



## 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:

### **ELDER ABUSE (XE) PROGRAM**

Release Date: September 28, 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 Program is to enhance the safety of elder and dependent adult victims/survivors of crime by providing direct services to victims/survivors and bridging the gap between elder justice service providers and victim/survivor service providers.

#### **Eligibility:**

To be eligible to receive funding Applicants must be either an organization that provides victim/survivor services and must receive a minimum of 60% of available points on the Rating Form.

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

January 1, 2024, through December 31, 2024

#### **Available Funding:**

Individual Applicants may request up to \$217,444.

#### **Submission Deadline:**

November 17, 2023



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(916) 845-8107 TELEPHONE

[CalOES Website](#)

# ELDER ABUSE (XE) PROGRAM RFP

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### PART I – OVERVIEW

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

#### A. PUBLIC RECORDS ACT NOTICE

Proposals are subject to the Public Records Act, Government Code Section 7920.000, *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:

Amanda Xiong, Program Specialist

[Amanda.Xiong@caloes.ca.gov](mailto:Amanda.Xiong@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) and received by **11:59 pm on Friday, November 17, 2023**. Proposals must be attached as a single document (e.g., PDF) and contain the forms outlined in Part II - RFP Instructions. Cal OES cannot access proposals through cloud-based storage services (e.g., Google Drive, Dropbox, etc.). Emails should identify the name of the RFP in the Subject line.

### D. ELIGIBILITY

#### 1. Eligibility to Compete for Funding

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

- Applicants must be an organization that provides direct victim/survivor services.
- The proposal must be submitted per the instructions in Part I, Subpart C.

**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 60% 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. **Applicants should start this process immediately to ensure they are able to comply with the requirement to have this completed within the 60-days.**
- Must **not** have an exclusion record in the SAM by the beginning of the (XE) 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 suspended is excluded from activities involving federal financial and nonfinancial assistance and benefits. [Check SAM status.](#)

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- Must be registered with the California Department of Justice's Registry of Charitable Trusts with a "current," "exempt," or "pending" status (applies to non-governmental organizations only) [Check nonprofit status.](#)

### E. GRANT SUBAWARD PERFORMANCE PERIOD

The Grant Subaward performance period is January 1, 2024, through December 31, 2024. Successful Subrecipients will be eligible for a non-competitive reapplication for four consecutive years, contingent upon availability of funds.

### F. FUNDING INFORMATION

#### 1. Funding Amount

Applicants may apply for up to 217,444, for the 12-month Grant Subaward performance period.

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

2022 VOCA	2022 VOCA MATCH	TOTAL PROJECT COST
\$217,444	\$54,361	\$271,805

#### 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:

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

- Supports eligible crime victim assistance programs.
- Requires the use of volunteers unless there is a compelling reason to waive this requirement.

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- To request a volunteer waiver, Applicants must submit the Volunteer Waiver Request Form (Cal OES Form 2-155) with their application.
- 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).
- The federal award number for 2022 VOCA is 15POVC-22-GG-00708-ASSI

### **G. PROGRAMMATIC INFORMATION**

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

The purpose of the Program is to enhance the safety of elder and dependent adult victims/survivors of crime by providing direct services to victims/survivors and bridging the gap between elder justice service providers (including Adult Protective Services, Long-Term Care Ombudsman programs, providers of legal assistance, etc.) and victim/survivor service providers. This Program will provide support for communities to improve their ability to identify the needs of victims/survivors of elder and dependent adult abuse, including victims/survivors with disabilities, and to improve the delivery of services. This will be accomplished by:

- Funding an Elder Abuse Victim Specialist solely dedicated to serving elder and dependent adult victims/survivors.

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- Providing and coordinating direct services for elder and dependent adult victims/survivors.
- Expanding the communities' capacity to serve elder and dependent adult victims/survivors.
- Ensuring that elder and dependent adult victims/survivors have access to the criminal justice system.
- Implementing an outreach awareness program for victims/survivors and mandated reporters of elder and dependent adult abuse and others who encounter these victims/survivors.

### 2. Programmatic Components

#### a. Elder Abuse Victim Specialist

The Applicant must fund one full-time equivalent Elder Abuse Victim Specialist. The Elder Abuse Victim Specialist must have expertise in elder and dependent adult abuse cases, victim/survivor services, and the criminal justice system.

The Elder Abuse Victim Specialist must:

- Provide case management for victims/survivors served through the Program.
- Coordinate the multidisciplinary team that responds to the elder and dependent adult abuse cases, including scheduling meetings and serving as the point of contact for the multidisciplinary team members.
- Assist with the development of protocols for responding to elder and dependent abuse victims/survivors.
- Provide consultation and outreach materials for those that may come into contact with elder and dependent abuse victims/survivors.
- Collect and report data for required Office for Victims of Crime (OVC) and Cal OES progress reports.

The Applicant must ensure the Elder Abuse Victim Specialist has a reasonable workspace to foster positive relationships between victim/survivor service providers and the community (such as local



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Family Justice Centers, Adult Protective Services, legal aid programs, non-profit agencies, etc.).

b. Multidisciplinary Collaboration

The Applicant must create a multidisciplinary team, or expand the capacity of an existing multidisciplinary team, to address the rights and service needs of elder and dependent adult victims/survivors in the service area. The team must include representatives from both the public and private sectors.

Teams must meet at a minimum of 10 times within the Grant Subaward performance period (12 months) to develop/update protocols for how the community will identify and coordinate services for elder and dependent adult victims/survivors of:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Financial abuse
- Abandonment
- Neglect
- Institutional abuse

At a minimum, the multidisciplinary team must:

- Identify agencies that currently provide services.
- Evaluate how well the community is serving elder and dependent adult victims/survivors by:
  - Identifying gaps in services.
  - Determining how to address gaps in services.
- Coordinate agency communication.
- Develop case review guidelines.
- Develop confidentiality agreements.
- Provide education and outreach to professionals and the public.

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- Assist in financial recovery by developing and/or implementing services to help victims/survivors recover from financial exploitation and fraud.

### c. Operational Agreements

An operational agreement (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*).

The Applicant must submit OAs or Second-Tier Subawards that demonstrate a formal system of networking and coordination with the following agencies that have representatives who have experience with providing services to elder and dependent adult victims/survivors of crime:

- Law enforcement
- District attorney's office(s)
- Victim/Witness assistance program(s)
- Mental health service provider(s)
- Adult protective services
- Medical/Health care providers
- Local ombudsman program
- Legal services
- Community-based victim assistance representatives
- Experts in financial management (e.g., fiduciaries, money managers, benefits counselors, etc.)

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Applicants are encouraged to obtain OAs and/or Second-Tier Subawards with the following disciplines, including, but not limited to:

- Senior center/food bank agencies
- Financial institutions
- Court personnel
- Consumer protection agencies
- Senior citizen organizations
- Area agencies on aging

**OAs must be submitted with the proposal packet and include the following:**

- Original signatures, titles, and agency names for both parties.
- Term dates effective for the Grant Subaward performance period.
- Identify the agency that will provide representation on the multidisciplinary team.
- Describe plans for coordination of services.
- Specify services to be provided and identify who provides which services.

d. **Mandatory Direct Victim Services**

Subrecipients must provide comprehensive services that incorporate all necessary victim/survivor support services. Services generally include those efforts that:

- Respond to the emotional and physical needs of crime victims/survivors.
- Help primary and secondary victims/survivors of crime to stabilize their lives after a victimization.
- Help victims/survivors to understand and participate in the criminal justice system.
- Provide victims/survivors of crime with a measure of safety and security.

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Subrecipients must respond to the emotional and physical needs of victims/survivors by using a trauma-informed, culturally-sensitive approach to assist victims/survivors in stabilizing their lives after the victimization.

Subrecipients must ensure that victim/survivor services are accessible to elder and dependent adult victims/survivors.

Subrecipients must either offer direct victim/survivor services and/or refer clients to agencies that offer them.

Subrecipients must also work to establish any services that do not currently exist. If this subaward will be used to supplement existing victim/survivor services, Subrecipients must develop a creative initiative that provides enhanced specialized services to elder and dependent adult victims/survivors. Examples of specialized services include, but are not limited to, advocacy, counseling, legal assistance, and development of victim/survivor support groups.

Direct victim/survivor services must include, but are not limited to, the following:

1) Crime Victim Compensation Benefits

Subrecipients must provide victims/survivors with assistance in seeking crime victim compensation benefits. This can be met through assisting a victim/survivor with completing a victim compensation application. Simply providing an individual with an application does not qualify as assistance.

2) Information and Referral (in-person)

Information and referral include providing the following:

- Information about the criminal justice process.
- Information about victim/survivor rights and how to obtain notifications.
- Referrals to other victim/survivor service programs.
- Referral to other services, supports, and resources (includes legal, medical, faith-based organizations,

address confidentiality programs, daily money management programs, etc.).

Subrecipients must have knowledge of local community resources (food bank, clothing, goods, senior centers, and services, etc.) and connect victims/survivors to these resources as appropriate. A referral resources list must be developed, maintained, regularly updated, and include the following: law enforcement agencies, district and city attorney's office, medical care providers, mental health treatment facilities, county social services and child protective services agencies, other domestic violence centers, rape crisis centers, victim/witness assistance centers, family justice centers, etc.

3) Emotional Support or Safety Services

Subrecipients must provide or develop a referral system for victims/survivors to receive the following:

- Crisis intervention (in-person, includes safety planning, etc.)
- Hotline/crisis line counseling
- Counseling
- On-scene crisis response
- Individual counseling
- Support groups
- Other therapy (traditional, cultural, or alternative healing; art, writing, or play therapy, etc.)

Support groups must be tailored to the elder and dependent adult population and be overseen by someone with extensive knowledge of elder and dependent adult abuse and the resources available to victims/survivors. Support groups may include family members and friends who may have experienced trauma as result of their loved one's victimization. Their attendance may increase victim/survivor participation, increase their understanding of the impact on the victim/survivor and support of the victim/survivor, and

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increase community awareness of the impact of elder and dependent adult abuse.

The Subrecipient must provide a means for victims/survivors to obtain individual counseling when it is requested. Counseling must be provided by an individual able to offer privileged communications per California law. This requirement may be met through the development and implementation of written procedures for referrals to qualified professional counselors and/or counseling agencies.

#### 4) Shelter/Housing Services/Supportive Services

Subrecipients must provide emergency shelter services for elder and dependent adult victims/survivors or establish a referral system for shelter on a 24-hour, seven days a week basis. Additional housing services may include:

- Transitional housing
- Relocation assistance
- Short-term (up to 45 days) in-home care and supervision services
- Short-term (up to 45 days) care in residential care facilities, including nursing homes, assisted living facilities for adults for whom no other safe, short-term residence is available

#### 5) Criminal/Civil Justice System Assistance

Subrecipients must make victims/survivors aware of their rights and provide advocacy when necessary to intervene on behalf of the victim/survivor with criminal justice agencies (law enforcement, prosecution, courts, and probation).

Subrecipients must assist in making police reports and following up with law enforcement agencies to determine if reports were filed and investigated and if victims/survivors have been offered services. Services include assistance with the following:

- Notification of criminal justice events (e.g., case status, arrest, court proceedings, case disposition, release, etc.)

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- Victim impact statement assistance
- Assistance with restitution (includes assistance in requesting and when collection efforts are not successful)
- Civil legal attorney assistance in obtaining protection or restraining order
- Civil legal attorney assistance with family law issues (e.g., custody, visitation, or support)
- Other emergency justice-related assistance
- Immigration attorney assistance (e.g., special visas, continued presence application, and other immigration relief)
- Prosecution interview advocacy/accompaniment (includes accompaniment with prosecuting attorney and with victim/witness)
- Law enforcement interview advocacy/accompaniment
- Criminal advocacy/accompaniment
- Other legal advice and/or counsel (e.g., protecting assets, recovering losses, stopping evictions and foreclosures)

Legal services may be accomplished through coordination with pro bono attorneys or by attorneys employed by the agency.

### 6) Financial Services/Emergency Financial Assistance

Subrecipients must continue to provide financial services if needed to any elder and dependent adult victims/survivors of financial abuse. This may be completed by volunteers or an outside referral agency. Services may include financial counseling and advocacy with creditors and debt collectors, landlords, and the IRS (to address tax implications resulting from losses or identity theft); assist victims/survivors to restructure budgets and debt; access insurance and public

assistance; settle bankruptcy and banking issues; and prevent foreclosure, garnishment, and evictions.

Subrecipients may provide direct financial assistance for emergency assistance if the assistance cannot be funded through an alternative source within 48 hours of the crime. Examples of emergency assistance include: payment for items such as food and/or clothing, taxis, prophylactic and nonprophylactic medications, durable medical equipment, other health care items, etc.

Subrecipients may allow up to two percent of the total Grant Subaward amount (including match) to provide financial intervention for victim/survivor-related needs. If funds are provided directly to a victim/survivor, Subrecipients must follow the procedure outlined in *SRH* Section 4.040.

7) Personal Advocacy/Accompaniment

This includes advocating for (intervening on behalf of the victim/survivor when requested) or accompanying a victim/survivor for the following:

- Emergency medical care
- Medical forensic exams and/or evidence collection
- Interview with law enforcement (including return of personal property or effects)
- Obtaining social service assistance
- Advocacy and immigration assistance (e.g., special visas, continued presence application, and other immigration relief)
- Employer, creditor, landlord, or academic institution
- Dependent care assistance
- Interpreter services



8) Emergency Transportation

Subrecipients must provide a means for emergency transportation to shelters, court, medical/mental health or other places of safety as appropriate for victims/survivors of crime. The Subrecipient should also provide a means for victims/survivors to receive non-emergency transportation, which could include direct transportation, arranging rides with Paratransit, or providing transportation vouchers.

e. Optional Direct Services

1) Restorative Justice

Restorative Justice includes opportunities (meditation, family conferencing, etc.) for crime victims/survivors to meet with perpetrators, if these meetings are requested or voluntarily agreed to by the victim/survivor and have possible beneficial or therapeutic value to crime victims/survivors.

2) Funeral Arrangements

Upon request from the client, assist family members of deceased victim/witness with funeral/burial arrangements.

f. 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.

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g. California Victims Resource Center

The California Victims Resource Center helps victims/survivors find necessary resources and learn about their rights in the criminal justice system. Subrecipients are strongly encouraged to use the California Victims Legal Resource Center (VLRC) when assisting victims/survivors.

The VLRC provides victims/survivors, their families, and service providers with information about victims' legal rights and provides 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.

h. State of California Department of Justice Victims' Services Unit

Subrecipients are strongly encouraged to provide victims/survivors with information about the State of California Department of Justice (DOJ) Victims' Services Unit (VSU) when assisting victims/survivors.

DOJ VSU provides appeal notification to victims/survivors and their families, as well as assistance, support services, and outreach on capital and non-capital cases. DOJ VSU provides direct victim assistance in cases that are being prosecuted at the Attorney General's Office and is a resource for information about death penalty cases and sexual assault rape kit status.

Upon request, DOJ VSU provides publications on victims' rights and educational presentations. To receive information on resources, visit <https://oag.ca.gov/victimservices/notification>, call the toll-free VSU line at (877) 433-9069, or email VSU at [VictimServices@doj.ca.gov](mailto:VictimServices@doj.ca.gov).

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:

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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	January 1, 2024 – June 30, 2024	July 31, 2024
Final Report	July 1, 2024 – December 31, 2024	January 31, 2025

b. Office for Victims of Crime (OVC) Reports

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

1) Subgrant Award Report (SAR)

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

2) Subgrantee Report

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

Report Period	Due Date (on or about)
January 1, 2024 – March 31, 2024	April 14, 2024
April 1, 2024 – June 30, 2024	July 14, 2024
July 1, 2024 – September 30, 2024	October 14, 2024
October 1, 2024 – December 31, 2024	January 14, 2025

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

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

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### PART II – RFP INSTRUCTIONS

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- A. SUBRECIPIENT HANDBOOK
  - B. PROPOSAL FORMS
  - C. ADDITIONAL DOCUMENTS
  - D. BUDGET POLICIES
  - E. ADMINISTRATIVE REQUIREMENTS
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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. **Applicants must 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. **Altering or using older versions of these forms will 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. Proposals that include tables and charts will 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. Grant Subaward Budget Pages (Cal OES Form 2-106a-b)

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

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requirements during the implementation of the Grant Subaward.  
**One of these forms is always required.**

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

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

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

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

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

a. Personnel Costs – Salaries/Employee Benefits

1) Salaries

Personnel includes Grant Subaward services performed by Grant Subaward staff **directly employed by the Applicant** (not a contract or Participating Agency) and must be identified by position, cost and time spent on allowable activities for the Grant Subaward (e.g., Clerical Staff @ \$20/hour x 980 hours; or Victim Advocate @ \$1,500/month x 12 months x .50 FTE). Personnel may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must also be allocated as a

part of salaries. If the Applicant's personnel have accrued sick leave or vacation time prior to the approval of the Grant Subaward, they may not take time off using Grant Subaward funds.

2) Benefits

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

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

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

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

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



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- Consultant services (SRH Section 6.050)
- Equipment service and maintenance agreements
- Financial Assistance for clients (SRH Section 4.040)
- Furniture and office equipment (\$4,999 or less)
- Indirect costs (SRH Section 4.045)
- Insurance (e.g., vehicle, fire, bonding, theft, and liability)
- Internet access
- Office supplies
- Office rental space (SRH Section 4.055)
- Postage
- Printing
- Second-Tier Subawards (SRH Section 7.010)
- Software
- Training materials
- Travel and per diem (SRH Section 4.065)
- Utilities
- Vehicle maintenance

Additional information on Operating Expenses can be found in *SRH Part 4*.

### c. Equipment Costs

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

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

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

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

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- 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.**

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. **This form is always required.**

a. Problem Statement – Maximum Four Pages

In narrative form, address the following:

- 1) Describe the elder and dependent adult population, including the prevalence of elder abuse in the proposed service area, to be served by the Program.
- 2) Describe the known prevalence of elder and dependent adult abuse in the service area, include current statistics on the type of victimization (e.g., financial abuse, physical abuse, emotional abuse, etc.).
- 3) Describe gaps in services between elder justice service providers, Long-Term Care Ombudsman programs, legal assistance providers, etc.) and victim/survivor service providers.
- 4) Describe how the safety of elder and dependent adult victims/survivors will be enhanced in their service area.

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b. Plan – Maximum Ten Pages

In narrative form, address the following:

- 1) Describe the Applicant's plan to provide services to elder and dependent adult victims/survivors, including victims/survivors with disabilities.
- 2) Indicate the number of victims/survivors the Applicant plans to assist during the term of the Grant Subaward performance Period.
- 3) Describe the plan to hire and train the Elder Abuse Victim Specialist, with the expertise in elder and dependent adult abuse cases, victim/survivor services, and the criminal justice system.
- 4) Describe the Applicant's plan to either create or expand the capacity of a multidisciplinary team that addresses the rights and service needs of elder and dependent adult victims/survivors in the service area.
- 5) Describe the multidisciplinary team's representation and how often the team will meet throughout the performance period.
- 6) Describe the Applicant's plan to conduct public awareness and education/outreach about elder and dependent adult abuse victims/survivors.
- 7) Describe how the Applicant will coordinate services, including the plan to develop case review guidelines, confidentiality agreements, a service plan to address the service needs of each victim/survivor, and coordinate agency communication.
- 8) Describe the Applicant's plan to network and coordinate with other service providers in their service area, about responding to elder and dependent adult abuse.
- 9) Describe the Applicant's plan to provide the mandatory direct services outlined in the RFP.

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

c. Capabilities – Maximum Six Pages

In narrative form, address the following:

- 1) Describe the Applicant's expertise in providing services to elder and dependent adult victims/survivors.
- 2) Describe the Applicant's ability to implement each of the XE Program components.
- 3) Describe the Applicant's experience working with other agencies/organizations in the service area to expand the scope of services available to elder and dependent adult victims/survivors, including identifying and providing direct services.
- 4) Describe the Applicant's experience in addressing barriers that elder and dependent adult victims/survivors face when accessing services after a victimization, including lack of knowledge about resources, language barriers, social and cultural challenges, and accessibility for victims/survivors of crime with disabilities.
- 5) Describe the Applicant's existing protocols for responding to elder and dependent adult victims/survivors.
- 6) Describe the qualifications and training that the Elder Abuse Victim Specialist will be required to possess.

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

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

Every year, Cal OES updates the Federal Fund Grant Subaward Assurances (Cal OES Form 2-104a-g) to ensure that any new

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assurances placed upon the federal award are passed down to Subrecipients. Subrecipients will be notified if this change is needed.

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

9. 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/survivor. 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.**

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. 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.**

12. 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.**

13. 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.**

14. VOCA 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.**

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

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

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

16. 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.**

17. 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

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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.**

### 18. Payee Data Record (STD 204)

This form provides information for income tax reporting and to ensure tax compliance with federal and state laws. **This form is only required if the Applicant has not previously received a Grant Subaward from Cal OES.**

## C. ADDITIONAL DOCUMENTS

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

General information regarding each document is below:

### 1. Indirect Cost Rate Agreement

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

### 2. Letter of Certification

The Letter of Certification is written confirmation verifying information specific to the Applicant's organization. **This document may or may not be required. If required information will be included in Part I, Subpart D.**

### 3. Organizational Chart

The Organizational Chart should clearly depict the structure of the Applicant's organization and the specific unit within the organization responsible for the implementation of the Grant Subaward. This chart should also depict supporting units within the organization (e.g., the Accounting Unit) and the lines of authority within the organization. Job titles on the Organizational Chart must match those on the Grant Subaward Budget Pages (Cal OES Form 2-106a or b) and Grant Subaward Budget Narrative (Cal OES 2-107). **This document may or may not be required.**

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### 4. Operational Agreements

An OA is a formal agreement, without the exchange of money, between an implementing agency and one or more participating agencies (*SRH Section 7.005*). **This document may or may not be required. If required, information will be included in Part I, Subpart G.**

### D. BUDGET POLICIES

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

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

### E. ADMINISTRATIVE REQUIREMENTS

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

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



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

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- A. SELECTION OF PROPOSAL FOR FUNDING
  - B. FINALIZING THE GRANT SUBAWARD
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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 60% of available points on the Rating Sheet to be considered for funding.

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

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

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

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

### 3. Notification Process

All Applicants will be notified in writing, via electronic communication, 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>200</u>
C. CAPABILITIES	<u>120</u>
D. BUDGET PAGES AND NARRATIVE	<u>60</u>
E. COMPREHENSIVE ASSESSMENT	<u>120</u>
<b>TOTAL</b>	<b><u>580</u></b>

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

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

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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</b> (Maximum Four Pages) How well does the proposal:	<b>0</b>	<b>5</b>	<b>10</b>	<b>15</b>	<b>20</b>
1) describe the elder and dependent adult population, including the prevalence of elder abuse in the proposed service area, to be served by this Program?					
2) describe the known prevalence of elder and dependent adult abuse in the service area, including current statistics on type of victimization (e.g. financial abuse, physical abuse, emotional abuse, etc.)?					
3) describe the gaps in services between elder justice service providers, Long-Term Care Ombudsman programs, legal assistance providers, etc.) and victim/survivor service providers?					
4) describe how the safety of elder and dependent adult victims/survivors will be enhanced in their service area?					
<b>b. Plan</b> (Maximum Ten Pages) How well does the proposal:	<b>0</b>	<b>5</b>	<b>10</b>	<b>15</b>	<b>20</b>
1) describe the Applicant's plan to provide services to elder and dependent adult victims/survivors, including victims with disabilities?					
2) indicate the number of victims/survivors the Applicant plans to assist during the term of the Grant Subaward performance period?					
3) describe the plan to hire and train an Elder Abuse Victim Specialist, with the expertise in elder and dependent adult abuse cases, victim/survivor services, and the criminal justice system?					
4) describe the Applicant's plan to either create or expand the capacity of a multidisciplinary team that addresses					

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<b>PROGRAMMATIC NARRATIVE</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>V</b>
the rights and service needs of elder and dependent adult victims/survivors in the service area?					
5) describe the type of representation on the multidisciplinary team and how often the team will meet throughout the performance period?					
6) describe the Applicant's plan to conduct public awareness and education/outreach about elder and dependent adult abuse victims/survivors?					
7) describe how the Applicant will coordinate services, including the plan to develop case review guidelines, confidentiality agreements, a service plan to address the service needs of each victim/survivor and coordinate agency communication?					
8) describe the Applicant's plan to network and coordinate with other service providers in their service area, about responding to elder and dependent adult abuse?					
9) describe the Applicant's plan to provide the mandatory direct services outlined in the RFP?					
10) 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</b> (Maximum Six Pages) How well does the proposal:	<b>0</b>	<b>5</b>	<b>10</b>	<b>15</b>	<b>20</b>
1) describe the Applicant's expertise in providing services to elder and dependent adult victims/survivors?					
2) describe the Applicant's ability to implement the XE Program components?					

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<b>PROGRAMMATIC NARRATIVE</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>V</b>
3) describe the Applicant's experience working with other agencies/organizations in the service area to expand the scope of services available to elder and dependent adult victims/survivors, including identifying and providing direct services?					
4) describe the Applicant's experience in addressing barriers that elder and dependent adult victims/survivors face when accessing services after a victimization, including lack of knowledge about resources, language barriers, social and cultural challenges, and accessibility for victims/survivors of crime with disabilities?					
5) describe the Applicant's existing protocols for responding to elder and dependent adult victims/survivors?					
6) describe the expertise of the Elder Abuse Victim Specialist?					
<b>BUDGET PAGES &amp; NARRATIVE</b> (Budget Narrative Maximum Three Pages)	<b>0</b>	<b>5</b>	<b>10</b>	<b>15</b>	<b>20</b>
1) How well do the proposed Budget Pages & Narrative support the objectives and activities?					
2) How well are funds allocated to minimize administrative costs and support direct services?					
3) How well do Grant Subaward-funded staff duties and time commitments support the proposed objectives and activities?					
<b>COMPREHENSIVE ASSESSMENT</b>	<b>0</b>	<b>15</b>	<b>30</b>	<b>45</b>	<b>60</b>
1) How well does this proposal support the overall intent, goals, and purpose of the Program?					



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<b>PROGRAMMATIC NARRATIVE</b>	I	II	III	IV	V
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.

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

- 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
- GRANT SUBAWARD BUDGET PAGES (EXCEL SPREADSHEET FORMAT) ([Cal OES Form 2-106a](#)) Multiple Fund Sources
- UNALTERED** GRANT SUBAWARD BUDGET NARRATIVE ([Cal OES Form 2-107](#))
- UNALTERED** GRANT SUBAWARD PROGRAMMATIC NARRATIVE ([Cal OES Form 2-108](#))
  - PROBLEM STATEMENT
  - PLAN
  - CAPABILITIES
- FEDERAL FUND GRANT SUBAWARD ASSURANCES ([Cal OES Form 2-109a](#)) – Signed by the Official Designee who signed the Grant Subaward Face Sheet
- GRANT SUBAWARD SERVICE AREA INFORMATION ([Cal OES Form 2-154](#))
- ORGANIZATIONAL CHART
- [SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT](#)
- OPERATIONAL AGREEMENTS – Refer to Part I, H. ([Cal OES Form 2-160](#))

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

- PETTY CASH VICTIM FUND CERTIFICATION ([Cal OES Form 2-153](#))
- VOLUNTEER WAIVER REQUEST ([Cal OES Form 2-155](#))
- NON-COMPETITIVE PROCUREMENT REQUEST ([Cal OES Form 2-156](#))
- OUT-OF-STATE TRAVEL REQUEST ([Cal OES Form 2-158](#))

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- VOCA MATCH WAIVER REQUEST ([Cal OES Form 2-159](#))
- INDEPENDENT CONTRACTOR/CONSULTANT RATE EXEMPTION 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](#))
- INDIRECT COST RATE AGREEMENT
- LETTER OF CERTIFICATION, Refer to Part I, D.