



REQUEST FOR APPLICATION

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

VIOLENCE AGAINST WOMEN VERTICAL PROSECUTION (VV) PROGRAM

Release Date: March 27, 2019

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 Violence Against Women Vertical Prosecution (VV) Program is designed to improve the criminal justice system's response to violent crimes against women through a coordinated, multi-disciplinary prosecutorial response including specialized units with a highly qualified prosecutor and an experienced victim advocate.

Eligibility:

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

Grant Subaward Performance Period:

July 1, 2019 – June 30, 2020

Submission Deadline:

Monday, April 22, 2019



3650 SCHRIEVER AVENUE, MATHER, CA 95655
(916) 845-8282 TELEPHONE
www.CalOES.ca.gov

VIOLENCE AGAINST WOMEN VERTICAL PROSECUTION (VV) PROGRAM

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PART I – OVERVIEW

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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:

Cassandra Burgess-Alex, Program Specialist
Staff email address – cassandra.burgess-alex@caloes.ca.gov
[\(916\) 845-8282](tel:9168458282)

C. SUBMISSION DEADLINE AND OPTIONS

One original application must be delivered to Cal OES by the date and time below. Submission options are: postmarked or hand-delivered, to the address below, by 5:00 pm on Monday, April 22, 2019.

California Governor's Office of Emergency Services
Victim Services and Public Safety Branch
3650 Schriever Avenue
Mather, CA 95655
Attn: Vertical Prosecution (VV) Program
Victim/Witness Unit

D. ELIGIBILITY

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

E. GRANT SUBAWARD PERFORMANCE PERIOD

The Grant Subaward performance period is July 1, 2019 – June 30, 2020.

F. FUNDS

Approximately \$2.1 million is available for the Program for the Grant Subaward performance period. **Funding is contingent upon availability of funds and passage of the 2019-20 State Budget Act.**

1. Source of Funds

Detailed information on all VSPS Branch federal fund sources can be found in the [VSPS 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:

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.

2. Funding Amount

Applicants may apply for up to \$202,545, for the 12-month Grant Subaward performance period.

Please see the chart below for the breakdown of the fund source and match.

2019 VAWA	2019 VAWA MATCH	TOTAL PROJECT COST
\$202,545	\$67,515	\$270,060

G. PROGRAM INFORMATION

The STOP Violence Against Women Formula Grant Program encourages the development and strengthening of effective law enforcement and prosecution strategies to address violent crimes against women such as sexual assault, domestic violence, dating violence, and stalking. States and communities are encouraged to restructure and strengthen the criminal justice system response to such crimes, drawing on the experiences of all participants in the system, including victim advocates.

1. Background Information

Vertical prosecution is shown to improve conviction rates, reduce victim trauma, and provide more consistent, appropriate sentencing. The specialized unit shall consist of a highly qualified prosecutor and victim advocate, but may also fund an investigator. Subrecipients must concentrate prosecutorial efforts and resources on individuals who are charged with crimes of domestic violence, dating violence, sexual assault, and/or stalking.

2. Program Description

The VV Program is designed to improve the criminal justice system's response to violent crimes against women through a coordinated multi-disciplinary response. This will be achieved through the creation or enhancement of a specialized unit, which focuses on the vertical prosecution of the defendant and services for the victim(s). Program staff will be required to have a reduced caseload, which will allow them to focus special effort on cases. If a victim advocate is not included in the application budget, the Applicant must explain in the Budget Narrative and/or Operational Agreement (OA) that a dedicated victim advocate is providing services. Subrecipients may choose to concentrate on one, or a combination, of the crimes listed above. Subrecipients must clearly identify which type(s) of crimes they intend to vertically prosecute and project staff must regularly attend multi-disciplinary meetings relating to the crime type(s) selected for vertical prosecution.

3. Program Components

a. Vertical Prosecution

Vertical Prosecution means a prosecutor is assigned to a case from the initial filing of charges through the penalty phase. To allow for the realities of case management, such as scheduling conflicts and illness, specialized units may utilize these three degrees of vertical prosecution:

1) True Vertical Prosecution

The same prosecutor files the charge, OR makes the first appearance (after the defendant is identified as meeting the necessary criteria) AND makes all subsequent court appearances through the sentencing stage.

2) Major Stage Vertical Prosecution

The same prosecutor files the charges, OR makes the first appearance (after the defendant is identified as an individual meeting the necessary criteria) AND all significant appearances, such as: preliminary hearing, trial, sentencing, contested motions affecting bail, admissibility of evidence, dismissal of charges, change of venue, motions to sever or consolidate, discovery, setting aside the verdict or motions concerning search warrants.

3) Unit Vertical Prosecution

Based upon extraordinary circumstances (such as: court conflicts, scheduling conflicts requiring appearances at two or more places at one time, geographic locations of hearings, illness or absence due to unavoidable circumstance), the principal prosecutor who filed the charges (OR made the first court appearance after the defendant was identified as an individual meeting necessary grant criteria) is assisted by no more than one other unit prosecutor. This back-up prosecutor must be designated for the entire Grant Subaward performance period. Subrecipients must assign at least one full-time equivalent (FTE) prosecutor to the unit. Subrecipients with a service area population of 74,999 or below may fund a 0.5 FTE prosecutor.

b. Victim Advocacy

Victim advocacy plays an integral part of breaking the cycle of violence. Cal OES encourages Subrecipients to have victim advocates make contact with victims as soon as possible following the referral of the case. Victim advocates must make several attempts to contact hard-to-reach victims.

1) Victim advocates must provide crisis intervention, court accompaniment, resource and referral assistance, criminal justice system orientation, and compensation claim assistance.

2) Subrecipients must commit a minimum of a 0.5 FTE victim advocate to the unit. This can be accomplished through contracting

with an existing Cal OES-funded local Domestic Violence Assistance Program, Rape Crisis Program and/or Victim/Witness Assistance Program.

c. Highly Qualified Staff

Subrecipients will be required to assign highly qualified staff to the vertical prosecution unit for the duration of the grant.

- 1) District Attorneys must have a minimum of two years' experience in the prosecution of felony cases, and City Attorneys must have a minimum of two years' experience in the prosecution of misdemeanor cases involving domestic violence, dating violence, sexual assault and/or stalking, and have attended, or plan to attend, the California District Attorneys Association (CDAA) sponsored training on domestic violence, dating violence, sexual assault, and/or stalking.
- 2) Victim Advocates must meet the requirements as defined by the Evidence Code §1035-1036.2 for sexual assault counselor and/or §1037-1037.7 for domestic violence counselor. A victim/witness advocate must have a minimum of two years' experience assisting victims of domestic violence, dating violence, sexual assault, and/or stalking, and must have completed the California Crime Victim Assistance Association (CCVAA) Entry Level Advocate Certification Course.

d. Community Coordination

Subrecipient staff must attend regularly scheduled, multi-disciplinary meetings in the project service area that pertains to the crime type(s) selected for vertical prosecution. If a Subrecipient is in a county that does not have an existing multi-disciplinary task force or committee, Subrecipient staff must work to develop those community partnerships and establish regular meetings.

e. Required Policies

Each Subrecipient shall adopt and pursue the following policies:

- All reasonable prosecutorial efforts will be made to resist pre-trial release of a charged defendant;
- All reasonable prosecutorial efforts will be made to reduce the time between arrest and disposition of the case;
- All prosecutors, advocates and investigators funded (in full or part) by this grant will maintain a reduced caseload.

Cal OES requires all of the above policies be in writing, given to the Subrecipient's staff and be made available to Cal OES upon request.

f. Assistance with California Victim Compensation Board Claims

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 budget for tablets or mobile communication devices and cellular service to swiftly facilitate the on-line application process in the office or in the field.

g. Operational Agreements

The project must have OAs with agencies in the following disciplines:

- Local law enforcement
- Victim/Witness Assistance Program(s)
- Domestic violence agencies
- Hospitals/medical treatment facilities

OAs must contain original signatures, titles, and agency names for both parties and include dates that are effective for the duration of the Grant Subaward performance period. OAs must demonstrate a formal system of networking and coordination with other agencies and the Subrecipient. OAs do not need to be submitted with the application package; however, they must be readily available for review by Cal OES staff during a technical assistance visit, performance assessment/site visit and/or monitoring visit. The [OA Summary form 2-160](#) must be completed with the necessary information for all secured OAs and submitted with the application package.

4. Regional Training

The VSPS Branch will be holding regional grants management trainings during the Grant Subaward performance period. Anticipated locations include: Redding, Bay Area, Sacramento, Fresno, Los Angeles (North and South),

and San Diego. Subrecipients must budget for two staff members to attend the two-day training.

5. 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 Progress Reports required for the Program. See the chart for report periods and due dates. The Progress Reports can be accessed on the Cal OES website.

Report	Report Period	Due Date
1 st Report	July 1, 2019 – December 31, 2019	January 31, 2020
Final Report	January 1, 2020 – June 30, 2020	July 31, 2020

b. Office on Violence Against Women (OVW) Report

The Annual Progress Report for the STOP Violence Against Women Formula Grant Program is required only for Subrecipients who receive STOP Violence Against Women Formula Grant Program funds through OVW. The report covers the calendar year period of January 1 through December 31. This report is due to Cal OES no later than January 31, 2020.

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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, VSPS 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

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

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)

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

4) 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 and percentage of salaries. 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.

5) 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 by an Operational Agreement (OA), which must be kept on file and made available for review during audits or at the request of Cal OES (SRH 3710 and 4500).

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)

The Budget Narrative should describe the following:

- a. How the project's proposed budget supports 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 project-funded staff duties and time commitments support the proposed objectives and activities.

- e. The necessity for subcontracts and unusual expenditures.
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

A Problem Statement is not required.

b. Plan

In narrative form, address the following:

- 1) New cases referred to the Vertical Prosecution Unit
- 2) New cases accepted for vertical prosecution
- 3) Cases prosecuted using "True Vertical Prosecution"
- 4) Cases prosecuted using "Major Stage Vertical Prosecution"
- 5) Cases prosecuted using "Unit Vertical Prosecution"
- 6) Cases resulting in a conviction during the report period
- 7) Cases resulting in acquittal or mistrial during the reporting period
- 8) Cases dismissed during the reporting period
- 9) Multi-disciplinary team meetings attended by unit staff
- 10) Victims served by the advocate(s)
- 11) Cases declined
- 12) Cases transferred to higher or lower court that is outside grant-funded jurisdiction

c. Capabilities

In narrative form, address the following:

- 1) Training and qualification of all proposed staff
- 2) Implementation of the required program components
- 3) Criteria used to identify cases to be assigned to the unit
- 4) Cases referred to the victim advocate
- 5) Unit staff rotation
- 6) Unit communication
- 7) Relationships with Law Enforcement and Victim Service agencies

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:

- 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.

- Noncompetitive Bid Request Checklist (Cal OES 2-156)

This form is required for each proposed line item in their Budget that meets the criteria for a Non-Competitive Bid Request per *SRH 3510*. 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.

- Computers and Automated Systems Purchase Justification Guidelines (Cal OES 2-157)

This form is required only if the Applicant proposes a line item in their Budget for computers or automated equipment that require a justification per *SRH 2341*. 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 2236.11*. Instructions are included on the form.

- Operational Agreement(s)

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

D. BUDGET POLICIES

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

- Contracting and/or Procurement (*SRH 3400*)
- Audit Costs (*SRH 8150*)
- Automobiles (*SRH 2331*)
- Cash Match (*SRH 6511*)
- Computers and Automated Equipment (*SRH 2340*)
- Equipment (*SRH 2300*)
- Expert Witness Fees (*SRH 3710.2*)
- Facility Rental (*SRH 2232*)

- Independent Contractor/Consultant (*SRH 3710*)
- Indirect Cost Rate Proposal (ICRP) (*SRH 2180 & SRH 2188*)
- In-Kind Match (*SRH 6512*)
- Match Requirements (*SRH 6500*)
- Participating Staff (*SRH 4500*)
- Prohibited Expense Items (*SRH 2240*)
- Project Income (*SRH 6610*)
- Rental Space for Training, Shelter, Counseling Rooms, and Other Required Space (*SRH 2232.1*)
- 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*)

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*)
- Fidelity Bond (*SRH 2160*)
- Monthly Report of Expenditures and Request for Funds (*SRH 6310*)
- Monitoring (*SRH 10400*)
- Programmatic Technical Assistance and Site Visit Performance Assessment (*SRH 10200-10300*)
- Source Documentation (*SRH 10111*)

VIOLENCE AGAINST WOMEN VERTICAL PROSECUTION (VV) 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 Type the name of the cert needed here. (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) a. Budget Pages Multiple Fund Source
- BUDGET NARRATIVE ([Cal OES 2-107](#))
- PROJECT NARRATIVE ([Cal OES 2-108](#))
 - PLAN
 - CAPABILITIES
- [SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT](#)
- PROJECT SERVICE AREA INFORMATION ([Cal OES 2-154](#))
- ORGANIZATIONAL CHART
- ADDITIONAL FORMS, IF APPLICABLE
 - PETTY CASH VICTIM FUND PROCEDURES ([Cal OES 2-153](#))
 - NONCOMPETITIVE BID REQUEST CHECKLIST ([Cal OES 2-156](#))
 - CONTRACTOR/CONSULTANT RATE EXEMPTION REQUEST ([Cal OES 2-164](#))
 - COMPUTERS AND AUTOMATED SYSTEMS PURCHASE JUSTIFICATION GUIDELINES ([Cal OES 2-157](#))
 - OUT-OF-STATE TRAVEL REQUEST ([Cal OES 2-158](#))
 - OPERATIONAL AGREEMENT SUMMARY FORM ([Cal OES 2-160](#))