



REQUEST FOR APPLICATION

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

CALIFORNIA VICTIM WITNESS ADVOCATE TRAINING (TP) PROGRAM

Release Date: June 3, 2021

This Request for Application (RFA) provides detailed information and forms necessary to prepare an application for Grant Subaward funds. The terms and conditions of this RFA supersede previous RFAs and conflicting provisions stated in the [Subrecipient Handbook \(SRH\)](#).

PROGRAM SYNOPSIS

Program Description:

The purpose of the TP Program is to design curriculum and provide high-quality, statewide training to Victim Witness (VW) Program Advocates, Supervisors, Coordinators, and allied professionals.

Eligibility:

The only eligible Applicant is the California Crime Victim Assistance Association (CCVAA).

Grant Subaward Performance Period:

October 1, 2021 – September 30, 2022

Submission Deadline:

Friday, July 30, 2021



CALIFORNIA VICTIM WITNESS ADVOCATE TRAINING (TP) PROGRAM

TABLE OF CONTENTS

PART I – OVERVIEW	1
A. PUBLIC RECORDS ACT NOTICE	1
B. CONTACT INFORMATION	1
C. SUBMISSION DEADLINE AND OPTIONS	1
D. ELIGIBILITY	1
E. GRANT SUBAWARD PERFORMANCE PERIOD	2
F. FUNDS	2
G. PROGRAM INFORMATION	3
PART II – RFA INSTRUCTIONS	8
A. SUBRECIPIENT HANDBOOK	8
B. APPLICATION FORMS	8
1. Grant Subaward Face Sheet (Cal OES Form 2-101)	8
2. Grant Subaward Contact Information (Cal OES Form 2-102)	8
3. Grant Subaward Signature Authorization (Cal OES Form 2-103)	9
4. Grant Subaward Certification of Assurance of Compliance (Cal OES Form 2-104f)	9
5. Grant Subaward Budget Pages (Cal OES Form 2-106a)	9
6. Grant Subaward Budget Narrative (Cal OES Form 2-107)	12
7. Grant Subaward Programmatic Narrative (Cal OES Form 2-108)	13
8. Subrecipient Grants Management Assessment	13
9. Grant Subaward Service Area Information (Cal OES Form 2-154)	14
10. Organizational Chart	14
11. Additional Forms/Documents	14
C. BUDGET POLICIES	15
D. ADMINISTRATIVE REQUIREMENTS	15
PART III – CHECKLIST	17

CALIFORNIA VICTIM WITNESS ADVOCATE TRAINING (TP) PROGRAM

PART I – OVERVIEW

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

A. PUBLIC RECORDS ACT NOTICE

Grant Subaward applications 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 application. If you believe that any of the information you are putting on this application is exempt from the Public Records Act, please indicate what portions of the application 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 RFA, the application process, or programmatic issues should be submitted to:

Rachel Magaña, Program Specialist
Rachel.Magana@CalOES.ca.gov
(916) 845-8451

C. SUBMISSION DEADLINE AND OPTIONS

Application must be emailed to VSapplications@caloes.ca.gov by 5:00 pm on Friday, July 30, 2021.

D. ELIGIBILITY

The only eligible Applicant is the California Crime Victim Assistance Association (CCVAA).

Applicants applying for programs supported with federal funds must be registered in the federal System for Award Management (SAM) and have

an expiration date that is at least eight weeks after the Application due date. [Check SAM status.](#)

Applicants that are community-based organizations must be registered with the California Department of Justice's Registry of Charitable Trusts with a "current" or "pending" status. [Check nonprofit status.](#)

E. GRANT SUBAWARD PERFORMANCE PERIOD

The Grant Subaward performance period is October 1, 2021, through September 30, 2022.

F. FUNDS

There is \$650,000 available for the Program for the Grant Subaward performance period. **Funding is contingent upon availability of funds and passage of the 2021-22 State Budget Act.**

1. Source of Funds

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

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

- Supports eligible crime victim assistance programs.
- Requires a cash and/or in-kind match equal to 20 percent of the total project cost. Applicants may request a partial or full match waiver.

To request a match waiver, Applicants must submit the VOCA Match Waiver Request form (Attachment A), to the applicable Program Specialist, by email, by July 30, 2021. All sections of the form must be completed. Answers to questions 9 through 11 must be specific and unique to the Applicant and Program.

- Cal OES's four-character code for this federal fund is VOCA. This code will be in the drop-down on the Grant Subaward Face Sheet (Cal OES Form 2-101).
- The federal award number is unknown at the time of release of this RFA. Contact your Program Specialist if you need this information.

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

21VOCA	21VOCA MATCH	TOTAL PROJECT COST
\$650,000	\$162,500	\$812,500

G. PROGRAM INFORMATION

1. Background Information

California Penal Code §13835.10 statutorily mandates Cal OES to institute a statewide victim assistance training program that establishes minimum training and selection standards for local victim service providers. The TP Program is a collaborative partnership of the CCVAA and Cal OES.

2. Program Description

The purpose of the TP Program is to design curriculum and provide high-quality, statewide training to Victim Witness (VW) Program Advocates, Supervisors, Coordinators, and allied professionals.

A formal reassessment and curriculum update must occur every five years. This should include an assessment of all established curriculum and updates as needed with the goal of ensuring that the diversity of victim service needs are met, and that training remains current, comprehensive, innovative, and relevant for VW Program Advocates, Supervisors, Coordinators, and allied professionals. The next formal assessment is scheduled for the fiscal year 2022-23 Grant Subaward performance period.

3. Program Components

a. Annual Training Session Needs Assessment

The Subrecipient must conduct a needs assessment during the Grant Subaward performance period. The assessment should identify the number of each training session needed for VW Program Advocates, Supervisors, Coordinators, and allied professionals. This assessment should be used as a guide for scheduling training sessions for the subsequent Grant Subaward performance period. This assessment must be submitted to Cal OES with the first Progress Report.

b. Training

1) Curriculum

On an ongoing basis, the Subrecipient will modify curriculum as needed to ensure all curriculum:

- Introduces emerging crime trends and new information about victimology.
- Is trauma-informed, embraces, and incorporates societal and cultural diversity while maintaining mandated service standards.
- Utilizes adult learning techniques to enhance educational presentations

2) Training Materials

The Subrecipient must create and provide appropriate training materials/handouts for each training. Publications produced in part or in whole will require a credit reference. The federal award number is unknown at the time of release of this RFA. Contact your Program Specialist to request this information.

3) Training Plan

Using the needs assessment from the previous Grant Subaward performance period, the Subrecipient must

develop a plan to provide trainings. At a minimum, the following trainings, or equivalent online opportunities, must be conducted for VW Program Advocates, Supervisors, Coordinators, and allied professionals:

- 40-hour Entry-Level Advocate Trainings
- Advanced Advocate Training for qualified Advocates, Supervisors, and Coordinators
- Train-the-Trainer Advocate Training for qualified Advocates, Supervisors, and Coordinators

4) Target Training Participants

The training is intended for VW Advocates, Supervisors, and Coordinators. The Subrecipient must prioritize the aforementioned individuals but also open trainings to allied professionals when space permits.

5) Scholarships

The training must be free. The Subrecipient may offer scholarships to cover the cost of travel.

6) Logistical Responsibilities

The Subrecipient must:

- Schedule trainings at a minimum of three months in advance
- Advertise course trainings through direct contact with VW Centers and post trainings to the CCVAA website
- Screen, train, and evaluate instructors
- Coordinate instructor/trainer travel

7) Evaluations

The Subrecipient must:

- Conduct evaluations of each training to measure the effectiveness of the trainers and the training
- Measure the impact of the training on participants' job performance six months post-training

c. Technical Assistance

Upon request, the Program must provide technical assistance to VW Centers to develop a mass victimization assistance plan and crisis response protocols for mass victimization criminal acts; a requirement of VW Program Mass Victimization Advocate (MVA) funding.

4. Reporting Requirements

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

a. Cal OES Progress Reports

There are two Cal OES Progress Reports required for the Program. See the chart for report periods and due dates.

Report	Report Period	Due Date
1 st Report	October 1, 2021 – March 31, 2022	April 29, 2022
Final Report	April 1, 2022 – June 30, 2022	July 31, 2022

b. Office for Victims of Crime (OVC) Reports

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

1) Subgrant Award Report (SAR)

This on-line report is due **within 90 days of the beginning of the performance period**. Cal OES will initiate access and the Subrecipient must complete the remainder of the report in the OVC Performance Measurement Tool.

2) Subgrantee Report

The Subrecipient receiving Victims of Crime Act funds must complete this report no later than two weeks following the end of each federal fiscal year quarter. Subrecipient 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*
October 1, 2021 – December 31, 2021	on or about January 14, 2022
January 1, 2022 – March 31, 2022	on or about April 14, 2022
April 1, 2022 – June 30, 2022	on or about July 14, 2022
July 1, 2022 – September 30, 2022	on or about October 14, 2022

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

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

CALIFORNIA VICTIM WITNESS ADVOCATE TRAINING (TP) PROGRAM

PART II – RFA INSTRUCTIONS

- A. SUBRECIPIENT HANDBOOK
 - B. APPLICATION FORMS
 - C. BUDGET POLICIES
 - D. 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 an application, including a Glossary of Terms.

B. APPLICATION FORMS

The Applicant 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.**

Applicants must complete and submit all required forms. All forms have written instructions. General information regarding each form is below. The Checklist in Part III 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 (Cal OES Form 2-104f)

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

Subrecipient may be asked to sign and submit an updated Grant Subaward Certification of Assurance of Compliance (Cal OES Form 2-104f, if applicable) once in Grant Subaward. Each year, Cal OES updates each Grant Subaward Certificate of Assurance of Compliance (Cal OES Form 2-104f, if applicable) to ensure that any new conditions placed upon the federal award are passed down to the Subrecipient. Subrecipient 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 costs.**

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

- Cover the entire Grant Subaward performance period
- Include costs related to the objectives and activities of the Grant Subaward
- Strictly adhere to required and prohibited costs
- Include costs in the correct category (i.e., Personnel Costs, Operating Costs, and Equipment Costs – see below)
- Contain a detailed description of each line item

Include **only** those items to be 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 on the Grant Subaward Budget Pages (Cal OES 2-106a) matching funds (if applicable) in excess of the required match.

a. Personnel Costs – Salaries/Employee Benefits

1) Salaries

Personnel includes Grant Subaward services performed by 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 @ \$3,500/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 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 costs 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 clerical positions).

Additional information on Personnel Costs 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
- Vehicle maintenance

Additional information on Operating Costs 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)

A Grant Subaward Budget Narrative (Cal OES Form 2-107) is not required, however, Applicants must provide a detailed description of each line item within the Grant Subaward Budget Pages (Cal OES Form 2-106a).

This form should describe the following:

- a. How the line items on the Grant Subaward Budget Pages (Cal OES Form 2-106a) support 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

A Problem Statement is not required.

b. Plan

In narrative form, address the following:

- 1) Provide a synopsis of each training course offered by the Program and indicate the number of trainings and projected number of participants to be trained during the Grant Subaward performance period.
- 2) Address updates or changes in the curriculum design for each course.
- 3) Provide a description of the evaluation process to measure the effectiveness of the trainings. Address: delivery, content, methodology, participant learning, and utilization of skills.

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 on the Grant Subaward Budget Pages (Cal OES Form 2-106a) and Grant Subaward Budget Narrative (Cal OES 2-107) (if required).

11. Additional Forms/Documents

The following are required only if applicable:

- Match Waiver Request

This form is required only if the Applicant is requesting to waive a portion, or all, of the required Match. See Part I, F., 1 for additional information.

- Operational Agreement(s)/Operational Agreements Summary Form

This form lists the OAs a Subrecipient has with participating agencies/organizations.

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

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

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

This form is required only if the Applicant is requesting an exemption to the maximum rate for an independent

contractor/consultant of \$650 per eight-hour day or \$81.25 per hour per *SRH Section 6.050*.

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

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

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

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

C. 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) (if required):

- 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*)

D. ADMINISTRATIVE REQUIREMENTS

Subrecipient must administer their Grant Subaward 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 an application 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*)

CALIFORNIA VICTIM WITNESS ADVOCATE TRAINING (TP) PROGRAM

PART III – CHECKLIST

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

- 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 2-104f](#)) – 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](#)) Budget Pages Multiple Fund Source.
- GRANT SUBAWARD BUDGET NARRATIVE ([Cal OES FORM 2-107](#))
- GRANT SUBAWARD PROGRAMMATIC NARRATIVE ([Cal OES FORM 2-108](#))
 - PLAN
- [SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT](#)
- GRANT SUBAWARD SERVICE AREA INFORMATION ([Cal OES FORM 2-154](#))
- ORGANIZATIONAL CHART
- ADDITIONAL FORMS, IF APPLICABLE
 - MATCH WAIVER REQUEST(S)
 - OPERATIONAL AGREEMENT(S)/OPERATIONAL AGREEMENTS SUMMARY FORM ([Cal OES FORM 2-160](#))
 - NON-COMPETITIVE PROCUREMENT REQUEST ([Cal OES FORM 2-156](#))
 - INDEPENDENT CONTRACTOR/CONSULTANT RATE EXEMPTION REQUEST ([Cal OES FORM 2-164](#))
 - OUT-OF-STATE TRAVEL REQUEST ([Cal OES FORM 2-158](#))
 - LODGING RATE EXEMPTION REQUEST ([Cal OES FORM 2-165](#))