



## REQUEST FOR PROPOSAL

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

### **INCREASED ACCESS TO SERVICES (KU) PROGRAM**

Release Date: January 6, 2020

This Request for Proposal (RFP) provides detailed information and forms necessary to prepare a proposal for the Cal OES grant funds. The terms and conditions of this RFP supersede previous RFPs and conflicting provisions stated in the [Subrecipient Handbook \(SRH\)](#).

### **PROGRAM SYNOPSIS**

#### **Program Description:**

The KU Program is designed to provide funding to victim service providers to increase physical and/or programmatic access to services for victims of crime, including victims with disabilities and those with access and functional needs (AFN).

#### **Eligibility:**

The Applicant must be a community-based organization (CBO) or governmental agency that provides direct services to victims. Existing KU Program projects, from fiscal year 2018-19, are not excluded from applying.

#### **Grant Subaward Performance Period:**

April 1, 2020 – September 30, 2021

#### **Available Funding:**

Individual Applicants may request up to \$125,000.

#### **Submission Deadline:**

Monday, March 2, 2020



3650 SCHRIEVER AVENUE, MATHER, CA 95655

(916) 845-8807 TELEPHONE

[CalOES Website](#)

# INCREASED ACCESS TO SERVICES (KU) PROGRAM

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## 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 .....	2
E. GRANT SUBAWARD PERFORMANCE PERIOD.....	2
F. FUNDS.....	2
G. PROGRAM INFORMATION.....	3
PART II – RFP INSTRUCTIONS .....	6
A. SUBRECIPIENT HANDBOOK .....	6
B. COPIES OF THE PROPOSAL.....	6
C. FORMS.....	6
D. SPACE LIMITATIONS.....	6
E. PROPOSAL COMPONENTS .....	7
1. Proposal Cover Sheet .....	7
2. Grant Subaward Face Sheet (Cal OES 2-101) .....	7
3. Project Contact Information (Cal OES 2-102) .....	7
4. Signature Authorization (Cal OES 2-103).....	7
5. Certification of Assurance of Compliance (Cal OES 2-104f) .....	7
6. Budget Pages (Cal OES 2-106a) .....	8
7. Budget Narrative (Cal OES 2-107) .....	11
8. Project Narrative (Cal OES 2-108).....	11
9. Subrecipient Grants Management Assessment.....	12
10. Project Service Area Information (Cal OES 2-154) .....	13
11. Organizational Chart .....	13
12. Additional Forms/Documents .....	13
F. BUDGET POLICIES .....	14
G. ADMINISTRATIVE REQUIREMENTS .....	14
PART III – SELECTION AND FINALIZING THE GRANT SUBAWARD .....	16
A. SELECTION OF PROPOSAL FOR FUNDING .....	16
1. Proposal Rating .....	16
2. Funding Decision .....	16
3. Notification Process .....	16
B. FINALIZING THE GRANT SUBAWARD.....	17
1. Grant Subaward Application .....	17
2. Grant Subaward.....	17
3. Standard Project Funding Authority .....	18
PART IV – RATING SHEET .....	19
PART V – CHECKLIST .....	22

# INCREASED ACCESS TO SERVICES (KU) PROGRAM

## PART I – OVERVIEW

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

### A. PUBLIC RECORDS ACT NOTICE

Grant proposals 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 proposal. If you believe that any of the information you are putting on this proposal is exempt from the Public Records Act, please indicate what portions of the proposal 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 RFP, the proposal process, or programmatic issues must be submitted in writing by email to:

Olga Stupak, Program Specialist  
[Olga.Stupak@caloes.ca.gov](mailto:Olga.Stupak@caloes.ca.gov)

Cal OES staff cannot assist the Applicant with the actual preparation of their proposal. Cal OES can only respond to technical questions about the RFP during the period of time between the publication date and due date.

### C. SUBMISSION DEADLINE AND OPTIONS

**One original and three copies** of the proposal 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, March 2, 2020.

California Governor's Office of Emergency Services  
Victim Services Branch  
3650 Schriever Avenue  
Mather, CA 95655  
Attn: Increased Access to Services (KU) Program  
Victim Witness and Prosecution Unit

D. ELIGIBILITY

1. The Applicant must be a CBO or governmental agency that provides direct services to victims. Existing KU Program projects, from fiscal year 2018-19, are not excluded from applying.
2. Receive a minimum of 50% of available points on the Rating Sheet.
3. Applicants applying for 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](#).
4. Applicants that are CBOs must be registered with the California Department of Justice's Registry of Charitable Trusts with a "current" or "pending" status. [Check nonprofit status](#).

Only one proposal per Applicant will be eligible to receive funding. If an Applicant submits more than one proposal, only the highest scoring proposal, meeting the criteria above, will be considered for funding.

E. GRANT SUBAWARD PERFORMANCE PERIOD

The Grant Subaward performance period is April 1, 2020 – September 30, 2021.

F. FUNDS

There is \$1,765,000 available for the Program for the Grant Subaward performance period.

1. Source of Funds

Detailed information on all Victim Services (VS) Branch federal fund sources can be found in the [VS Branch Federal Fund Information Guide](#). Applicants are **strongly encouraged** to review this document to

familiarize themselves with the requirements for all fund sources that support this Program.

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

- Supports eligible crime victim assistance programs.
- Requires a cash and/or in-kind match equal to 20 percent of the total project cost. Applicants may request a partial match waiver of no more than 80% of the required match amount. **All Partial Match Waiver requests must be submitted with the proposal.** See Partial Match Waiver Request Attachment.
- Cal OES's four-character code for this federal fund is VOCA. This code will be in the drop-down on the Grant Subaward Face Sheet (Cal OES 2-101).

2. Funding Amount

Applicants may apply for up to \$125,000 for the 18-month Grant Subaward performance period.

Please see the chart for the breakdown of the fund sources and match.

2018 VOCA	2018 VOCA MATCH	TOTAL PROJECT COST
\$125,000	\$31,250	\$156,250

G. PROGRAM INFORMATION

1. Program Description

The KU Program is designed to provide funding to victim service providers to increase physical and/or programmatic access to services for victims of crime, including victims with disabilities and those with AFN.

2. Program Activities

Activities may include but are not limited to:

- Improving physical accessibility of facilities
- Creating an accessible website
- Creating and implementing an effective communication plan
- Providing materials in alternative formats (e.g. large print, Braille, languages other than English)
- Purchasing communication technology
- Training staff on working with victims with disabilities and AFN
- Training interpreters on working with victims of crime
- Providing solutions to challenges with transportation and/or child care
- Increasing outreach efforts to disabled and AFN communities

3. Regional Training

The VS Branch will be holding regional grants management trainings during the Grant Subaward performance period. Subrecipients must budget for two staff members to attend the two-day training.

4. Reporting Requirements

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

a. Cal OES Progress Reports

There are three Progress Reports required for the Program. See the chart below for report periods and due dates.

Report	Report Period	Due Date
1 <sup>st</sup> Report	April 1, 2020 – September 30, 2020	October 31, 2020
2 <sup>nd</sup> Report	October 1, 2020 – March 31, 2021	April 30, 2021
Final Report	April 1, 2021 – September 30, 2021	October 31, 2021

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.

2) Subgrantee Report

The Subrecipient 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*
April 1, 2020 – June 30, 2020	On or about July 14, 2020
July 1, 2020 – September 30, 2020	On or about October 14, 2020
October 1, 2020 – December 31, 2020	On or about January 14, 2020
January 1, 2021 – March 31, 2021	On or about April 14, 2021
April 1, 2021 – June 30, 2021	On or about July 14, 2021
July 1, 2021 – September 30, 2021	On or about October 14, 2021

\* 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](mailto:ovcpmt@csrincorporated.com) or call toll-free (844) 884-2503.

# INCREASED ACCESS TO SERVICES (KU) PROGRAM

## PART II – RFP INSTRUCTIONS

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- A. SUBRECIPIENT HANDBOOK
  - B. COPIES OF THE PROPOSAL
  - C. FORMS
  - D. SPACE LIMITATIONS
  - E. PROPOSAL COMPONENTS
  - F. BUDGET POLICIES
  - G. 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, Victim Services grants and provides helpful information for developing a proposal, including a Glossary of Terms.

### B. COPIES OF THE PROPOSAL

One original and three copies of the proposal must be submitted, per the submission options outlined on page 1. Copies must be assembled separately and individually fastened in the upper left corner. Do not bind the proposal.

### C. 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.**

### D. SPACE LIMITATIONS

If a space limitation is specified under the Project Narrative section, strict adherence to the space limitation is required. **Information included beyond the space limitation and/or unrequested attachments will not be considered in the rating process.** Failure to comply with the spacing/formatting requirements, including **font size and margins**, is one of the factors that may negatively impact the Applicant's comprehensive assessment score.

## E. PROPOSAL COMPONENTS

Applicants must complete and submit all required components. Specific information for each component is included next. The Checklist in Part V is included to ensure Applicants submit all [required components](#).

### 1. Proposal Cover Sheet

The Cover Sheet identifies the Program for which the Applicant is submitting a proposal.

### 2. 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.

### 3. 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.

### 4. 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.

### 5. Certification of Assurance of Compliance (Cal OES 2-104f)

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

6. 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
- Strict adherence 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

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 @ \$4,500/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 by a Second-tier Subaward, which must be kept on file by the Subrecipient and made available for review during audits or at the request of Cal OES.

The Applicant must include sufficient per diem and travel allocations for two persons to attend required Cal OES training conferences or workshops outlined in this RFP.

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).

7. Budget Narrative (Cal OES 2-107) – Maximum Four Pages

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.
- f. Need for mid-year salary range adjustments.

8. 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 – Maximum Three Pages

In narrative form, address the following:

- 1) Describe the demographics of your service area.
- 2) Describe the victim population your agency serves, including crime type(s) and victim demographic information.
- 3) Describe the physical and/or programmatic barriers individuals face when accessing victim services at your agency.
- 4) Describe your agency's current efforts to remove physical and/or programmatic barriers for individuals accessing services.

- 5) Clearly identify and describe the specific problem(s) to be addressed through this proposed project.

b. Plan – Maximum Four Pages

In narrative form, address the following:

- 1) Identify and describe the goal of the proposed project.
- 2) Describe the plan for solving the problem(s) identified in the Problem Statement.
- 3) Identify and describe the specific objectives.
- 4) Describe the timeline for accomplishing the objectives.
- 5) Describe how the proposed plan will improve access to services for individuals during and beyond the grant performance period.
- 6) Describe the staffing needed to implement the program.

c. Capabilities – Maximum Four Pages

In narrative form, address the following:

- 1) Describe your agency's capability to implement the proposed plan.
- 2) Describe your agency's capability to manage grant programs.

9. 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.

10. 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.

11. 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.

12. Additional Forms/Documents

The following are required only if applicable:

- Partial Match Waiver Request

This form must be submitted with the proposal and is required only if the Applicant is requesting to waive a portion of the required Match.

- 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 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.

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

This Program does not support out-of-state travel.

- Payee Data Record (Std. 204)

This form is required for all Applicants not previously awarded grant funds by Cal OES.

#### F. 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)
- 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)

#### G. 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 a proposal 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)

# INCREASED ACCESS TO SERVICES (KU) PROGRAM

## PART III – SELECTION AND FINALIZING THE GRANT SUBAWARD

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### SELECTION OF PROPOSAL FOR FUNDING FINALIZING THE GRANT SUBAWARD

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#### A. SELECTION OF PROPOSAL FOR FUNDING

##### 1. Proposal Rating

Eligible proposals received by the deadline are generally evaluated by a three member team. The rater scores are averaged and then ranked numerically. Proposals are only evaluated numerically; no notes are taken during the evaluation. The Rating Sheet used for this process is included in Part IV of this RFP and is for informational purposes only.

##### 2. Funding Decision

Final funding decisions are made by the Director of Cal OES. Funding decisions are based on the following:

- The ranked score of the proposal
- Consideration of priorities or geographical distribution specific to this RFP
- Prior negative administrative and programmatic performance, if applicable

Projects previously funded by Cal OES will be reviewed for poor past compliance, including fiscal management, progress and annual reports, audit reports, and other relevant documentation or information. This review may result in one or more of the following actions:

- The project may not be selected for funding
- The amount of funding may be reduced
- Grant Subaward Conditions may be placed in the Grant Subaward

##### 3. Notification Process

The Authorized Signer (designated on the Grant Subaward Face Sheet) will be notified in writing, via electronic communication, of the results of

the rating process. Applicants not selected for funding will receive a denial letter containing their average score and information on the appeal process.

The Project Narrative (Cal OES 2-107), Budget Narrative (Cal OES 2-108), and Budget Pages (Cal OES 2-106a) for the top-ranked proposal may be posted on the Cal OES website.

## B. FINALIZING THE GRANT SUBAWARD

### 1. Grant Subaward Application

Once selected for funding, Cal OES may require additional documentation to finalize the Grant Subaward Application package. The Program Specialist identified in your Award Letter can provide technical assistance in completing these components.

### 2. Grant Subaward

A copy of the executed Grant Subaward and pertinent attachments will be sent to the Project Director. The Applicant is not authorized to incur costs against the grant until a copy of the fully executed Grant Subaward is received. When the executed grant is received, a Report of Expenditures and Request for Funds (Cal OES 2-201) may be submitted for reimbursement.

#### a. Grant Subaward Conditions

Cal OES may add Grant Subaward Conditions to the Grant Subaward prior to or after funding. If conditions are added, these will be discussed with the Applicant/Subrecipient and a copy of the conditions will be sent to the Subrecipient when the conditions are made part of the Grant Subaward.

#### b. Grant Subaward Amounts

When the amount of funds available is limited, Cal OES may reduce the amount of the Grant Subaward from the amount requested by the Applicant. In addition, Cal OES reserves the right to negotiate budgetary changes with the Applicant prior to executing the Grant Subaward. If either of these actions is required, Cal OES will notify the Applicant prior to executing the Grant Subaward.

3. Standard Project Funding Authority

**Allocation of funds is contingent on the enactment of the State Budget.**

Cal OES does not have the authority to disburse funds until the Budget is passed and the Grant Subaward is fully executed. Expenditures incurred prior to authorization are made at the Subrecipient's own risk and may be disallowed. Cal OES employees are not able to authorize an Applicant to incur expenses or financial obligations prior to the execution of a Grant Subaward. However, once the Grant Subaward is finalized the Subrecipient may claim reimbursement for expenses incurred on, or subsequent to, the start of the Grant Subaward performance period.

If, during the term of the Grant Subaward, the state and/or federal funds appropriated for the purposes of the Grant Subaward are reduced or eliminated by the California Legislature or the United States Government, or in the event revenues are not collected at the level appropriated, Cal OES may immediately terminate or reduce the Grant Subaward by written notice to the Subrecipient.

Cal OES Grant Subawards are subject to applicable restrictions, limitations, or conditions enacted by the California Legislature and/or the United States Government, subsequent to the execution of the Grant Subaward.

# INCREASED ACCESS TO SERVICES (KU) PROGRAM

## PART IV – RATING SHEET

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Control #: \_\_\_\_\_

Rater #: \_\_\_\_\_

Applicant: \_\_\_\_\_

Funds Requested: \_\_\_\_\_

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<u>CATEGORY</u>	<u>TOTAL POINTS POSSIBLE</u>
1. PROBLEM STATEMENT	<u>150</u>
2. PLAN	<u>150</u>
3. CAPABILITIES	<u>100</u>
4. BUDGET PAGES AND NARRATIVE	<u>80</u>
5. COMPREHENSIVE ASSESSMENT	<u>100</u>
<b>TOTAL</b>	<b><u>580</u></b>

Each of the above categories contain questions assigned a point value. The point scale is divided into five columns labeled **I, II, III, IV, and V**. The Applicant's response to each question is evaluated on the following criteria:

- I. ABSENT:** The response does not address the specific question or a response was not provided.
- II. UNSATISFACTORY:** The response does not completely address the question. The information presented does not provide a good understanding of Applicant's intent, does not give the detailed information requested by the RFP, and/or does not adequately support the proposal or the intent of the Program.
- III. SATISFACTORY:** The response addresses the question and provides a good understanding of the Applicant's intent. The response adequately supports the proposal and the intent of the Program.
- IV. ABOVE AVERAGE:** The response is above average and provides a clear and detailed understanding of the Applicant's intent. The response presents a persuasive argument that supports the proposal and the intent of the Program.
- V. EXCELLENT:** The response is outstanding, with clear, detailed and relevant information. The response presents a compelling argument that supports the proposal and the intent of the Program.

<b>PROJECT NARRATIVE</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>V</b>
<b>a. Problem Statement</b> (Maximum Three Pages)	<b>0</b>	<b>10</b>	<b>20</b>	<b>25</b>	<b>30</b>
1) How well does the proposal define and describe the demographics of its service area?					
2) How well does the proposal describe the victim population it serves, including crime type(s) and victim demographic information?					
3) How well does the proposal describe the physical and/or programmatic barriers individuals face when accessing victim services?					
4) How well does the proposal describe the agency's current efforts to remove physical and/or programmatic barriers for individuals accessing services?					
5) How well does the proposal clearly identify and describe the specific problem(s) to be addressed through this proposed project?					
<b>b. Plan</b> (Maximum Four Pages)	<b>0</b>	<b>10</b>	<b>15</b>	<b>20</b>	<b>25</b>
1) How well does the proposal identify and describe the goal of the proposed project?					
2) How well does the proposal describe the plan for solving the problem(s) identified in the Problem Statement?					
3) How well does the proposal identify and describe the specific objectives?					
4) How well does the proposal describe the timeline for accomplishing the objectives?					
5) How well does the proposal describe how the proposed plan will improve access to services for individuals during and beyond the grant performance period?					
6) How well does the proposal describe the staffing needed to implement the plan?					

<b>PROJECT NARRATIVE</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>V</b>
<b>c. Capabilities</b> (Maximum Four Pages)	<b>0</b>	<b>15</b>	<b>30</b>	<b>40</b>	<b>50</b>
1) How well does the proposal describe your agency's capability to implement the proposed plan?					
2) How well does the proposal describe your agency's capacity to manage grant programs?					
<b>BUDGET PAGES &amp; NARRATIVE</b>	<b>0</b>	<b>5</b>	<b>10</b>	<b>15</b>	<b>20</b>
1) How well do the proposed Budget Pages & Narrative support the objectives and activities?					
2) How well are funds allocated to minimize administrative costs and support direct services?					
3) How well do project-funded staff duties and time commitments support the proposed objectives and activities?					
4) How well do the proposed Budget Pages & Narrative support the necessity for subcontracts and unusual expenditures?					
<b>COMPREHENSIVE ASSESSMENT</b>	<b>0</b>	<b>25</b>	<b>50</b>	<b>75</b>	<b>100</b>
How well does this proposal support the overall intent, goals, and purpose of the Program?					

# INCREASED ACCESS TO SERVICES (KU) PROGRAM

## PART V – CHECKLIST

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

- PROPOSAL COVER SHEET – Please complete and attach to the front of the proposal.
- 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 ([Cal OES 2-104f](#)) – 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 2-106a](#)) – Budget pages with multiple fund sources
- BUDGET NARRATIVE ([Cal OES 2-107](#))
- PROJECT NARRATIVE ([Cal OES 2-108](#))
  - PROBLEM STATEMENT
  - PLAN
  - CAPABILITIES
- [SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT](#)
- PROJECT SERVICE AREA INFORMATION ([Cal OES 2-154](#))
- ORGANIZATIONAL CHART
- ADDITIONAL FORMS, IF APPLICABLE
  - PARTIAL MATCH WAIVER REQUEST
  - NON-COMPETITIVE BID REQUEST CHECKLIST ([Cal OES 2-156](#))
  - CONTRACTOR/CONSULTANT RATE EXEMPTION REQUEST ([Cal OES 2-164](#))
  - PAYEE DATA RECORD ([Std. 204](#))