



## REQUEST FOR APPLICATION

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

### **VIOLENCE AGAINST WOMEN VERTICAL PROSECUTION (VV) PROGRAM**

Release Date: July 9, 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 VV Program is 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 victim advocate.

#### **Eligibility:**

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

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

January 1, 2022, through December 31, 2022

#### **Submission Deadline:**

Friday, October 8, 2021



# VIOLENCE AGAINST WOMEN VERTICAL PROSECUTION (VV) PROGRAM

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# VIOLENCE AGAINST WOMEN VERTICAL PROSECUTION (VV) PROGRAM

## PART I – OVERVIEW

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

### A. PUBLIC RECORDS ACT NOTICE

Grant Subaward applications are subject to the California Public Records Act, Government Code Section 6250, *et seq.* Do not put any personally identifiable information or private information on this application. If you believe that any of the information you are putting on this application is exempt from the Public Records Act, please indicate what portions of the application and the basis for the exemption. Your statement that the information is not subject to the Public Records Act will not guarantee that the information will not be disclosed.

### B. CONTACT INFORMATION

Questions concerning this RFA, the application process, or programmatic issues should be submitted to your VV Program Specialist.

### C. SUBMISSION DEADLINE AND OPTIONS

Applications must be emailed to [VSapplications@caloes.ca.gov](mailto:VSapplications@caloes.ca.gov) by 5:00 pm on Friday, October 8, 2021.

### D. ELIGIBILITY

The only eligible Applicants are the VV 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", "exempt", or "pending" status. [Check nonprofit status.](#)

E. GRANT SUBAWARD PERFORMANCE PERIOD

The Grant Subaward performance period is January 1, 2022, through December 31, 2022.

F. FUNDS

There is \$2,025,450 available for the VV Program for the Grant Subaward performance period. **Funding is contingent upon availability of funds.**

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 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.
- Cal OES's four-digit code for this federal fund is STOP. This code will be in the drop-down on the Grant Subaward Face Sheet (Cal OES Form 2-101).

2. Funding Amount

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

Please see the chart below for the breakdown of the fund source (by four-digit code) and match.

2021 STOP	2021 STOP MATCH	TOTAL PROJECT COST
\$202,545	\$67,515	\$270,060

G. PROGRAM INFORMATION

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 purpose of the VV Program is 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 victim advocate.

3. Program Components

a. Vertical Prosecution

Vertical Prosecution is when 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:

- True Vertical Prosecution

The same prosecutor files the charges 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.

- 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.

- 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 integrant part of breaking the cycle of violence. Cal OES encourages victim advocates to contact victims as soon as possible following the referral of the case. Victim advocates must make several attempts to contact hard-to-reach victims.

- Victim advocates must provide crisis intervention, court accompaniment, resource and referral assistance, criminal justice system orientation, and compensation claim assistance.
- Subrecipients must commit a minimum of 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.

- 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. Assigned prosecutors must have attended, or plan to attend, the California District Attorneys Association (CDAA) sponsored training on domestic violence, dating violence, sexual assault, and/or stalking.
- Victim Advocates must meet the requirement 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 have completed the California Crime Victim Assistance Association (CCVAA) 40-Hour Entry Level Advocate Training.

d. Community Coordination

Subrecipient staff must attend regularly scheduled, multi-disciplinary meetings in the project service area that pertain 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

Subrecipients 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; and
- All prosecutors, advocates, and investigators funded (in full or in part) by this grant will maintain a reduced caseload.

Cal OES requires all the above policies be in writing, given to Subrecipient 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; and
- 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.

g. Operational Agreements (OAs)/Second-Tier Subawards

Subrecipients must have OAs with agencies in the following disciplines:

- Local law enforcement;
- Victim Witness Assistance Program(s);
- Domestic Violence agencies; and
- Hospitals and medical treatment facilities.

An OA is a formal agreement, without the exchange of money, between an implementing agency and one or more participating agencies (*SRH Section 7.005*). A Second-Tier Subaward is a formal agreement that includes the exchange of money between an



implementing agency and a participating agency to further the goals of the Grant Subaward (SRH Section 7.010).

4. Reporting Requirements

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

a. Cal OES Progress Reports

There are two Cal OES Progress Reports required for the Program. See the chart for report periods and due dates.

Report	Report Period	Due Date
1 <sup>st</sup> Report	January 1, 2022 – June 30, 2022	July 30, 2022
2 <sup>nd</sup> Report	July 1, 2022 – December 31, 2022	January 31, 2023

b. Office on Violence Against Women (OVW) Report

Subrecipients receiving STOP Violence Against Women Formula Grant Program funds must complete the Annual Progress Report for the STOP Violence Against Women Formula Grant Program. This report covers the calendar year period of January 1 through December 31. This report is due to Cal OES no later than January 31, 2023.

# VIOLENCE AGAINST WOMEN VERTICAL PROSECUTION (VV) PROGRAM

## PART II – RFA INSTRUCTIONS

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- 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 [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 2-104g)

This form is a binding affirmation that the Subrecipient will comply with the following regulations and restrictions:

- State and federal civil rights laws;
- Drug Free Workplace Act of 1990;
- California Environmental Quality Act;
- Federal grant fund requirements;
- Lobbying restrictions;
- Debarment and Suspension requirements; and
- Proof of Authority documentation from the city council/governing board.

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

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

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; and
- Include costs in the correct category (i.e., Personnel Costs, Operating Costs, and Equipment Costs – see below).

Include **only** those items to be covered by Grant Subaward funds, including match funds, when applicable. Applicants may supplement Grant Subaward funds with funds from other sources. However, since approved line items are subject to audit, Applicants should not include on the Grant Subaward Budget Pages (Cal OES 2-106a) matching funds (if applicable) in excess of the required match.

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 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; and
- 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) The process for referral of cases to the unit, including the source of referrals.
  - 2) The process to determine eligibility for Vertical Prosecution case assignment to True Vertical Prosecution, Major Stage Vertical Prosecution, or Unit Vertical Prosecution.
  - 3) The plan for conducting multi-disciplinary team meetings.
  - 4) The plan to ensure all victims are provided with either direct services or referrals to appropriate victim service providers.
  - 5) The plan for prosecuting cases transferred to another jurisdiction.
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:

- Operational Agreements Summary Form (Cal OES Form 2-160)

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

- Petty Cash Victim Fund 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*); and
- 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*); and
- Records Requirements (*SRH Part 12*).

# VIOLENCE AGAINST WOMEN VERTICAL PROSECUTION (VV) PROGRAM

## PART III – CHECKLIST

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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 - STOP- COAOC ([Cal OES FORM 2-104g](#)) – 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
  - 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](#))