

REQUEST FOR PROPOSAL

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

BEST PRACTICE INITIAL CHILD INTERVIEW VIDEO TRAINING (VQ) 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 VQ Program is to educate first responders on how to properly conduct a forensically-sound, trauma-informed victim interview during an initial child sexual abuse investigation to ensure successful prosecution. This will be accomplished through the creation of three training videos: a Commission on Peace Officer Standards and Training (POST) certified video for law enforcement (LE); a video specific to Child Protective Service (CPS) personnel; and one for the broader category of first responder mandated reporters. These training videos are to be made available statewide.

Eligibility:

The Applicant can be a governmental or non-governmental organization and must meet the additional requirements on page two.

Grant Subaward Performance Period:

June 1, 2022 – May 31, 2024

Available Funding:

Individual Applicants may request up to \$200,000.

Submission Deadline:

Friday, April 22, 2022



BEST PRACTICE INITIAL CHILD INTERVIEW VIDEO TRAINING (VQ) PROGRAM

TABLE OF CONTENTS

PART I – OVERVIEW	1
A. PUBLIC RECORDS ACT NOTICE	1
B. CONTACT INFORMATION	1
C. SUBMISSION DEADLINE AND REQUIREMENTS	1
D. ELIGIBILITY	2
E. GRANT SUBAWARD PERFORMANCE PERIOD.....	3
F. FUNDING INFORMATION	3
G. PROGRAMMATIC INFORMATION	4
PART II – RFP INSTRUCTIONS	8
A. SUBRECIPIENT HANDBOOK	8
B. FORMS.....	8
C. SPACE LIMITATIONS	8
D. PROPOSAL COMPONENTS	8
1. Grant Subaward Face Sheet (Cal OES Form 2-101)	9
2. Grant Subaward Contact Information (Cal OES Form 2-102)	9
3. Grant Subaward Signature Authorization (Cal OES Form 2-103).....	9
4. Grant Subaward Certification of Assurance of Compliance & CJAO Federal Fund Grant Subaward Assurances (Cal OES Forms 2-104 and 2-109c).....	9
5. Grant Subaward Budget Pages (Cal OES Form 2-106a)	10
6. Grant Subaward Budget Narrative (Cal OES Form 2-107)	13
7. Grant Subaward Programmatic Narrative (Cal OES Form 2-108)	13
8. Subrecipient Grants Management Assessment.....	15
9. Grant Subaward Service Area Information (Cal OES Form 2-154)	16
10. Organizational Chart	16
11. Additional Forms/Documents	16
E. BUDGET POLICIES	17
F. ADMINISTRATIVE REQUIREMENTS	17
PART III – SELECTION AND FINALIZING THE GRANT SUBAWARD	18
A. SELECTION OF PROPOSAL FOR FUNDING	18
1. Proposal Rating	18
2. Funding Decision	18
3. Notification Process	19
B. FINALIZING THE GRANT SUBAWARD.....	19
1. Grant Subaward Application	19
2. Grant Subaward.....	19
3. Standard Grant Subaward Funding Authority	20
PART IV – RATING SHEET	21
PART V – CHECKLIST	25

BEST PRACTICE INITIAL CHILD INTERVIEW VIDEO TRAINING (VQ) PROGRAM

PART I – OVERVIEW

- 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
-

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 Preston, Program Specialist
Anna.Preston@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 by **11:59 pm on Friday, April 22, 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

For a proposal to be accepted for consideration (i.e., read and rated):

1. The Applicant can be a governmental or non-governmental organization.
2. The Proposal must be submitted per the instructions in C. SUBMISSION DEADLINE AND REQUIREMENTS.
3. The Grant Subaward Programmatic Narrative (Cal OES 2-108) and Grant Subaward Budget Narrative (Cal OES 2-107) must be submitted **unaltered** and in accordance with the instruction in Part II – Section B of this RFP (e.g., adhering to page limits). Cal OES cannot accept alternate or modified forms, without undermining its neutral competitive selection process and will not read pages more than the maximum allowed.
4. The proposal must score at least 50% of the maximum points available to be considered for funding.

Please Note: proposals that do not meet the above requirements will be disqualified and not read and rated.

To be eligible to receive funding, if selected:

1. Applicants must: (1) have a DUNS number issued by Dun & Bradstreet. Effective April 4, 2022, Applicants will need a Unique Entity Identifier (Unique Entity ID). Applicants previously 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 Identity ID. Cal OES will accept either a DUNS number or a Unique Identity ID effective immediately, however beginning April 4, 2022, only a Unique Entity ID will be accepted; and (2) must not have an exclusion record in the federal System for Award Management (SAM) by the beginning of the 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 suspended is excluded from activities involving federal financial and nonfinancial assistance and benefits. [Check SAM status.](#)

2. Applicants that are non-governmental organizations must be registered with the California Department of Justice's Registry of Charitable Trusts with a "current," "exempt," or "pending" status. [Check nonprofit status](#) by the beginning of the Grant Subaward performance period.

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 June 1, 2022 – May 31, 2024.

F. FUNDING INFORMATION

1. Funding Amount

There is \$200,000 available for the 24-month Grant Subaward performance period. This is one-time funding.

Please see the chart for the breakdown of the fund source.

2020 CJA0	2021 CJA0	TOTAL PROJECT COST
\$115,000	\$85,000	\$200,000

2. Funding Source(s)

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

The Program is supported through Children's Justice Act (CJA) Grant Funds.

- CJA Grant funds assist states in developing, establishing, and operating programs designed to improve the response to cases of child abuse and neglect.
- There is no match required.

- Cal OES's four-character code for this federal fund is CJA0. This code will be in the drop down on the Grant Subaward Face Sheet (Cal OES Form 2-101).

G. PROGRAMMATIC INFORMATION

1. Background Information

The initial minimal facts-finding field interview of the child sexual abuse victim is essential for law enforcement (LE) and Child Protective Services (CPS) for safety planning, potential prosecution, and for service referrals. It puts the abuse/sexual act in context, can provide timeframes necessary for medical evaluation and evidence collection, and identifies other parties/witnesses. Effective forensically-sound interviews are imperative to the overall success of the investigation.

2. Programmatic Description

The purpose of VQ Program is to educate first responders on how to properly conduct a forensically-sound, trauma-informed victim interview during an initial child sexual abuse investigation to ensure successful prosecution. This will be accomplished through the creation of three training videos: a Commission on Peace Officer Standards and Training (POST) certified video for law enforcement (LE); a video specific to Child Protective Service (CPS) personnel, and one for the broader category of first responder mandated reporters. These training videos are to be made available statewide.

3. Programmatic Components

The development of the minimal facts-finding field interview videos and field guides will be accomplished thru ongoing collaboration with the Children's Justice Act Task Force. The content of each minimal facts-finding interview video and field guide will be vetted by subject matter experts in the respective disciplines. Subject matter experts will include, but are not limited to prosecutors, forensic interviewers, sexual assault detectives, CPS social workers, victim advocates, and emergency management personnel

a. Training Videos

Develop three web-based, minimal facts-finding field interview training videos and downloadable field guides for use as

onboarding tools and/or for continuing education for the following three groups of first responders: law enforcement, child protective services, and other first responder mandated reporters. These resource tools must include, but are not limited to:

- An overview and guidance on how to conduct a minimal facts-finding field interview,
- Focus on the parameters of and the need for, a minimal facts-finding field initial interview regarding the incident(s),
- The impacts of good and/or poor initial interviews,
- The benefits of multi-disciplinary collaboration for safety planning, potential prosecution, and for service referrals,
- A module that provides guidance to first responders in agencies and/or counties that do not have a Child Advocacy Center (CAC) or Multi-Disciplinary Interviewing Center (MDIC) forensic interviewer available, and
- Reference information indicating "For more information, accreditation guidance, and/or technical assistance, reach out to Children's Advocacy Centers of California (CACCC)". The distribution plan of the minimal facts-finding field interview videos will be guided by the Children's Justice Act Task Force.

b. POST Certification

Obtain Commission on POST training standards certification for the LE minimal facts-finding field interview video and field training guide prior to the release.

c. Promotion and Outreach

The distribution plan will be developed in collaboration with the Children's Justice Act Task Force.

Through the collaboration, the Subrecipient must:

- Determine who will host the minimal facts-finding field interview videos and field training guides;

- Establish a comprehensive distribution plan for each version of the minimal facts-finding field interview videos and field guides; and
- Conduct targeted outreach to tribal victim services providers and tribal law enforcement agencies statewide.

Additional requirements specific to each group of first responders includes:

Law Enforcement

- Collaborate with POST to post the LE specific facts-finding field interview video and field guide on the website; and
- Conduct outreach and facilitate distribution to LE agencies statewide i.e.: Police Departments, Sheriff Departments, California District Attorney Offices, and their respective Associations.

Child Protective Services

- Collaborate with the California Department of Social Services (CDSS) to post the minimal facts-finding field interview video and field guide on the website; and
- Conduct outreach and statewide distribution to child social service first responders to include, but not limited to: Child Protective Services, Child welfare workers, Children's Advocacy Centers of California, and the California Crime Victims Assistance Association.

First Responder Mandated Reporter Category

- Collaborate with CDSS to post the minimal facts-finding field interview video and field guide on the California Mandated Reporters Website;
- Conduct outreach and statewide distribution to emergency management first responders to include, but not limited to: CalFIRE, Schools, Medical Professional; and

- Ensure all identified multi-disciplinary team members and allied victim service/training providers statewide are provided access to the videos and field guides upon request.

d. Evaluation/Feedback

The Subrecipient must:

- Develop a mechanism to track and tally the number of times the videos and field guides are downloaded; and
- Conduct a user feedback survey at end of the video.

e. Operational Agreements

Operational Agreements (OAs) with the following agencies are required:

- Commission on Peace Officer Standards and Training; and
- California Department of Social Services.

4. Reporting Requirements

Progress Reports serve as a record for the implementation of the Grant Subaward. Statistics for Progress Reports must be collected on a quarterly basis, even when reporting occurs less frequently. There are four Progress Reports required for the Program. See the chart below for report periods and due dates.

Report	Report Period	Due Date
1 st Report	June 1, 2022 – November 30, 2022	December 31, 2022
2 nd Report	December 1, 2022 – May 30, 2023	June 30, 2023
3 rd Report	June 1, 2023 – November 30, 2023	December 31, 2023
Final Report	December 1, 2023 – May 30, 2024	June 30, 2024

BEST PRACTICE INITIAL CHILD INTERVIEW VIDEO TRAINING (VQ) PROGRAM

PART II – RFP INSTRUCTIONS

- A. SUBRECIPIENT HANDBOOK
 - B. FORMS
 - C. SPACE LIMITATIONS
 - D. PROPOSAL COMPONENTS
 - E. BUDGET POLICIES
 - F. ADMINISTRATIVE REQUIREMENTS
-

A. SUBRECIPIENT HANDBOOK

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

B. 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) and the Grant Subaward Budget Narrative (Cal OES Form 2-107). No tables, charts, or changes to the margins are allowed.**

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 & CJAO Federal Fund Grant Subaward Assurances (Cal OES Forms 2-104 and 2-109c)

These forms are a binding affirmation that the Subrecipient will comply with the following regulations and restrictions:

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

Subrecipients may be asked to sign and submit an CJAO Federal Fund Grant Subaward Assurances (Cal OES Form 2-109c) once in Grant Subaward. Every year, Cal OES updates each CJAO Federal Fund Grant Subaward Assurances (Cal OES Form 2-109c) 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 with an acquisition cost of \$4,999 or less;
- Indirect costs (*SRH Section 4.045*);
- Insurance (e.g., vehicle, fire, bonding, theft, malpractice, 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; and
- 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 2022 Best Practice Initial Child Interview Video Training (VQ) Program RFP Pages

The Budget Narrative should describe the following:

- a. How the proposed budget supports the objectives and activities.
 - b. How funds are allocated to minimize administrative costs and support direct services.
 - c. How shared costs are allocated.
 - d. How Grant Subaward-funded staff duties and time commitments support the proposed objectives and activities.
 - e. The necessity for subcontracts and unusual costs.
 - f. 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 Four Pages

In narrative form, address the following:

- 1) Describe the obstacles that exist in conducting investigations of child abuse, specifically sexual abuse with child victims.
- 2) Describe the first responder target training audiences, their role as first responders, and the impediments that currently exist in providing appropriate initial minimal facts-finding interview training and the benefit of utilizing highly skilled and trained interviewers.
- 3) Describe how the initial trauma-informed interaction with the child victim sets the stage for next steps and how it contributes to the overall success of the investigation.

b. Plan – Maximum Five Pages

In narrative form, address the following:

- 1) Describe the elements of effective and forensically-sound first responder minimal facts-finding interviews.
- 2) Describe the positive impacts of a good initial first responder minimal facts-finding interview, the benefits to the investigation of the case, safety planning, and service referrals.
- 3) Describe the negative effects of poor initial interviews, the possible impact to the victim, and the potential consequences to the investigation.
- 4) Describe how each version of the minimal facts-finding field interview video and field guide will differ. Include trauma-informed best practices and specific guidance to first responders in interviewing child sexual exploitation/trafficking and physical abuse child victims.
- 5) Provide a step-by-step timeline for the development and distribution of the first responder minimal facts-finding field interview videos and field guides.
- 6) Describe the plan for the selection and convening of a panel(s) of subject matter experts for the development and review of each version of the first responder minimal facts-finding field interview video and field guide.
- 7) Describe the steps to be taken in obtaining Commission on Peace Officer Standards and Training (POST) training standards certification for the LE first responder minimal facts-finding field interview video and field training guide.
- 8) Describe the comprehensive distribution plan for each of the first responder minimal facts-finding field interview video and field training guide. Indicate how each will reach trainees and first responders in each discipline and be available upon request to allied service/training providers statewide.

- 9) Describe the elements of the targeted outreach to tribal victim services providers and tribal law enforcement agencies statewide.
- 10) Describe how you will track the utilization and measure the effectiveness of the first responder minimal facts-finding field interview video(s) and field training guide(s)

c. Capabilities – Maximum Six Pages

In narrative form, address the following:

- 1) Describe the Applicant's subject matter expertise.
- 2) Describe the Applicant's ability and experience in the development of law enforcement forensic interviewing training materials.
- 3) Describe the Applicant's experience in convening subject matter expert panels for the development and/or review of training materials.
- 4) Describe the Applicant's ability to collaborate with task forces, law enforcement, and allied victim service providers.
- 5) Describe the Applicant's ability to administer federal funds, including adhering to the rules in the Code of Federal Regulations (CFR), Title 2, Part 200 *et. seq.*

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*.

- 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*.

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

- 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*); and
- 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*); and
- Records Requirements (*SRH Part 12*).

BEST PRACTICE INITIAL CHILD INTERVIEW VIDEO TRAINING (VQ) PROGRAM

PART III – SELECTION AND FINALIZING THE GRANT SUBAWARD

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

A. SELECTION OF PROPOSAL FOR FUNDING

1. Proposal Rating

Eligible proposals received by the deadline are generally evaluated by a three-member team. The rater scores are averaged and then ranked numerically. Proposals are only evaluated numerically; 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; and
- 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; and
- 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 Congratulation to Applicants selected for funding;
- Letter of Denial to Applicants not selected for funding, including the Applicant's scores and information regarding the appeal process; or
- Letter of Ineligibility:
 - to Applicants whose proposals were not read and rated, including information regarding the appeal process; and
 - to Applicants who scored less than the required 50% of points possible, including the Applicant's scores and information regarding the appeal process.

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

B. FINALIZING THE GRANT SUBAWARD

1. Grant Subaward Application

Once selected for funding, Cal OES may require additional documentation to finalize the Grant Subaward Application package. The Program Specialist identified in your Award 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.

BEST PRACTICE INITIAL CHILD INTERVIEW VIDEO TRAINING (VQ) PROGRAM

PART IV – RATING SHEET

Control # _____
Rater # _____
Applicant _____
Funds Requested: _____

<u>CATEGORY</u>	<u>TOTAL POINTS POSSIBLE</u>
1. PROBLEM STATEMENT	120
2. PLAN	400
3. CAPABILITIES	200
4. BUDGET PAGES AND NARRATIVE	80
5. COMPREHENSIVE ASSESSMENT	40
TOTAL	840

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.

PROGRAMMATIC NARRATIVE	I	II	III	IV	V
a. Problem Statement (Maximum Four Pages) How well does the proposal:	0	10	20	30	40
1) describe the obstacles that exist in conducting investigations of child abuse, specifically sexual abuse with child victims.					
2) describe the first responder target training audiences, their role as first responders, and the impediments that currently exist in providing appropriate initial minimal facts-finding interview training and the benefit of utilizing highly skilled and trained interviewers.					
3) describe how the initial trauma-informed interaction with the child victim sets the stage for next steps and how it contributes to the overall success of the investigation.					
b. Plan (Maximum Five Pages) How well does the proposal:	0	10	20	30	40
1) describe the elements of effective forensically-sound first responder minimal facts interviews.					
2) describe the positive impacts of a good initial first responder minimal facts-finding interview, the benefits to the investigation of the case, safety planning and service referrals.					
3) describe the negative effects of poor initial interviews, the possible impact to the victim and the potential consequences to the investigation.					
4) describe how each version of the minimal facts interview video and field guide will differ. Include trauma informed best practices and specific guidance to first responders in interviewing child sexual exploitation/trafficking and physical abuse child victims.					
5) describe a step-by-step timeline for the development and distribution of the first					

PROGRAMMATIC NARRATIVE	I	II	III	IV	V
responder minimal facts-finding field interview videos and field guides.					
6) describe the plan for the selection and convening of a panel(s) of subject matter experts for the development and review of each version of the first responder minimal facts-finding field interview video and field guide.					
7) describe the steps to be taken in obtaining Peace Officer Standards and Training (POST) training standards certification for the LE first responder minimal facts-finding field interview video and field training guide.					
8) describe the comprehensive distribution plan for each of the first responder minimal facts-finding field interview video and field training guide. Indicate how each will reach trainees and first responders in each discipline and be available upon request to allied service/training providers statewide.					
9) describe the elements of the targeted outreach to tribal victim service providers and tribal law enforcement agencies statewide.					
10) describe how you will track the utilization and measure the effectiveness of the first responder minimal facts-finding field interview video(s) and field training guide(s).					
c. Capabilities (Maximum Six Pages) How well does the proposal:	0	10	20	30	40
1) describe the Applicant's subject matter expertise.					
2) describe the Applicant's ability and experience in the development of law enforcement forensic interviewing training materials.					
3) describe the Applicant's experience in convening subject matter expert panels					

PROGRAMMATIC NARRATIVE	I	II	III	IV	V
for the development and/or review of training materials.					
4) describe the Applicant's ability to collaborate with task forces, law enforcement, and allied victim service providers.					
5) describe the Applicant's ability to administer federal funds, including adhering to the rules in the Code of Federal Regulations (CFR), Title 2, Part 200 <i>et. seq.</i>					
BUDGET PAGES & NARRATIVE (Maximum 2022 Best Practice Initial Child Interview Video Training (VQ) Program RFP Pages)	0	5	10	15	20
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?					
4) How well do the proposed Budget Pages & Narrative support the necessity for subcontracts and unusual expenditures?					
COMPREHENSIVE ASSESSMENT	0	10	20	30	40
How well does this proposal support the overall intent, goals, and purpose of the Program?					

BEST PRACTICE INITIAL CHILD INTERVIEW VIDEO TRAINING (VQ) PROGRAM

PART V – CHECKLIST

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.
- CJOA FEDERAL FUND GRANT SUBAWARD ASSURANCES ([Cal OES FORM 2-109C](#))– Signed by the Official Designee who signed the Grant Subaward Face Sheet and by the official delegating that authority.
- GRANT SUBAWARD BUDGET PAGES (EXCEL SPREADSHEET FORMAT) (Cal OES FORM 2-106) budget 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 AGREEMENTS SUMMARY FORM ([Cal OES FORM 2-160](#))
- NON-COMPETITIVE PROCUREMENT REQUEST ([Cal OES FORM 2-156](#))
- INDEPENDENT CONTRACTOR/CONSULTANT RATE EXPEMPTION REQUEST ([Cal OES FORM 2-164](#))
- 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](#))