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DIRECTOR

REQUEST FOR APPLICATION

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

COUNTY VICTIM SERVICES (XC) PROGRAM

Release Date: September 4, 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 purpose of the XC Program is to provide federal Victims of Crime Act (VOCA) funding to counties across California, and to the City of Los Angeles, to help each fill victim service gaps/needs.

Eligibility:

Each county, and the City of Los Angeles, is eligible to submit an application for the County Victim Services (XC) Program.

Grant Subaward Performance Period:

January 1, 2020 – December 31, 2020

Submission Deadline:

Wednesday, October 16, 2019



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PART I – OVERVIEW

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 - D. ELIGIBILITY
 - E. GRANT SUBAWARD PERFORMANCE PERIOD
 - F. FUNDS
 - G. PROGRAM INFORMATION
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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

Please contact your Law Enforcement and County Victim Services Unit Program Specialist concerning this RFA, the application process, or programmatic issues.

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 Wednesday, October 16, 2019.

California Governor's Office of Emergency Services
Victim Services Branch
3650 Schriever Avenue
Mather, CA 95655
Attn: County Victim Services (XC) Program
Law Enforcement and County Victim Services Unit

D. ELIGIBILITY

As previously stated, each county, and the City of Los Angeles, are eligible to submit an application for the County Victim Services (XC) Program to fill victim services gaps/needs.

For applicants that did not receive XC funding for fiscal years 2016-17 and 2017-18, a Victim Services Steering Committee (VSSC) will be required. The VSSC will be tasked with identifying victim services gaps/needs in their jurisdictions. The VSSC will also collectively establish a plan, to include measurable objectives, to address the identified victim services gaps/needs.

Existing XC Subrecipients will not be required to reconvene the VSSC for the purpose of this RFA unless the current approved XC16 plan is being restructured. However, the VSSC will be a requirement for the 2021 Grant Subaward performance period to reassess victim services gaps/needs in their jurisdictions.

Please refer to b. Plan, page 13, for requirements of the VSSC.

E. GRANT SUBAWARD PERFORMANCE PERIOD

The Grant Subaward performance period is January 1, 2020 – December 31, 2020.

F. FUNDS

Approximately \$19,023,000 is available for the Program for the Grant Subaward performance period.

1. Source of Funds

Detailed information on all VS Branch federal fund sources can be found in the [VS Branch Federal Fund Information Guide](#). Applicants are **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), which 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. **To request a partial**

match waiver, Applicants must submit the Partial Match Waiver Request form to the applicable Program Specialist, by email, by Wednesday, October 9, 2019. The VOCA Victim Assistance Formula Grant Program Award Number can be obtained from your Program Specialist or left blank. All other sections of the form must be complete. Answers to questions 9-11 must be specific and unique to the Applicant.

2. Funding Amount

Applicants may apply for up to the amounts listed in the table below, for the 12-month Grant Subaward performance period.

Allocations were calculated using a \$125,000 base (in the case of Los Angeles County and the City of Los Angeles, the \$125,000 was split evenly between the two), with the remaining funds allocated based on population (Population as of July 1, 2018, provided by the United States Census Bureau) and the violent crimes – homicide, rape, robbery and assault (2017 Violent Crimes & Clearances provided by the California Department of Justice).

[Population as of July1, 2018, provided by the United States Census Bureau](#)

[2017 Violent Crimes & Clearance provided by the California Department of Justice](#)

County/City	18VOCA Funding	18VOCA MATCH 20%	TOTAL PROJECT COST (Pre-Match Waiver)
Alameda	\$674,566	\$168,642	\$843,208
Amador	\$134,323	\$33,581	\$167,904
Butte	\$187,276	\$46,819	\$234,095
Calaveras	\$138,089	\$34,522	\$172,611
Contra Costa	\$411,724	\$102,931	\$514,655
El Dorado	\$162,079	\$40,520	\$202,599
Fresno	\$447,506	\$111,877	\$559,383
Glenn	\$132,715	\$33,179	\$165,894
Humboldt	\$164,879	\$41,220	\$206,099
Imperial	\$171,017	\$42,754	\$213,771
Kern	\$409,956	\$102,489	\$512,445

Kings	\$170,397	\$42,599	\$212,996
Lake	\$146,618	\$36,655	\$183,273
City of Los Angeles	\$1,585,200	\$396,300	\$1,981,500
Los Angeles	\$3,387,187	\$846,797	\$4,233,984
Madera	\$175,526	\$43,882	\$219,408
Marin	\$177,415	\$44,354	\$221,769
Mariposa	\$130,883	\$32,721	\$163,604
Mendocino	\$152,611	\$38,153	\$190,764
Merced	\$209,206	\$52,302	\$261,508
Modoc	\$128,070	\$32,018	\$160,088
Monterey	\$244,363	\$61,091	\$305,454
Napa	\$163,824	\$40,956	\$204,780
Nevada	\$148,259	\$37,065	\$185,324
Orange	\$827,772	\$206,943	\$1,034,715
Placer	\$204,421	\$51,105	\$255,526
Plumas	\$132,244	\$33,061	\$165,305
Riverside	\$709,781	\$177,445	\$887,226
Sacramento	\$579,064	\$144,766	\$723,830
San Benito	\$139,668	\$34,917	\$174,585
San Bernardino	\$757,886	\$189,472	\$947,358
San Diego	\$963,188	\$240,797	\$1,203,985
San Francisco	\$451,544	\$112,886	\$564,430
San Joaquin	\$419,468	\$104,867	\$524,335
San Luis Obispo	\$192,219	\$48,055	\$240,274
San Mateo	\$297,379	\$74,345	\$371,724
Santa Barbara	\$237,694	\$59,424	\$297,118
Santa Clara	\$593,990	\$148,498	\$742,488
Santa Cruz	\$197,744	\$49,436	\$247,180
Shasta	\$189,058	\$47,265	\$236,323
Siskiyou	\$136,832	\$34,208	\$171,040
Solano	\$255,489	\$63,872	\$319,361
Sonoma	\$260,671	\$65,168	\$325,839
Stanislaus	\$307,105	\$76,776	\$383,881
Sutter	\$149,734	\$37,434	\$187,168
Tehama	\$142,808	\$35,702	\$178,510
Tulare	\$244,004	\$61,001	\$305,005

Tuolumne	\$139,343	\$34,836	\$174,179
Ventura	\$318,898	\$79,725	\$398,623
Yolo	\$174,856	\$43,714	\$218,570
Yuba	\$146,451	\$36,613	\$183,064

G. PROGRAM INFORMATION

1. Program Description

The purpose of the Program is to support counties across California, and the City of Los Angeles, in providing direct services to victims. Cal OES recognizes that there are unmet gaps/needs at the county level in regard to providing these direct services. This Program allows individual counties the opportunity to identify these gaps/needs in victim services and develop a plan with measurable objectives to meet these gaps/needs.

2. Program Components

a. Each county, and the City of Los Angeles, must implement a VSSC.

- Each VSSC **must** include mandatory representation from the following entities:
 - Adult Protective Services
 - Child Protective Services
 - Courts
 - District Attorney
 - Mental Health Department
 - Police Department (at least one)
 - Probation
 - Sheriff
 - Cal OES-funded Victim Witness Program Project
 - Cal OES-funded Domestic Violence Assistance Program Project
 - Cal OES-funded Rape Crisis Program Project
- In addition to the mandatory representation listed above, each county is **strongly encouraged** to add representation from the following entities:
 - Office of the Ombudsman
 - Disabilities Community

- Emerging Victim Populations
 - Hospitals/Medical Providers
 - School Districts/Schools
 - Teen/Transitioning-Age Youth
 - Tribes/Tribal Groups
- The City of Los Angeles's Steering Committee **must** include mandatory representation from the following entities:
 - City of Los Angeles's Department of Aging
 - Child Protective Services
 - Los Angeles City Attorney's Office
 - Mental Health Department
 - Los Angeles Police Department
 - Cal OES-funded Victim Witness Program Project
 - Cal OES-funded Domestic Violence Assistance Program Project
 - Cal OES-funded Rape Crisis Program Project
 - In addition to the mandatory representation listed above, the City of Los Angeles is **strongly encouraged** to add representation from the following entities:
 - Office of the Ombudsman
 - Disabilities Community
 - Emerging Victim Populations
 - Hospitals/Medical Providers
 - School Districts/Schools
 - Teen/Transitioning-Age Youth
 - Tribes/Tribal Groups
- b. Provide direct victim services to respond to the emotional, psychological, and/or physical needs of marginalized crime victims.
- c. Assist victims to understand and participate in the criminal justice system.
- d. Restore a measure of security and safety for the victim.
- e. 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.

3. 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.

Report	Report Period	Due Date
1 st Report	January 1, 2020 – June 30, 2020	July 31, 2020
Final Report	July 1, 2020 – December 31, 2020	January 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
January 1, 2020 – March 31, 2020	April 14, 2020
April 1, 2020 – June 30, 2020	July 14, 2020
July 1, 2020 – September 30, 2020	October 14, 2020
October 1, 2020 – December 31, 2020	January 13, 2021

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.

PART II – RFA INSTRUCTIONS

- A. SUBRECIPIENT HANDBOOK
 - B. FORMS
 - C. APPLICATION COMPONENTS
 - D. BUDGET POLICIES
 - E. 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 the Cal OES, VS 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 2-104f)

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

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

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 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.

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

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 for Subrecipients currently receiving XC funds.

For applicants not currently receiving XC funding, a Problem Statement is required. The Problem Statement should include:

- 1) A description of your county's demographics (for City of Los Angeles, a description of the city's demographics).
- 2) A description of the crime type(s) and victim demographic information that the agencies receiving XC funding serve.
- 3) A description of the nature and extent of your victim services gaps/needs affecting your county/City of Los Angeles.
- 4) The anticipated impact of this funding in addressing your gaps/needs.

b. Plan

A plan is required only for new Applicants and existing Applicants restructuring their current approved plan.

The plan for each county, and the City of Los Angeles, must be a cooperative and collaborative approach, and must include the following information:

- 1) The victim services gaps/needs identified by the VSSC.
- 2) The plan to address the identified victim services gaps/needs (plan must include measurable objectives).
- 3) The name of the county agency (or in the case of the City of Los Angeles, the city agency) selected to administer the XC Grant Subaward from Cal OES and act as the single point of contact for the grant. The agency selected must be a county victim services provider (or in the case of the City of Los Angeles, a city victim services provider) and provide direct services to victims.
- 4) The plan should address how the county agency selected to administer the XC Grant Subaward from Cal OES will use a volunteer(s) as part of meeting their objectives. Using a volunteer(s) is a VOCA funding requirement.

- 5) Distribution of funds (i.e., even if the Mental Health Department is selected by a county's VSSC to administer the XC grant for that county, funding can still be "shared" with other county victim services providers and/or community-based organizations [that provide direct services to victims] within that county).

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:

- VOCA Match Waiver Request

A letter, in the format provided, must be submitted with the application only if the Applicant is requesting to waive a portion of the required Match.

- Operational Agreement Summary Form

OAs are required per Part II, Subpart C, Section 5 of this RFA. A current Operational Agreement Summary Form is required for the duration of the performance period.

- 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 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.

- 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.

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)

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 ([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 Multiple Fund Source.
- BUDGET NARRATIVE ([Cal OES 2-107](#))
- PROJECT NARRATIVE ([Cal OES 2-108](#))
 - PROBLEM STATEMENT
 - PLAN
- [SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT](#)
- PROJECT SERVICE AREA INFORMATION ([Cal OES 2-154](#))
- ORGANIZATIONAL CHART
- ADDITIONAL FORMS, IF APPLICABLE
 - VOCA MATCH WAIVER REQUEST
 - OPERATIONAL AGREEMENT SUMMARY FORM ([Cal OES 2-160](#))
 - 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](#))