



REQUEST FOR APPLICATION

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

DOMESTIC VIOLENCE RESPONSE TEAM (VA) PROGRAM

Release Date: October 12, 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 VA Program is to support agencies in building protocols and practices for a collaborative and community-coordinated response to domestic violence.

Please note this year is the fifth and final Grant Subaward Funding Cycle. The VS Branch will release a Request for Proposal for the VA Program for FY 2022-23. Subrecipients will be competitively selected for the next Grant Subaward Funding Cycle which will consist of five, 12-month Grant Subaward performance periods, with the first beginning January 1, 2023.

Eligibility:

VA Program Subrecipients funded in fiscal year 2020-21 are the only eligible Applicants.

Grant Subaward Performance Period:

January 1, 2022 – December 31, 2022

Submission Deadline:

Tuesday, November 23, 2021



3650 SCHRIEVER AVENUE, MATHER, CA 95655

916-328-7469

[Cal OES Website](#)

DOMESTIC VIOLENCE RESPONSE TEAM (VA) 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.....	9
A. SUBRECIPIENT HANDBOOK	9
B. APPLICATION FORMS.....	9
1. Grant Subaward Face Sheet (Cal OES Form 2-101)	9
2. Grant Subaward Contact Information (Cal OES Form 2-102)	9
3. Grant Subaward Signature Authorization (Cal OES Form 2-103).....	10
4. Grant Subaward Certification of Assurance of Compliance (Cal OES Form 2-104g).....	10
5. Grant Subaward Budget Pages (Cal OES Form 2-106b)	10
6. Grant Subaward Budget Narrative (Cal OES Form 2-107)	13
7. Grant Subaward Programmatic Narrative (Cal OES Form 2-108)	14
8. Subrecipient Grants Management Assessment.....	14
9. Grant Subaward Service Area Information (Cal OES Form 2-154)	14
10. Organizational Chart	14
11. Additional Forms/Documents	15
C. BUDGET POLICIES	16
D. ADMINISTRATIVE REQUIREMENTS	17
PART III – CHECKLIST	18

DOMESTIC VIOLENCE RESPONSE TEAM (VA) 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:

Terrance Buckley, Program Specialist
Terrance.buckley@caloes.ca.gov
(916) 328-7469

C. SUBMISSION DEADLINE AND OPTIONS

Applications must be emailed to VSapplications@caloes.ca.gov by 5:00 pm on Tuesday, November 23, 2021.

D. ELIGIBILITY

VA Program Subrecipients funded in fiscal year 2020-21 are the only eligible Applicants.

Domestic Violence Response Team RFA

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 January 1, 2022 – December 31, 2022.

F. FUNDS

Approximately \$500,000 is available for the VA 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 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 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 Form 2-101).

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 fund sources (STOP) and match.

Domestic Violence Response Team RFA

21STOP	MATCH	TOTAL PROJECT COST
\$125,000	EXEMPT	\$125,000

G. PROGRAM INFORMATION

1) Background Information

The VA program was developed to enhance collaboration between domestic violence service providers and law enforcement in creating shared protocols for response to domestic violence and community awareness.

2) Program Description

The purpose of the VA Program is to support agencies in building protocols and practices for a collaborative and community-coordinated response to domestic violence. The VA Program builds the capacity of communities that demonstrate a need for greater collaboration and coordination between domestic violence service providers and law enforcement organizations.

3) Program Components

a. Advocacy Liaison

Subrecipients must commit a minimum of one 0.5 Full Time Equivalent (FTE) domestic violence advocate to work as a liaison to law enforcement and other community partners. The advocate must:

- Meet the requirements of a "domestic violence counselor" pursuant to Evidence Code Section 1037.1(a)(1).
- Assist with the development and/or improvement of protocols for responding to domestic violence calls.
- Coordinate training of law enforcement officers and 9-1-1 dispatchers.
- Serve as a point of contact for the law enforcement agency in maintaining a process for inter-agency accountability.

Domestic Violence Response Team RFA

- Collaborate in the maintenance and improvement of practical administrative tools/resources for officers responding to domestic violence calls.
- Collaborate in the maintenance and improvement of practical outreach materials that will be available for distribution by law enforcement officers.

b. Law Enforcement Liaison

Subrecipients must contract for a portion of a law enforcement officer position. The officer will act as a liaison between the law enforcement organization and other partnering agencies. The officer selected must:

- Assist with the maintenance and improvement of protocols that respond to domestic violence calls throughout the officer's organization.
- Assist the domestic violence service provider with the coordination of training for law enforcement officers and 9-1-1 dispatchers both within, and outside of, the law enforcement agency.
- Serve as a point of contact for the domestic violence service provider in maintaining a process for inter-agency accountability.
- Collaborate in the maintenance and improvement of practical administrative tools and resources that will serve as a resource for officers responding to domestic violence calls.
- Collaborate in the maintenance and improvement of practical outreach materials that will be available for distribution by law enforcement officers to domestic violence victims.

c. Domestic Violence Protocols

Subrecipients must collaborate with local law enforcement to maintain and improve protocols and policies that will guide the actions of law enforcement and the domestic violence service provider in responding to victims of domestic violence. At a minimum, the protocols should include the following:

- Identification of each agency's mission, purpose, and specific function or task at each point of intervention.
- A system for tracking responses to victims so that in the event of future/repeat responses, each responder (both officer and advocate) is informed about what types of services/interventions have already been offered.
- A comprehensive victim-centered strategy for addressing the needs of victims within the domestic violence service provider's service area, including culturally competent processes for addressing victims in unserved and underserved populations.
- A process for inter-agency accountability that clearly identifies a procedure for both the law enforcement organization and the domestic violence service provider to address concerns with the other organization.

d. Community Response

Subrecipients must ensure a prompt in-person response to calls from law enforcement seeking assistance for a victim.

Specifically:

- Advocates must be contactable and able to respond in-person on a 24-hour basis.
- Advocates must respond to a safe location agreed upon by the advocate and the officer requesting the assistance.

e. Training

Subrecipients must collaborate with local law enforcement to provide regular and ongoing training for officers and 9-1-1 dispatchers on effective ways to respond to domestic violence calls. Training curricula must be relevant to the duties, mission, and scope of the audience being trained and led jointly by the law enforcement officer and advocacy liaison. Funds may be used to bring in experts to provide training to law enforcement personnel.

f. Tools and Materials

Subrecipients must continue to collaborate with local law enforcement to create and maintain administrative tools/resources for distribution to law enforcement officers, and outreach materials for victims:

- Administrative tools/resources for officers can include flyers, handouts, referral lists, and any other relevant materials that will assist officers in providing information to victims effectively.
- Outreach materials for victims should be designed to be distributed by law enforcement officers for use by victims and should include a relevant list of resources and services available within the service area.

g. Capacity Building Plan

Subrecipients are encouraged to collaborate with law enforcement in effectuating strategies for continued coordinated response to domestic violence that extends beyond the grant cycle for long-term capacity building.

h. Co-location

While not mandated as a component of the Program, it is strongly recommended that the domestic violence advocate assigned to collaborate with the law enforcement organization is provided with a workspace within the law enforcement organization's office.

i. Operational Agreements (OAs)/Second Tier Subawards

Subrecipients are required to enter into either an Operational Agreement (OA) or a Second Tier Subaward with the following agencies:

- Local law enforcement;
- District attorney's office(s);
- Victim/Wellness Assistance Program(s);
- Other domestic violence agencies with overlapping service areas; and
- Hospitals/medical treatment facilities.

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

A Second-Tier Subaward is a formal agreement that includes the exchange of money between an implementing agency and a participating agency to further the goals of the Grant Subaward (SRH Section 7.010).

4) Reporting Requirements

Progress Reports serve as a record for the implementation of the Grant Subaward. Statistics for Progress Reports must be collected on a quarterly basis, even when reporting occurs less frequently. 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	January 1, 2022 – June 30, 2022	July 31, 2022
2 nd Report	July 1, 2022 – December 31, 2022	January 30, 2023

b. Office on Violence Against Women (OVW) Report

Subrecipients receiving STOP Violence Against Women Formula Grant Program funds must complete the Annual Progress Report

Domestic Violence Response Team RFA

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, 2023.

DOMESTIC VIOLENCE RESPONSE TEAM (VA) 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 [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. 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.**

C. APPLICATION COMPONENTS

Applicants must complete and submit all required components. 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. Project 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. 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. Instructions are included on the form.

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

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 Act of 1990;
- California Environmental Quality Act;
- Federal grant fund requirements;
- Lobbying restrictions;
- Debarment and Suspension requirements; and
- Proof of Authority documentation from the city council/governing board.

Subrecipients may be asked to sign and submit an updated Grant Subaward Certification of Assurance of Compliance (Cal OES Form 2-104g) once in Grant Subaward agreement. Each year, Cal OES updates each Grant Subaward Certification of Assurance of Compliance (Cal OES Form 2-104g) to ensure that any new conditions placed upon the federal award are passed down to Subrecipients. Subrecipients will be notified if this change is needed.

5. Grant Subaward Budget Pages (Cal OES Form 2-106b)

The Budget 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. **Budgets (Cal OES Form 2-106b) 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 Budget Pages (Cal OES Form 2-106b) 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.

Domestic Violence Response Team RFA

Applicants may add additional columns to the Grant Subaward Budget Pages (Cal OES Form 2-106b) 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 Grant Subaward Budget Pages (Cal OES Form 2-106b) 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); and
- Contain a detailed description of each line item.

Include **only** those items to be covered by grant 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 2-106b) matching funds (if applicable) in excess of the required match.

a. Personal Services – Salaries/Employee Benefits

1) Salaries

Personnel includes 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 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 costs 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 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 Expenses

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 such as subcontractors (*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 (excluding tax) and/or with a useful life of less than one year;
- Indirect cost allowance (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 equipment rental/lease;
- Training materials;
- Travel and per diem (SRH Section 4.065);
- Utilities; and
- Vehicle maintenance.

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

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 copy machines must be one line item, not three).

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

6. 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 2-106b).

7. Project 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

No Problem Statement is required.

b. Plan

In narrative form, address the following:

- 1) Describe how the Subrecipient has sustained the Plan to accomplish the Program Components identified in Part 1, Section G, number 3 of the RFA.
- 2) Describe activities that the Subrecipient will focus on during the 2021-2022 Grant Subaward performance period.

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

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

This 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

Domestic Violence Response Team RFA

Organizational Chart must match those on the Budget Pages (Cal OES Form 2-106b) and Budget Narrative (Cal OES 2-107) (if required).

11. Additional Forms/Documents

The following are required only if applicable:

- Operational Agreement(s)/Operational Agreements Summary Form (Cal OES Form 2-160)

This form lists the OAs a Subrecipient has with participating agencies/organizations. OAs are required per Part I, Subpart G of this RFA.

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

This form is required only if the Applicant proposes to have a line item on their Budget Pages (Cal OES Form 2-106b) that meets the definition of Petty Cash in *SRH Section 4.040*.

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

This form is required only if the Applicant proposes a line item on their Budget Pages (Cal OES Form 2-106b) 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 2.236.1.1 Instructions* are included on the form.

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

Domestic Violence Response Team RFA

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

D. BUDGET POLICIES

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

- 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 Operating Costs (*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*); and
- Travel and Per diem (*SRH Section 4.065*).

E. ADMINISTRATIVE REQUIREMENTS

Subrecipients 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 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*); and
- Source Documentation (*SRH 10111*).

DOMESTIC VIOLENCE RESPONSE TEAM (VA) 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.
- PROJECT CONTACT INFORMATION ([Cal OES FORM 2-102](#))
- SIGNATURE AUTHORIZATION ([Cal OES FORM 2-103](#))
- GRANT SUBAWARD CERTIFICATION OF ASSURANCE OF COMPLIANCE Violence Against Women Act (VAWA) – ([Cal OES FORM 2-104g](#)) – Signed by the Official Designee who signed the Grant Subaward Face Sheet and by the official delegating that authority.
- BUDGET PAGES (EXCEL SPREADSHEET FORMAT) (Cal OES FORM 2-106b), (Budget Pages with One Funding Source)
- BUDGET NARRATIVE ([Cal OES FORM 2-107](#))
- PROJECT NARRATIVE ([Cal OES FORM 2-108](#))
 - PLAN
- [SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT](#)
- PROJECT SERVICE AREA INFORMATION ([Cal OES FORM 2-154](#))
- ORGANIZATIONAL CHART
- ADDITIONAL FORMS, IF APPLICABLE
 - OPERATIONAL AGREEMENT(S) ([Cal OES FORM 2-160](#))
 - PETTY CASH VICTIM FUND CERTIFICATION ([Cal OES FORM 2-153](#))
 - 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](#))