b>c. Capabilities (Maximum Six Pages)</b> 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 to implement the plan to meet Program goals and objectives in providing supervised visitation services to the identified victim/survivor service population within the Grant Subaward performance period?					

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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 expertise in administering grant programs in a cost-effective manner?					
3) describe the Applicant's expertise in collaborating and working with victim service providers in the identified service area?					
4) describe the Applicant's ability to obtain three OAs to provide participant families with referrals to agencies that provide applicable victim services?					
5) describe the qualifications/requirements and specialized training of professional providers (staff or subcontractors) in providing supervised visitation services to victims/survivors of domestic violence, child abuse or neglect, and sexual abuse?					
6) describe the Applicant's ability to ensure a child-friendly facility, culturally-inclusive services, language access, and ADA compliance?					
7) describe the methodology used to determine if the supervised visitation program is effective in meeting the victim/survivors needs?					
8) describe the Applicant's step-by-step sustainability plan once this Grant Subaward performance period is over?					
<b>BUDGET PAGES &amp; NARRATIVE</b> (Maximum Two 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 do Grant Subaward-funded staff duties and time commitments support the proposed objectives and activities?					



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<b>PROGRAMMATIC NARRATIVE</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>V</b>
3) How well are funds allocated to minimize administrative costs and support direct services?					
<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?					
2) How well did the Applicant follow instructions? (e.g., were formatting requirements as specified in Part II, B, C, & D followed?)					

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### 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.

- GRANT SUBAWARD FACE SHEET ([Cal OES Form 2-101](#)) – Signed by the Official Designee authorized to enter into the Grant Subaward.
- GRANT SUBAWARD CONTACT INFORMATION ([Cal OES FORM 2-102](#))
- GRANT SUBAWARD SIGNATURE AUTHORIZATION ([Cal OES FORM 2-103](#))
- GRANT SUBAWARD CERTIFICATION OF ASSURANCE OF COMPLIANCE ([CAL OES FORM 2-104](#)) – Signed by the Official Designee who signed the Grant Subaward Face Sheet and by the official delegating that authority
- STOP FEDERAL FUND GRANT SUBAWARD ASSURANCES ([Cal OES FORM 2-109a](#)) – Signed by the Official Designee who signed the Grant Subaward Face Sheet
- GRANT SUBAWARD BUDGET PAGES (EXCEL SPREADSHEET FORMAT) ([CAL OES FORM 2-106a](#)) Pages Multiple Fund Source
- UNALTERED** GRANT SUBAWARD BUDGET NARRATIVE ([CAL OES FORM 2-107](#))
- UNALTERED** GRANT SUBAWARD PROGRAMMATIC NARRATIVE ([Cal OES FORM 2-108](#))
  - PROBLEM STATEMENT
  - PLAN
  - CAPABILITIES
- [SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT](#)
- GRANT SUBAWARD SERVICE AREA INFORMATION ([CAL OES FORM 2-154](#))
- ORGANIZATIONAL CHART
- OPERATIONAL AGREEMENT SUMMARY FORM ([CAL OES FORM 2-160](#))
- ADDITIONAL FORMS, IF APPLICABLE
  - INDIRECT COST RATE AGREEMENT
  - LETTER OF CERTIFICATION – Please see Part 1, Subpart D.
  - MATCH WAIVER REQUESTS
  - 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](#))

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- 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](#))