



REQUEST FOR APPLICATION

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

VICTIM WITNESS ASSISTANCE (VW) PROGRAM

Release Date: March 16, 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 VW Program is to maintain Victim Witness Assistance Centers (Centers), in each of California's 58 counties, to provide comprehensive services to victims and witnesses of all types of violent crime, pursuant to California Penal Code §13835.

Eligibility:

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

Grant Subaward Performance Period:

October 1, 2021 – September 30, 2022

Submission Deadline:

Friday, June 25, 2021



VICTIM WITNESS ASSISTANCE (VW) PROGRAM

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VICTIM WITNESS ASSISTANCE (VW) PROGRAM

PART I – OVERVIEW

- A. PUBLIC RECORDS ACT NOTICE
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 - G. PROGRAM INFORMATION
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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

Contact your Victim Witness & Prosecution Unit Program Specialist concerning this RFA, the application process, or programmatic issues.

C. SUBMISSION DEADLINE AND OPTIONS

Applications must be delivered to Cal OES by 5:00 pm on Friday, June 25, 2021. Submission options are:

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

Cal OES - Victim Services Branch
3650 Schriever Avenue
Mather, CA 95655
Attn: Victim Witness Assistance (VW) Program
Victim Witness & Prosecution Unit

D. ELIGIBILITY

The only eligible Applicants are the VW 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 non-governmental 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 – September 30, 2022.

F. FUNDS

There is approximately \$55,883,379 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 following funds:

- a. 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 June 4, 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 is in the drop-down on the Grant Subaward Face Sheet (Cal OES Form 2-101).
- The federal award number is 2019-V2-GX-0053 for 19VOCA and 2020-V2GX-0031 for 20VOCA.

b. 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.
- Requires a cash or in-kind match equal to 25 percent of the total project cost. Tribes and victim service providers are exempt. **To request a match waiver, Applicants must submit the STOP Match Waiver Request form (Attachment B) to the applicable Program Specialist, by email, by June 4, 2021.**
- Cal OES's four-digit code for this federal fund is STOP. This code is in the drop-down on the Grant Subaward Face Sheet (Cal OES Form 2-101).
- The federal award number is unknown at this time.

c. State Penalty Fund

- These funds are provided through the 2021-22 State Budget Act.
- The State Penalty Fund was created as a depository for assessments on specified fines, penalties, and forfeitures imposed and collected by the courts for criminal offenses

and used to support victim service programs, amongst others. These State funds can be used for match requirements following the provisions of the *Subrecipient Handbook*, Section 6522.

- There is no match requirement for these funds.

2. Funding Amount

- a. The VW Program funding formula provides Los Angeles County with 17.2% of the total available funding and allocates the remaining funds to all other Subrecipients by establishing a \$150,000 baseline per project and distributing funding by percentage of 2019 violent crime arrests and 2019 population.

[2019 Population by County](#)

[2019 Violent Crimes by County](#)

- b. An additional \$100,000 is available per project to support a Mass Victimization Advocate (MVA) and/or crime-related mass victimization/terrorism preparedness efforts.
- c. Applicants may apply for up to the amount listed on the 2021-22 VW Program Funding Chart (Attachment C) for the 12-month Grant Subaward performance period.

G. PROGRAM INFORMATION

1. Background Information

Pursuant to California Penal Code §13835, the Legislative intent is to provide services to victims and witnesses of a crime through the funding of local comprehensive Centers for victim and witness assistance. Funds appropriated from the Victim Witness Assistance Fund are made available through the Office of Emergency Services.

2. Program Description

The purpose of the VW Program is to maintain Victim Witness Assistance Centers (Centers), in each of California's 58 counties, to provide comprehensive services to victims and witnesses of all types of violent crimes, pursuant to California Penal Code.

3. Required Program Services

Subrecipients must provide the following services to victims and witnesses. Comprehensive services shall include the following primary services pursuant to California Penal Code §13835.4 through §13835.5.

a. Crisis Intervention

Centers must provide timely and comprehensive response via in-person or telephone contact with a victim or witness who has been negatively affected, or is in emotional crisis, as a result of a crime. After victimization, when the victim or witness is in need of crisis counseling, the Center shall provide the necessary intervention services and arrange for the provision of additional needed services by local service agencies.

b. Emergency Assistance

Centers must provide emergency assistance directly or indirectly by providing food, housing, clothing, and when necessary, cash. Assistance provided directly by the Center is subject to availability of funds.

c. Resource and Referral Assistance

Centers must provide resources and referrals, based on needs assessment or upon request, to individual(s) or agencies to meet the victim's needs. Subrecipients are also encouraged to collaborate with local agencies and form local committees to meet regularly to coordinate services to victims.

d. Direct Counseling

Centers must provide in-person or telephone contact for the purpose of providing guidance or emotional support. This includes empathic listening, checking on a victim's progress, etc. Center staff will make referrals to other appropriate resources for victim(s) who have professional counseling needs.

e. Subrecipients are strongly encouraged to assist victims 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.

f. Property Return

Upon request, Centers must assist in obtaining the return of property held as evidence by the criminal justice system. In cases where property cannot be returned, an explanation will be provided to the victim, witness, or family member.

g. Orientation to the Criminal Justice System

Centers must provide in-person or telephone information on the location, procedures, and function of the local criminal justice system. Subrecipients shall have printed information available in languages appropriate to local ethnic populations.

h. Court Escort

Centers must provide accompaniment to in-person court proceedings. Subrecipients must provide information on the case status and support during court appearances. Physical or virtual accompaniment must occur in order for court escort services to be counted in the data collection. (Preparation for court appearances should be counted as orientation to the criminal justice system).

i. Presentation and Training for Criminal Justice Agencies

Centers must conduct informational presentations and training for criminal justice agencies regarding victim services provided by the Program and explain the rights and needs of victims.

j. Public Presentations and Publicity

Centers must conduct public awareness activities for advertising the Program services via public media (e.g., online information, newspapers, radio, and television) and presentations to victim service organizations and community groups, service clubs, and schools. Subrecipients are encouraged to participate in media/public awareness-related events promoting victim services, including the annual National Crime Victims' Rights Week.

k. Case Status

Centers must advise victims of the progress and disposition of their case as it progresses through the criminal justice system.

l. Family/Friend Notification

Upon the request of the victim, Centers must notify relatives or friends of the occurrence of a crime and the victim's condition as a result of that crime.

m. Employer Notification/Intervention

Upon request of the victim, Centers must notify employer(s) that the employee was a victim or witness to a crime to ask the employer to minimize any loss of pay or other benefits, which may have resulted because of the crime or the employee's participation in the criminal justice system.

n. Restitution

Upon request of the victim, Centers must assist with restitution in ascertaining economic loss, and in providing the probation department, district attorney, and court with information relevant to his or her losses prior to the imposition of sentence. The victim must be assigned to the Advocate's caseload for a full range of victim services, not just restitution recovery. The Center is not mandated to perform the function of restitution notification or assistance for all victims assigned to the district attorney's office or probation department.

4. Optional Program Services

Comprehensive services may include the following optional services, if their provision does not preclude the efficient provision of primary services.

a. Employer Intervention

Additional intervention with employers, aside from that described in Required Program Services.

b. Creditor Intervention

Assistance informing creditors of the temporary inability to meet current financial obligations due to the financial hardship precipitated by the crime.

c. Child Care Assistance

Arrange for temporary childcare for court appearances, meeting with prosecution or law enforcement officials, or otherwise taking part in criminal justice proceedings.

d. Witness Notification

Notification of cancellations or continuances for calendared court appearances is allowable as long as a VW Advocate is assigned to assist the victim in the case.

e. Funeral Arrangements

Assist family members of a deceased victim with funeral or burial arrangement.

f. Crime Prevention Information

Make crime prevention information available.

g. Witness Protection

Arrange for law enforcement protection or relocation to a new residence when a victim's safety is threatened.

- h. Temporary Restraining Order (TRO) Assistance
Assistance obtaining TROs.
 - i. Transportation Assistance
Arrange transportation for victims assigned to the VW Advocate.
 - j. Court Waiting Area
Provision of a waiting area during court proceedings separate from defendants and their family/friends.
5. Additional Program Requirements
- a. Multiple Field Offices
Subrecipients are required to provide to Cal OES the addresses of all Centers providing services within the county. Include the following information:
 - Office address
 - Telephone number
 - Number of employees assigned to this office
 - Supervisor's name, e-mail address, and telephone number

The Programmatic Point of Contact is required to provide Cal OES an after-hours telephone contact number for their project. Cal OES will retain this number only for the purpose of contacting a project representative in the case of an emergency.

This requirement formalizes an informal practice and is intended as further preparation for the State's emphasis on emergency preparedness.
 - b. Training
Subrecipients must budget for untrained VW Advocates to attend Victim Advocate and Crisis Response training and check with California Crime Victims Assistance Association (CCVAA) for enrollment in live or virtual trainings during the Grant Subaward performance period. VW Advocates participating in the trainings must be assigned to provide direct victim services.

c. Operational Agreements (OAs)

An OA is a formal agreement, without the exchange of money, between an implementing agency and one or more participating agencies. OAs provide a description of working relationships with other government (including Tribal governments) and non-governmental agencies. At a minimum, Subrecipients must have OAs with local domestic violence centers, rape crisis centers, and agencies that provide services for child crime victims.

6. Program Restrictions

- a. Centers that are located in district attorney offices must not operate within the Investigations Division.
- b. Centers must not restrict services to only victims of cases assigned for prosecution. All victims of crime must be eligible to receive services from the Center.
- c. Under no circumstances shall Cal OES-funded VW Advocates be utilized as expert witnesses.
- d. VW Advocates shall not be split-funded with domestic violence or rape crisis programs due to a conflict in confidentiality privilege.
- e. VW Advocates shall not provide direct childcare.
- f. VW Advocates shall not be tasked with preparing Criminal Protective Orders (CPO), as this is a prosecutorial activity.

7. Mass Victimization Advocate (MVA) (Optional Funding)

If the Applicant opts not to utilize the MVA funding, reduce the 20VOCA allocation by \$100,000 and reduce the 20VOCA match obligation by \$25,000.

Centers electing to utilize this funding are tasked to establish or update a victim assistance plan to support and enhance immediate response and recovery efforts for crime-related mass victimization/terrorism incidents.

To enable Centers to participate in a coordinated community response to crime-related mass victimization/terrorism incidents, MVA

funding must remain dedicated to further the following objectives. This funding must be delineated in the Budget Narrative and in the budget pages line-item detail.

- a. Establish or update a comprehensive crisis response and mass victimization assistance plan structured to identify and respond to victim needs such as safety, food, shelter, and immediate services in the aftermath of a crime-related mass victimization/terrorism incident. The plan should include a needs assessment, emergency assistance resources, referral information, and should be adaptable to support the existing community and county emergency response plan.
- b. Establish or update existing victim assistance crisis response protocols.
- c. Establish or update and implement mutual-aid Memorandums of Understanding (MOU's). Centers in neighboring counties within the CCVAA identified Crisis Response (CR) training region are to leverage resources and facilitate a regional response to crime-related mass victimization/terrorism incidents.
- d. Conduct outreach and participate in community meetings with leaders from law enforcement, victim services, legal services (non-profit and private sector), prosecutors' office, city government, emergency management, medical services, and schools to provide information about trauma-informed response.
- e. Establish or update MOUs with allied service providers or integrate into the county response plan for crime-related mass victimization/terrorism incidents. This includes the identification of the Center's role in the emergency response plan.
- f. Conduct community outreach and education.
- g. Utilize MVA funding for the purchase of go-bags, management and technology supplies, and resources required for deployment.
- h. Establish a crime-related mass victimization/terrorism victim emergency fund (optional).

- i. Initiate or implement crime-related mass victimization/terrorism objectives within the current Grant Subaward performance period.

The MVA may maintain a modified VW caseload while meeting position objectives. It is a priority for the MVA to complete the CCVAA 40-hour VW Entry Level Training.

The MVA is required to attend CCVAA Crisis Response Advocate training and MVA Roundtable meetings in-person or virtually. The CCVAA training team is available to provide technical assistance in meeting MVA objectives.

Additional trainings relevant to mass victimization/terrorism subject matter are highly recommended e.g.: secondary trauma, grief and recovery, psychological first aide, and death notification. FEMA online training is also recommended.

<http://training.fema.gov/is/crslist.aspx>.

8. 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	October 1, 2021 – March 31, 2022	April 30, 2022
Final Report	April 1, 2022 – September 30, 2022	October 29, 2022

- 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 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 (OVC PMT).

2) Subgrantee Report

Subrecipients receiving Victims of Crime Act (VOCA) 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*
October 1, 2021 – December 31, 2021	on or about January 17, 2022
January 1, 2022 – March 31, 2022	on or about April 17, 2022
April 1, 2022 – June 30, 2022	on or about July 17, 2022
July 1, 2022 – September 30, 2022	on or about October 16, 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.

c. 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, 2022.

VICTIM WITNESS ASSISTANCE (VW) PROGRAM

PART II – RFA INSTRUCTIONS

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

Applicants are strongly encouraged to review the [Subrecipient Handbook \(SRH\)](#). 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 2-10f).

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

Subrecipients may be asked to sign and submit an updated Grant Subaward Certification of Assurance of Compliance (Cal OES Form 2-104f) once in Grant Subaward agreement. Every year, Cal OES updates each Grant Subaward Certificate of Assurance of Compliance (Cal OES Form 2-10f) to ensure that any new conditions placed upon the federal award are passed down to Subrecipients. Subrecipients will be notified if this change is needed.

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

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

The Grant Subaward Budget Pages (Cal OES Form 2-106a) automatically calculate the subtotal at the end of each budget category and provide the total of the three spreadsheets at the

bottom of the Equipment Costs page. Applicants may add additional columns to the Grant Subaward Budget Pages (Cal OES Form 2-106a) when necessary.

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

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 of the Grant Subaward, they may not take time off using Grant Subaward funds.

2) Benefits

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

Employer contributions or 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)

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

No Problem Statement is required.

b. Plan

In narrative form, address the following:

- 1) Briefly describe the plan to provide all required services outlined in this RFA and any significant changes to your VW Program for the 2021-22 Grant Subaward performance period.
- 2) If MVA funding is utilized, summarize the Center's crime-related mass victimization/terrorism response plan.

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 Agreements Summary Form

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 Certification (Cal OES Form 2-153)

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) 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 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

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 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*)

VICTIM WITNESS ASSISTANCE (VW) 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 AGREEMENTS SUMMARY FORM ([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](#))