



REQUEST FOR APPLICATION

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

ELDER ABUSE (XE) PROGRAM

Release Date: September 8, 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 XE Program is to enhance the safety of elder and dependent adult victims of crime by providing direct services to victims and bridging the gap between elder justice service providers and victim service providers.

Eligibility:

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

Grant Subaward Performance Period:

January 1, 2022 – December 31, 2022

Submission Deadline:

Wednesday, October 20, 2021



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[Cal OES Website](#)

ELDER ABUSE (XE) PROGRAM

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ELDER ABUSE (XE) PROGRAM

PART I – OVERVIEW

- A. PUBLIC RECORDS ACT NOTICE
 - B. CONTACT INFORMATION
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 - D. ELIGIBILITY
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 - F. FUNDS
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A. PUBLIC RECORDS ACT NOTICE

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

B. CONTACT INFORMATION

Contact your Underserved Victims Unit Program Specialist concerning this RFA, the application process, or programmatic issues.

C. SUBMISSION DEADLINE AND OPTIONS

Applications must be emailed to VSapplications@caloes.ca.gov by 5:00 pm on Wednesday, October 20, 2021.

D. ELIGIBILITY

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

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 – December 31, 2022.

F. FUNDS

Approximately \$4,647,128 available for the XE 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 following funds:

a. State General Fund

- Provided through the 2021-2022 State Budget Act
- Cal OES's four-digit code for this fund is VCGF. This code will be in the drop-down on the Grant Subaward Face Sheet (Cal OES 2-101).
- There is no match requirement for these funds.

b. Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program (Formula Grant Program)

- Supports eligible crime victim assistance programs.
- Requires a cash and/or in-kind match equal to 20 percent of the total project cost. Applicants may request a partial or full match waiver.
 - **To request a match waiver, Applicants must submit the VOCA Match Waiver Request form (Attachment A) with their application, by email, by October 6, 2021. One form per each VOCA fund source is required.** All sections of the form must be completed. Answers to questions 9

through 11 must be specific and unique to the Applicant and Program.

- Cal OES's four-character code for this federal fund is VOCA. This code will be in the drop-down on the Grant Subaward Face Sheet (Cal OES Form 2-101).
- The federal award numbers are 2019-V2-GX-0053 and 2020-V2-GX-0031.

2. Funding Amount

Applicants may apply for up to the amount on the Fund Chart (Attachment B) for the 12-month Grant Subaward performance period. Funding allocations are equal to the monthly allocation of the current Grant Subaward performance period.

Please see the Fund Chart (Attachment B) for the breakdown of the fund sources and match.

G. PROGRAM INFORMATION

1. Program Description

The purpose of the XE Program is to enhance the safety of elder and dependent adult victims of crime by providing direct services to victims and bridging the gap between elder justice service providers and victim service providers.

This Program will maintain support for communities by improving their ability to identify the needs of victims of elder and dependent adult abuse and improving the delivery of services. This will be accomplished by continuing to:

- Fund an Elder Abuse Victim Specialist solely dedicated to serving elder and dependent adult victims;
- Provide and coordinate direct services for elder and dependent adult victims;
- Expand the communities' capacity to service elder and dependent adult victims;
- Ensure that elder and dependent adult victims have access to the criminal justice system; and

- Continue to provide outreach awareness programs for victims and mandated reporters of elder and dependent adult abuse and others who come into contact with these victims.

2. Program Components

The following are the required components of the XE Program:

a. Elder Abuse Specialist

The Subrecipient must continue to fund one full-time equivalent Elder Abuse Victim Specialist. The Specialist must have expertise in elder and dependent adult abuse cases, victim services, and the criminal justice system.

The Specialist must continue to:

- Provide case management for victims served under the XE Program;
- Coordinate the multidisciplinary team that responds to elder and dependent adult abuse cases, including scheduling meetings and serving as the point of contact for the multidisciplinary team members;
- Assist with the development of protocols for responding to elder and dependent adult victims;
- Provide consultation and outreach materials for those that may come into contact with elder and dependent abuse victims; and
- Collect and report data for required Office for Victims of Crime (OVC) and Cal OES progress reports.

b. Multidisciplinary Collaboration

The Subrecipient must continue to expand the capacity of an existing multidisciplinary team, to address the rights and service needs of elder and dependent adult victims in the service area. The team must include representatives from both the public and private sector.

Teams must meet at a minimum of 10 times per grant period (12 months) to develop protocols for how the community will identify and coordinate services for elder and dependent adult victims.

At a minimum, the team must continue to:

- Identify agencies that currently provide services;
- Evaluate how well a community is serving elder and dependent adult victims by:
 - Identifying gaps in services
 - Determining how to address gaps in services;
- Coordinate agency communication;
- Develop case review guidelines;
- Develop confidentiality agreements;
- Provide education and outreach to professionals and the public; and
- Provide services to assist in financial recovery from financial exploitation and fraud.

c. Mandatory Direct Victim Services

Direct victim services must continue to include, but are not limited to the following:

1) 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.

2) Information and Referral (in-person)

Information and referral includes the following:

- Information about the criminal justice process;
- Information about victim rights and how to obtain notifications;
- Referrals to other victim service programs; and
- Referral to other services, supports, and resources (including legal, medical, faith-based organizations, address confidentiality programs, daily money management programs, etc.).

Subrecipients must have knowledge of local community resources (food bank, clothing, goods, senior centers, and services, etc.) and connect victims to these resources as appropriate.

A referral resources list must be maintained and regularly updated.

3) Emotional Support or Safety Services

Subrecipients must have a referral system in place for victims to receive the following:

- Crisis intervention (in-person, includes safety planning, etc.);
- Hotline/crisis line counseling;
- Counseling;
- On-scene crisis response;
- Individual counseling;
- Support groups; and
- Other therapy (traditional, cultural, or alternative healing; art, writing, or play therapy, etc.).

Support groups should be tailored to the elder and dependent adult population and be overseen by someone with extensive knowledge of elder and dependent adult abuse and the resources available to victims. Support groups may include family members and friends who may have experienced trauma as a result of their loved one's victimization. Their attendance may increase victim participation, increase their understanding of the impact on the victim and support for the victims, and increase community awareness of the impact of elder and dependent adult abuse.

4) Shelter/Housing Services/Supportive Services

Subrecipients must provide emergency shelter services for elder and dependent adult victims or have a referral system for shelter on a 24-hour, seven days a week basis. Additional housing services may include:

- Transitional housing;
- Relocation assistance;
- Short-term (up to 45 days) in-home care and supervision services; or
- Short-term (up to 45 days) care in residential care facilities, including nursing homes, assisted living facilities for adults for whom no other safe, short-term residence is available.

5) Criminal/Civil Justice System Assistance

Subrecipients must make victims aware of their rights and provide advocacy when necessary to intervene on behalf of the victims with criminal justice agencies (law enforcement, prosecution, courts, and probation).

Subrecipients must assist in making police reports and following up with law enforcement agencies to determine if reports were filed and investigated and if victims have been offered services. Services include assistance with the following:

- Notification of criminal justice events (e.g., case status, arrest, court proceedings, case disposition, release, etc.);
- Victim impact statement assistance;
- Assistance with restitution (includes assistance in requesting and when collection efforts are not successful);
- Civil legal attorney assistance when obtaining protection or restraining order;
- Civil legal attorney assistance with family law issues (e.g., custody, visitation, or support);
- Other emergency related assistance;
- Immigration attorney assistance (e.g., special visas, continued presence application, and other immigration relief);

- Prosecution interview advocacy/accompaniment (includes accompaniment with prosecuting attorney and with victim/witness);
- Law enforcement interview advocacy/accompaniment;
- Criminal advocacy/accompaniment; and/or
- Other legal advice and/or counsel (e.g., protecting assets, recovering losses, stopping evictions and foreclosures).

Legal services may be accomplished through coordination with pro bono attorneys or by attorneys employed by the agency.

6) Financial Services/Emergency Financial Assistance

Subrecipients must continue to provide financial services if needed to any elder and dependent adult victims of financial abuse. This may be completed by volunteers or an outside referral agency.

Subrecipients may provide direct financial assistance for emergency assistance if the assistance cannot be funded through an alternative source within 48 hours of the crime.

If funds are provided directly to a victim, Subrecipients must follow the procedure outlined in the *SRH Section 4.040*.

7) Personal Advocacy/Accompaniment

This includes intervening for (advocating on behalf of the victim when requested) or accompanying a victim for the following:

- Emergency medical care;
- Medical forensic exams and/or evidence collection;
- Interviews with law enforcement (including return of personal property or effects);
- Obtaining social service assistance;
- Advocacy and/immigration assistance (e.g., special visas, continued presence application, and other immigration relief);
- Employer, creditor, landlord, or academic institution;
- Dependent care assistance; and/or

- Interpreter services.

8) Emergency Transportation

Subrecipients must provide a means for emergency transportation to shelters, court, medical/mental health or other places of safety as appropriate for victims of crime. The Subrecipient should also provide a means for victims to receive non-emergency transportation, which could include direct transportation, arranging rides with Paratransit, or providing transportation vouchers.

d. Operational Agreements (formerly referred to as *Letters of Commitment*)/Second-Tier Subawards

Subrecipients are required to enter into either Operational Agreements (OAs) or Second-Tier Subawards with the following agencies that will expand the XE Program's scope of services and assist in the implementation of their Grant Subaward. **Applicants must submit an approved copy of the fully executed OAs/Second-Tier Subawards with their application. The OAs/Second-Tier Subawards must be signed and dated and cover the entire Grant Subaward performance period:**

- Law Enforcement;
- District Attorney's Office(s);
- Victim/Witness Assistance Program(s);
- Mental Health Service Provider(s)*;
- Adult Protective Services (APS);
- Medical/Health Care Providers;
- Local Ombudsman Program;
- Legal Services;
- Community-Based Victim Assistance Representatives; and
- Experts in Financial Management (e.g., fiduciaries, money managers, benefits counselors).

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*).

e. Optional Direct Services

1) Restorative Justice

Restorative Justice is a process which includes opportunities (mediation, family conferencing, etc.) for crime victims to meet with the perpetrator to discuss how they were affected by the crime(s) committed against them. Upon request from the victim, meetings may be held for therapeutic value and to benefit the victim.

2) Funeral Arrangements

Upon request from the client, assist family members of deceased victims/witnesses with funeral/burial arrangements.

3. Reporting Requirements

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

a. Cal OES Progress Reports

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

Report	Report Period	Due Date
1 st Report	January 1, 2022 – June 30, 2022	July 31, 2022
Final Report	July 1, 2022 – December 31, 2022	January 30, 2023

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

Subrecipients receiving Victims of Crime Act funds must complete this report no later than two weeks following the end of each federal fiscal year quarter. Subrecipients will report data directly into the OVC PMT database no later than the due dates listed, unless otherwise instructed by your Program Specialist.

Report Period	Due Date* on or about
January 1, 2022 – March 31, 2022	April 14, 2022
April 1, 2022 – June 30, 2022	July 14, 2022
July 1, 2022 – September 30, 2022	October 14, 2022
October 1, 2022 – December 31, 2022	January 13, 2023

*Exact due dates will be provided by your Program Specialist at the end of each quarter.

For technical assistance, issues or questions regarding the OVC PMT database, please contact the OVC PMT Help Desk at ovcpmt@csrincorporated.com or call toll-free (844) 884-2503.

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PART II – RFA INSTRUCTIONS

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

Applicants are strongly encouraged to review the [Subrecipient Handbook \(SRH\)](#). The SRH outlines the terms and conditions that apply to Cal OES VS Branch Grant Subawards and provides helpful information for developing an application, including a Glossary of Terms.

B. APPLICATION FORMS

The Applicant must use the forms provided on our website. The forms must be printed on plain white 8½" x 11" paper and single sided. **Applicants may not alter the formatting of any forms, including the Grant Subaward Programmatic Narrative (Cal OES Form 2-108) and the Grant Subaward Budget Narrative (Cal OES Form 2-107). No tables, charts, or changes to the margins are allowed.**

Applicants must complete and submit all required forms. All forms have written instructions. General information regarding each form is below. The Checklist in Part III is included to ensure Applicants submit all required components.

1. Grant Subaward Face Sheet (Cal OES Form 2-101)

This form is the title page of the Grant Subaward that is signed by the Official Designee (*SRH Section 3.030*) and the Cal OES Director (or designee).

2. Grant Subaward Contact Information (Cal OES Form 2-102)

This form provides Cal OES with contact information for all relevant Subrecipient personnel. Information for each individual should be direct contact information.

3. Grant Subaward Signature Authorization (Cal OES Form 2-103)

This form provides Cal OES with signatures of authorized signers and who they authorize to sign on their behalf for all Grant Subaward-related matters.

4. Grant Subaward Certification of Assurance of Compliance (Cal OES Form 2-104f)

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

- State and federal civil rights laws;
- Drug Free Workplace;
- California Environmental Quality Act;
- Federal grant fund requirements;
- Lobbying restrictions;
- Debarment and Suspension requirements; 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 2-104f) once in Grant Subaward. Each year, Cal OES updates each Grant Subaward Certificate of Assurance of Compliance Cal OES Form 2-104f) 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, the Applicant should provide an update on how their agency will continue to execute and expand from the original plan, including additional details if there have been significant changes to that plan, including changes to number projections.

The Plan should summarize how the Applicant's organization will implement the services to meet the objectives of the Program and how it will assure the required service components are provided.

8. Subrecipient Grants Management Assessment

Per title 2 CFR § 200.331, Cal OES is required to evaluate the risk of noncompliance with federal statutes, regulations, and terms and conditions posed by each Subrecipient of pass-through funding. The assessment is made in order to determine and provide an appropriate level of technical assistance, training, and oversight to Subrecipients.

9. Grant Subaward Service Area Information (Cal OES Form 2-154)

This form identifies the counties, cities, and congressional districts served by the Grant Subaward.

10. Organizational Chart

The Organizational Chart should clearly depict the structure of the Applicant organization and the specific unit within the organization responsible for the implementation of the Grant Subaward. This chart should also depict supporting units within the organization (e.g., the Accounting Unit) and the lines of authority within the organization. Job titles on the Organizational Chart must match those on the Grant Subaward Budget Pages (Cal OES Form 2-106a) and Grant Subaward Budget Narrative (Cal OES 2-107) (if required).

11. Additional Forms/Documents

The following are required only if applicable:

- Match Waiver Request

This form is required only if the Applicant is requesting to waive a portion, or all, of the required Match. See Part I, F., 1 for additional information.

- Operational Agreement(s)/ Second-Tier Subaward(s)

OA(s) / Second-Tier Subaward(s) are required per Part 1, 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*).

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PART III – CHECKLIST

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

- GRANT SUBAWARD FACE SHEET ([Cal OES FORM 2-101](#)) – Signed by the Official Designee authorized to enter into the Grant Subaward.
- GRANT SUBAWARD CONTACT INFORMATION ([Cal OES FORM 2-102](#))
- GRANT SUBAWARD SIGNATURE AUTHORIZATION ([Cal OES FORM 2-103](#))
- GRANT SUBAWARD CERTIFICATION OF ASSURANCE OF COMPLIANCE Victims of Crime Act (VOCA) Fund. ([Cal OES FORM 2-104f](#)) – Signed by the Official Designee who signed the Grant Subaward Face Sheet and by the official delegating that authority.
- GRANT SUBAWARD BUDGET PAGES (EXCEL SPREADSHEET FORMAT) ([Cal OES FORM 2-106a](#). Budget Pages Multiple Fund Source)
- GRANT SUBAWARD BUDGET NARRATIVE ([Cal OES FORM 2-107](#))
- GRANT SUBAWARD PROGRAMMATIC NARRATIVE ([Cal OES FORM 2-108](#))
 - PLAN
- [SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT](#)
- GRANT SUBAWARD SERVICE AREA INFORMATION ([Cal OES FORM 2-154](#))
- ORGANIZATIONAL CHART
- OPERATIONAL AGREEMENT(S) (formerly referred to as *Letters of Commitment*)/Second-Tier Subaward(s)
- ADDITIONAL FORMS, IF APPLICABLE
 - MATCH WAIVER REQUEST(S)
 - 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](#))