



REQUEST FOR APPLICATION

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

TEEN DATING VIOLENCE PREVENTION (TV) PROGRAM

Release Date: June 17, 2020

This Request for Application (RFA) provides detailed information and forms necessary to prepare an application for Cal OES grant 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 TV Program is to expand prevention efforts in California and build the capacity of local prevention efforts by funding local organizations to maintain and evaluate comprehensive, school-based, teen dating violence prevention programs that seek to address school climate within their service area.

Eligibility:

The only eligible Applicants are the TV Program Subrecipients funded in the prior fiscal year.

Grant Subaward Performance Period:

October 1, 2020 – September 30, 2021

Submission Deadline:

Wednesday, July 29, 2020



3650 SCHRIEVER AVENUE, MATHER, CA 95655

(916) 845-8827 TELEPHONE

[CalOES Website](#)

TEEN DATING VIOLENCE PREVENTION (TV) PROGRAM

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TEEN DATING VIOLENCE PREVENTION (TV) PROGRAM

PART I – OVERVIEW

- A. PUBLIC RECORDS ACT NOTICE
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 - D. ELIGIBILITY
 - E. GRANT SUBAWARD PERFORMANCE PERIOD
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-

A. PUBLIC RECORDS ACT NOTICE

Grant 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:

Angela Thomas, Program Specialist
Angela.Thomas@caloes.ca.gov - (916) 845-8827

C. SUBMISSION DEADLINE AND OPTIONS

Applications must be delivered to Cal OES by 5:00 pm on Wednesday, July 29, 2020. Submission options are:

- Emailed to: VSapplications@caloes.ca.gov
- Postmarked or hand-delivered to the address below:

Cal OES - VSB
3650 Schriever Avenue
Mather, CA 95655
Attn: Teen Dating Violence Prevention Program
Domestic Violence Unit

D. ELIGIBILITY

The only eligible Applicants are the TV Program Subrecipients funded in the prior fiscal year.

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, 2020, through September 30, 2021.

F. FUNDS

There is \$500,000 available for the Program for the Grant Subaward performance period.

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 following fund:

- a. Services*Training*Officers*Prosecutors (STOP) Violence Against Women Formula Grant Program
 - Promotes the development and the implementation of effective, victim-centered law enforcement, prosecution, and court strategies to address violent crimes against women and the development and enhancement of victim services in cases involving violent crimes against women.

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

2. Funding Amount

Applicants may apply for up to \$125,000, for the 12-month Grant Subaward performance period.

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

2020 STOP	MATCH	TOTAL PROJECT COST
\$125,000	EXEMPT	\$125,000

G. PROGRAM INFORMATION

1. Program Description

The purpose of the TV Program is to expand prevention efforts in California and build the capacity of local prevention efforts by funding local organizations to maintain and evaluate comprehensive, school-based, teen dating violence prevention programs that address school climate within their service area.

A comprehensive, school-based program is comprised of multiple activities and messages that are logically connected and build upon one another. This includes strategies and activities that impact students, school staff, parents, and communities.

2. Program Components

a. Maintain Operational Agreement(s) with Selected School(s)

The Subrecipient must continue to build relationships with school personnel and maintain a current Operational Agreement (OA) for the 2020-21 school year, which must specify; the roles and responsibilities of each organization; an outline of each of the TV Program components (section f through l) that relate to activities

conducted on the school campus; and the setting of realistic expectations for all partners.

b. Staffing

The Subrecipient must commit a minimum of one (1) Full-Time Equivalent Prevention Coordinator to oversee the project. The prevention coordinator must:

- Have at least two years of experience doing prevention work.
- Have experience increasing awareness of teen dating violence including fostering a supportive environment for promoting safe and healthy relationships.

c. Skills-Based Training

TV Program staff must attend skills-based training provided by the Statewide Prevention Coordination (PP) Program during the Grant Subaward performance period. Subrecipients may send additional staff and should budget travel to Sacramento for three days. No registration fee will be required. Training travel expenses must be allocated accordingly in the budget.

d. Networking

Subrecipients must participate in all networking opportunities provided through the PP Program.

e. Site Visits

The California Department of Public Health will conduct at least one site visit within the grant period to provide technical assistance, and may conduct additional site visits on an as-needed basis.

f. Conduct a School Climate Survey

The Subrecipient must conduct the following on an annual basis:

- Student School Climate Survey
- Staff School Climate Survey

The purpose of the surveys are to:

- Assess indicators such as the prevalence of dating violence and sexual harassment.
- Evaluate perceptions of safety at school, tolerance for violence and abuse, social support, bystander behavior, and knowledge about abuse among students.

g. Conduct Trainings for School Staff and Administrators

The Subrecipient must continue to conduct trainings for school staff and administrators as needed. Trainings must include, but not be limited to: overview of project goals and objectives, key components of the school-based curriculum, and the results of the school climate survey.

This is a critical step in impacting the school environment, ensuring that school personnel are engaged and prepared to support behaviors and policies consistent with the prevention efforts.

h. Youth Leadership Team

The Subrecipient must continue to support the student-led Youth Leadership Team that assists with program components, including, but not limited to: peer education,; school-wide campaigns; and teen dating violence prevention policy development.

It is recommended that students are recruited from diverse backgrounds and ages to best represent the school community. The Subrecipient must provide a six-to-eight-hour orientation for all new students participating in the Youth Leadership Team.

i. School Teen Dating Violence (TDV) Prevention Policy

The Subrecipient must assist the school to strengthen and maintain comprehensive adolescent dating policies that promote healthy relationships and prevent dating abuse. The policies should be aligned and integrated into the existing school policies on student health, safety, and discipline. Subrecipients must review the school's current policy and evaluate how it can be strengthened, broadened, and/or clarified. Subrecipients will further determine how the current policy can be implemented through staff training and the development of resources, and the communication plan

for sharing the TDV Policy with students, parents, school administrators, teachers, and additional stakeholders.

Strengthening, expanding, and broadening policy language examples include:

- Clear overview of guidelines, expectations, and consequences;
- Clear definitions;
- Reporting process and procedures for teachers, students, and other school administration staff;
- Local resources and referrals;
- Process for reviewing policy on a specified basis (e.g. yearly); and
- Identifying other types of policies where TDV prevention policy language can be inserted.

In conjunction with the Youth Leadership Team, school staff, and administrators; Subrecipients must work with a school policy committee to review policy changes, the process for tracking responses to incidences, and develop resources in order to conduct a progressive development process, or an evaluation process when policies already exist.

j. School-Based Curriculum in a Classroom Setting

The Subrecipient must continue to conduct a school-based prevention education component using an identified, evidence-based curricula, such as *Safe Dates* or *Relationship Smarts PLUS*, or select an evidenced-informed curriculum that is recommended, but not required, from following list:

- *My Strength,*
- *Be Strong,*
- *Coaching Boys Into Men,*
- *Green Dot,*
- *Bringing in the Bystander,*
- *Mentors in Violence Prevention,*
- *Step YP,*
- *Expect Respect,*
- *Fourth R,*
- *Second Step,*

- *In Touch with Teens, or*
- *Shifting Boundaries.*

The Subrecipient's selected curriculum should examine the characteristics and benefits of healthy relationships and unhealthy relationships, emphasizing that healthy relationships are free of TDV. Students may also learn about the importance of effective communication in the development and maintenance of healthy relationships.

Subrecipients may modify their selected curriculum and incorporate components from other evidence-informed curricula, as long as all required areas are addressed, including: the scope of what constitutes adolescent relations and TDV; affirmative consent, respect and empathy, emotion management, communication, problem solving, conflict resolution, health vs. unhealthy relationships, self-development, and efficacy. Evaluation of the curriculum teaching components must be utilized in the form of a pre- and post-test survey disseminated to students immediately before the first session (pre-test) and after the last session (post-test) taught in the classroom.

k. Conduct a School-Wide TDV Prevention Campaign

The Subrecipient, in conjunction with the Youth Leadership Team, school staff, and administrators must conduct a school-wide TDV prevention campaign to support a safe and healthy school climate that supports the classroom curriculum. Examples of these campaigns include, but are not limited to: poetry contests, poster campaigns, school assemblies, theater productions, or other activities that engage the school community in the TDV Prevention Program.

l. Provide Stipends to Participating Schools

The Subrecipient must budget a minimum of \$5,000 per year for stipends to support youth and adult engagement in the TV Program. This may include, but is not limited to, stipends for students participating in the Youth Leadership Team and educators attending training and partnering in the implementation of the classroom curriculum.

3. 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, 2020 – March 31, 2021	April 30, 2021
Final Report	April 1, 2021 – September 30, 2021	October 31, 2021

b. Office on Violence Against Women (OVW) Report

Subrecipients receiving STOP Violence Against Women Formula Grant Program funds must complete the Annual Progress Report for the STOP Violence Against Women Formula Grant Program. This report covers the calendar year period of January 1 through December 31. This report is due to Cal OES no later than January 31, 2021.

TEEN DATING VIOLENCE PREVENTION (TV) PROGRAM

PART II – RFA INSTRUCTIONS

- A. SUBRECIPIENT HANDBOOK
 - B. FORMS
 - C. APPLICATION COMPONENTS
 - D. BUDGET POLICIES
 - E. ADMINISTRATIVE REQUIREMENTS
-

A. SUBRECIPIENT HANDBOOK

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

B. 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 Project and Budget Narratives. No tables, charts, or changes to the margins are allowed.**

C. APPLICATION COMPONENTS

Applicants must complete and submit all required components. Specific information for each component is included next. The Checklist in Part III is included to ensure Applicants submit all required components.

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

The Grant Subaward Face Sheet is the title page of the Grant Subaward that is signed by the Subrecipient and the Cal OES Director (or designee). Instructions are included on the form.

2. Project Contact Information (Cal OES 2-102)

The Project Contact Information form provides Cal OES with all relevant Subrecipient personnel. Information for each individual should be direct contact information. Instructions are included on the form.

3. Signature Authorization (Cal OES 2-103)

The Signature Authorization form provides Cal OES with signatures of authorized signers and who they authorize to sign on their behalf for all grant-related matters. Instructions are included on the form.

4. Certification of Assurance of Compliance (Cal OES 2-104g)

Cal OES is required by law to obtain written certifications of compliance. The Certification of Assurance of Compliance 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

Subrecipients may be asked to sign and submit an updated Certification of Assurance of Compliance once in Grant Subaward agreement. Each year, Cal OES updates each Certificate of Assurance of Compliance 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. Budget Pages (Cal OES 2-106b)

The Budget demonstrates how the Applicant will implement the proposed plan with the funds available through this Program. The budget is the basis for management, fiscal review, and audit. **Budgets are subject to Cal OES modifications and approval.** Failure of the Applicant to include required budget items does not eliminate responsibility to comply with those requirements during the implementation of the project.

The Budget Pages 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 page. Applicants may add additional columns to the Budget Pages 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 project
- Strictly adhere to required and prohibited expenses
- Include expenses in the correct category (i.e., Personal Services, Operating Expenses, and Equipment – see below)
- Contain a detailed description of each line item

Include **only** those items covered by grant funds, including match funds, when applicable. Applicants may supplement grant funds with funds from other sources. However, since approved line items are subject to audit, Applicants should not include in the Project Budget matching funds (if applicable) in excess of the required match.

a. Personal Services – Salaries/Employee Benefits

1) Salaries

Personal services include services performed by project 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 Program (e.g., Clerical Staff @ \$20/hour x 980 hours; or Victim Advocate @ \$3,500/month x 12 months x .50 FTE). They 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 grant funding, they may not take time off using project 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. Budgeted 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 budget items. 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).

b. Operating Expenses

Operating expenses are defined as necessary expenditures other than personal salaries, benefits, and equipment. The expenses must be grant-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 an Operating Expense line item include, but are not limited to:

- Consultant services such as subcontractors
- Indirect cost allowance
- Salaries of participating staff who are not employed by the Applicant
- Travel
- Office supplies
- Training materials
- Equipment maintenance
- Software equipment rental/lease
- Telephone, postage

- Printing
- Facility rental
- Vehicle maintenance
- Furniture and office equipment with a cost of less than \$5,000 (excluding tax) and/or with a useful life of less than one year

Salaries for staff not directly employed by the Applicant must be shown as consultant and/or participating staff costs and must be supported with a Second Tier Subaward, which must be kept on file and made available for review during audits or at the request of Cal OES (SRH 3710 and 4300).

Attendance of the VS Branch's regional grants management training is strongly encouraged. Applicants planning to attend must include sufficient per diem and travel allocations for up to two persons.

c. Equipment

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 laser jet printers must be one line item, not three).

6. Budget Narrative (Cal OES 2-107)

A Budget Narrative is not required, however Applicants must provide a detailed description of each line item within the Budget Pages.

7. Project Narrative (Cal OES 2-108)

The Project Narrative 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

No Problem Statement is required.

b. Plan

In narrative form, address the following:

- 1) Briefly describe the school(s) the Subrecipient will be continuing to work in. If the Subrecipient is proposing to implement this Program in a new school, provide an overview of the school, student population, and reasons for this change.
- 2) Provide details on how the Subrecipient proposes to implement the school-wide TDV prevention policy activities. Narrative should include information on how the Subrecipient will work in order to:
 - Strengthen, broaden, and/or clarify policy language for future modifications;
 - Train teachers and school administrators;
 - Implement the policy through resource development, response, and tracking;
 - Communicate the policy to students and parents; and
 - Continue to work with the policy committee.
- 3) If the Subrecipient chooses to modify or replace their current evidenced-informed curriculum, *Safe Dates* or *Relationship Smarts PLUS*, please provide a narrative justification that identifies how proposed modifications will continue to ensure that all areas include the breadth of what constitutes the continuum of TDV, as outlined in the Program Components (Part I, G, 2).

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 grant 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 grant oversight to Subrecipients. Instructions are included on the form.

9. Project Service Area Information (Cal OES 2-154)

The Project Service Area Information form identifies the counties, cities, and congressional districts served by the project. Instructions are included on the form.

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 project. 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 Budget Pages and Budget Narrative.

11. Additional Forms/Documents

The following are required only if applicable:

- Operational Agreement(s)

OAs are required per Part I, G of this RFA.

- Petty Cash Victim Fund Procedures (Cal OES 2-153)

This form is required only if the Applicant proposes to have a line item in their Budget that meets the definition of Petty Cash in *SRH 2235.1*. Instructions are included on the form.

- Non-Competitive Bid Request Checklist (Cal OES 2-156)

This form is required only if the Applicant proposes a line item in their Budget that meets the criteria for a Non-Competitive Bid Request per *SRH 3511*. Instructions are included on the form.

- Contractor/Consultant Rate Exemption Request (Cal OES 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 3710.1*. Instructions are included on the form.

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

This form is required only if the Applicant proposes a line item for out-of-state travel per *SRH 2236.1.1*. Instructions are included on the form.

- Excess Lodging Rate Request/Approval Form (Cal OES 2-165)

This form is required only if an Applicant is requesting approval for excess lodging costs per *SRH 2236.2*.

D. BUDGET POLICIES

The following sections of the [SRH](#) may be helpful in developing the Budget Pages and Budget Narrative.

- Additional Rental Space (*SRH 2232.1*)
- Audit Costs (*SRH 8150*)
- Automobiles (*SRH 2331*)
- Cash Match (*SRH 6511*)
- Contracting and/or Procurement (*SRH 3400*)
- Equipment (*SRH 2300*)
- Expert Witness Fees (*SRH 3710.2*)
- Independent Contractor/Consultant (*SRH 3710*)
- Indirect Cost Rate Proposal (ICRP) (*SRH 2180 & SRH 2188*)
- In-Kind Match (*SRH 6512*)
- Internet Access (*SRH 2340*)
- Match Requirements (*SRH 6500*)
- Office Space Rental (*SRH 2232*)
- Prohibited Expense Items (*SRH 2240*)
- Project Income (*SRH 6610*)
- Rented or Leased Equipment (*SRH 2233*)
- State Funds Matching State or Federal Funds (*SRH 6522*)
- Supplanting Prohibited (*SRH 1330*)
- Travel and Per Diem (*SRH 2236 and 2236.2*)

E. ADMINISTRATIVE REQUIREMENTS

Subrecipients must administer their grants 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 8100)
- Communications (SRH 11500)
- Copyrights, Rights in Data, and Patents (SRH 5300-5400)
- Certificate of Insurance (SRH 2160)
- Monitoring (SRH 10400)
- Programmatic Technical Assistance and Site Visit Performance Assessment (SRH 10200-10300)
- Report of Expenditures and Request for Funds (SRH 6300)
- Source Documentation (SRH 10111)

TEEN DATING VIOLENCE PREVENTION (TV) 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 2-101](#)) – Signed by the official authorized to enter into the Grant Subaward.
- PROJECT CONTACT INFORMATION ([Cal OES 2-102](#))
- SIGNATURE AUTHORIZATION ([Cal OES 2-103](#))
- CERTIFICATION OF ASSURANCE OF COMPLIANCE – STOP VAWA (Cal OES 2-104g) – Signed by the official who signed the Grant Subaward Face Sheet and by the official delegating that authority.
- BUDGET PAGES (EXCEL SPREADSHEET FORMAT) (Cal OES 2-106) b. Budget Pages with One Funding Source)
- BUDGET NARRATIVE ([Cal OES 2-107](#))
- PROJECT NARRATIVE ([Cal OES 2-108](#))
 - PROBLEM STATEMENT
 - PLAN
- SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT
- PROJECT SERVICE AREA INFORMATION (Cal OES 2-154)
- ORGANIZATIONAL CHART
- ADDITIONAL FORMS, IF APPLICABLE
 - OPERATIONAL AGREEMENT(S) ([Cal OES 2-160](#))
 - PETTY CASH VICTIM FUND PROCEDURES ([Cal OES 2-153](#))
 - NON-COMPETITIVE BID REQUEST CHECKLIST ([Cal OES 2-156](#))
 - CONTRACTOR/CONSULTANT RATE EXEMPTION REQUEST ([Cal OES 2-164](#))
 - OUT-OF-STATE TRAVEL REQUEST ([Cal OES 2-158](#))
 - EXCESS LODGING RATE REQUEST/APPROVAL ([Cal OES 2-165](#))