



REQUEST FOR APPLICATION

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

CHILD ADVOCACY CENTER (KC) PROGRAM

Release Date: January 8, 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 KC Program is to fund affiliate, developing, and accredited Child Advocacy Centers (CACs) in California who provide services to child abuse victims to reduce trauma to children and their families by using a multidisciplinary team approach.

Eligibility:

Eligible Applicants are Child Advocacy Centers identified on the chart in Section F of this RFA.

Grant Subaward Performance Period:

April 1, 2019 – March 31, 2020

Submission Deadline:

Tuesday, February 05, 2019



3650 SCHRIEVER AVENUE, MATHER, CA 95655
(916) 845-8121 TELEPHONE
www.CalOES.ca.gov

CHILD ADVOCACY CENTER (KC) PROGRAM

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A. PUBLIC RECORDS ACT NOTICE

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

B. CONTACT INFORMATION

Questions concerning this RFA, the application process, or programmatic issues should be submitted to:

Brittany Clark, Program Specialist
Brittany.Clark@caloes.ca.gov
(916) 845-8414

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 Tuesday, February 05, 2019.

California Governor's Office of Emergency Services
Victim Services and Public Safety Branch
3650 Schriever Avenue
Mather, CA 95655
Attn: Child Advocacy Center (KC) Program
Children's Unit

D. ELIGIBILITY

Eligible Applicants are Child Advocacy Centers identified on the chart in Section F of this RFA.

E. GRANT SUBAWARD PERFORMANCE PERIOD

The Grant Subaward performance period is April 1, 2019 – March 31, 2020.

F. FUNDS

Approximately \$9,110,000 is available for the Program for the Grant Subaward performance period.

1. Source of Funds

Detailed information on all Victim Service and Public Safety (VSPS) Branch federal fund sources can be found in the [VSPS Branch Federal Fund Information Guide](#). Applicants are **strongly encouraged** to review this document to familiarize themselves with the requirements for all fund sources that support this Program.

The Program is supported through the following fund:

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 Match Waiver requests must be submitted with the application.** See Attachment A for instructions and formatting requirements.

2. Funding Amount

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

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

Child Advocacy Center Program RFA

Subaward Number	Subrecipient	VOCA Award	VOCA Match	Total Project Cost
KC18020040	Butte County	\$200,000	\$50,000	\$250,000
KC18021273	CALICO Center	\$250,000	\$62,500	\$312,500
KC18021279	Charles R. Drew University of Medicine and Science	\$250,000	\$62,500	\$312,500
KC18028546	Children's Fund	\$250,000	\$62,500	\$312,500
KC18021260	Children's Legacy Center	\$200,000	\$50,000	\$250,000
KC18020060	Colusa County	\$122,728	\$30,682	\$153,410
KC18021108	Community Violence Solutions	\$250,000	\$62,500	\$312,500
KC18020090	El Dorado County	\$175,000	\$43,750	\$218,750
KC18028659	Empower Tehama	\$175,000	\$43,750	\$218,750
KC18020120	Humboldt County	\$175,000	\$43,750	\$218,750
KC18021249	Inner Circle Foster Care & Adoption Services	\$250,000	\$62,500	\$312,500
KC18020160	Kings County	\$175,000	\$43,750	\$218,750
KC18020170	Lake County	\$90,000	\$22,500	\$112,500
KC18020180	Lassen County	\$170,003	\$42,501	\$212,504
KC18020210	Marin County	\$200,000	\$50,000	\$250,000
KC18021269	Napa Solano SANE-SART	\$200,000	\$50,000	\$250,000
KC18020280	Napa County	\$200,000	\$50,000	\$250,000
KC18021227	Natividad Medical Center	\$200,000	\$50,000	\$250,000
KC18010290	Nevada County	\$175,000	\$43,750	\$218,750
KC18021252	Palomar Health	\$250,000	\$62,500	\$312,500
KC18020310	Placer County	\$200,000	\$50,000	\$250,000
KC18021139	Rady Children's Hospital	\$250,000	\$62,500	\$312,500
KC18021141	Regents of the University of California/UCLA Medical Center	\$250,000	\$62,500	\$312,500
KC18020330	Riverside County	\$250,000	\$62,500	\$312,500
KC17020340	Sacramento County	\$162,325	\$40,581	\$202,906
KC18021639	Saving All Children (dba) Family Healing Center	\$200,000	\$50,000	\$250,000
KC18021243	Safe and Sound Center	\$250,000	\$62,500	\$312,500
KC18010390	San Joaquin County	\$100,000	\$25,000	\$125,000
KC18021278	San Luis Obispo County Child Abuse Prevention Council	\$200,000	\$50,000	\$250,000
KC18020410	San Mateo County	\$250,000	\$62,500	\$312,500
KC18020420	Santa Barbara County	\$200,000	\$50,000	\$250,000
KC18020440	Santa Cruz County	\$200,000	\$50,000	\$250,000

Child Advocacy Center Program RFA

KC18020490	Sonoma County	\$200,000	\$50,000	\$250,000
KC18020500	Stanislaus County	\$200,000	\$50,000	\$250,000
KC18020510	Sutter County	\$175,000	\$43,750	\$218,750
KC18021275	The Children's Advocacy Center for Child Abuse Assessment & Treatment	\$250,000	\$62,500	\$312,500
KC18021175	The Resource Connection	\$175,000	\$43,750	\$218,750
KC18021253	The University Corporation, CA State Northridge	\$250,000	\$62,500	\$312,500
KC18020540	Tulare County	\$142,964	\$35,741	\$178,705
KC18020550	Tuolumne County	\$175,000	\$43,750	\$218,750
KC18021277	University of Southern California	\$250,000	\$62,500	\$312,500
KC18021246	Valley Children's Hospital	\$122,811	\$30,703	\$153,514
KC18020560	Ventura County	\$250,000	\$62,500	\$312,500
KC18A20560	Ventura County	\$250,000	\$62,500	\$312,500
KC18020570	Yolo County	\$200,000	\$50,000	\$250,000
Totals:		\$9,110,831	\$2,277,708	\$11,388,539

G. PROGRAM INFORMATION

Child Advocacy Centers (CACs) are child-friendly facilities in which law enforcement, child protection, prosecution, mental health, medical, and victim advocacy professionals work together to protect the emotional needs of child victims.

National Children's Alliance (NCA) is the national association and accrediting body for CACs. NCA sets the standards for accreditation to ensure that all children served by CACs receive consistent, evidence-based interventions that help them heal.

1. Program Description

The purpose of the KC Program is to fund affiliate, developing, and accredited CACs in California who provide services to child abuse victims to reduce trauma to children and their families by using a multidisciplinary team approach.

2. Program Components

Subrecipients should use funds to enhance the services they provide and work toward NCA Accreditation, if not already accredited. Following are the Standards for Accreditation.

a. Multidisciplinary Team

A multidisciplinary team for response to child abuse allegations includes representation from the following:

- Law Enforcement
- Child Protective Services
- Prosecution
- Medical
- Mental Health
- Victim Advocacy
- Children's Advocacy Center

b. Cultural Competency and Diversity

CACs should provide culturally competent services for all victims throughout the duration of the case. Cultural competency is defined as the capacity to function in more than one culture, requiring the ability to appreciate, understand, and interact with members of diverse populations within the local community.

c. Forensic Interviews

Forensic interviews are coordinated to avoid duplicative interviewing and are conducted in a manner that is legally sound and of a neutral, fact finding nature.

d. Victim Support and Advocacy

Parent/caregiver support is essential to reducing trauma and improving outcomes for children and family members.

e. Medical Evaluation

All children who are suspected victims of child sexual abuse are entitled to a medical evaluation by a provider with specialized training.

NOTE: VOCA prohibits the use of funds for medical services.

f. Mental Health

Without effective therapeutic intervention, many traumatized children will suffer ongoing or long-term adverse social, emotional, developmental, and health outcomes that may impact them throughout their lifetimes.

g. Case Review

Case review is the formal process that enables the multidisciplinary team to monitor and assess its independent and collective effectiveness so as to ensure the safety and well-being of children and families.

h. Case Tracking

Case tracking systems provide essential demographic information, case information, and intervention outcomes. Effective case tracking systems can also enable multidisciplinary team members to accurately inform children and their families of the current status and disposition of their cases.

i. Child-Focused Setting

A CAC requires a separate, child-focused setting that is designed to provide a safe, comfortable, and neutral place where forensic interviews and other CAC services can be appropriately provided for children and their families.

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. The Progress Reports can be accessed on the Cal OES website.

Report	Report Period	Due Date
1 st Report	April 1, 2019 – September 30, 2019	October 31, 2019
Final Report	October 1, 2019 – March 31, 2020	April 30, 2020

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, 2019 – June 30, 2019	July 14, 2019
July 1, 2019 – September 30, 2019	October 14, 2019
October 1, 2019 – December 31, 2019	January 13, 2020
January 1, 2020 – March 31, 2020	April 14, 2020

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

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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, Victim Services and Public Safety 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 – Victims of Crime Act (VOCA) (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.
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 this RFA, however, if there is a significant change to the original RFA Problem Statement, please provide an update.

b. Plan

In narrative form, address the following:

- 1) How these funds will enhance the services that are currently provided by the Applicant's agency.
- 2) If already accredited, how the Applicant's agency will continue to meet the NCA Accreditation Standards.
- 3) If not currently accredited, please describe how the agency will work toward meeting the NCA Accreditation Standards, to include the general timeline and the specific standards the Applicant plans to implement during the Grant Subaward performance period.
- 4) How volunteers will be used (VOCA requirement).

c. Capabilities

In narrative form, address the following:

- 1) The services currently provided by the Applicant's agency, including those services that help increase a coordinated response to child abuse cases.
- 2) Applicant's current multidisciplinary team.
- 3) The components of the Applicant's child-focused setting.

- 4) How information sharing is communicated amongst the multidisciplinary team members and how confidential information is protected.
- 5) The type of training provided to agency staff and multidisciplinary team members.
- 6) The frequency at which forensic interviews are conducted at the Applicant's agency.
- 7) The interagency protocol for monitoring progress throughout the multidisciplinary team to ensure relevant information is shared.
- 8) The Applicant's ability to maintain OAs to ensure a well-functioning multidisciplinary team with representatives from law enforcement, child protective services, prosecution, medical disciplines, mental health, and victim advocacy.

8. Subrecipient Grants Management Assessment

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

9. Project Service Area Information (Cal OES 2-154)

The Project Service Area Information form identifies the counties, cities, and congressional districts served by the project. Instructions are included on the form.

10. Organizational Chart

The Organizational Chart should clearly depict the structure of the Applicant organization and the specific unit within the organization responsible for the implementation of the project. This chart should also depict supporting units within the organization (e.g., the Accounting Unit) and the lines of authority within the organization. Job titles on the Organizational Chart must match those in the Budget Pages and Budget Narrative.

11. Additional Forms/Documents

The following are required only if applicable:

- Petty Cash Victim Fund Procedures (Cal OES 2-153)
This form is required only if the Applicant proposes to have a line item in their Budget that meets the definition of Petty Cash in *SRH 2235.1*. Instructions are included on the form.
- Noncompetitive Bid Request Checklist (Cal OES 2-156)

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

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*)

CHILD ADVOCACY CENTER (KC) PROGRAM

PART III – CHECKLIST

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

- GRANT SUBAWARD FACE SHEET ([Cal OES 2-101](#)) – Signed by the official authorized to enter into the Grant Subaward.
- PROJECT CONTACT INFORMATION ([Cal OES 2-102](#))
- SIGNATURE AUTHORIZATION ([Cal OES 2-103](#))
- CERTIFICATION OF ASSURANCE OF COMPLIANCE – VICTIMS OF CRIME ACT (VOCA) ([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
 - CAPABILITIES
- [SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT](#)
- PROJECT SERVICE AREA INFORMATION ([Cal OES 2-154](#))
- ORGANIZATIONAL CHART
- ADDITIONAL FORMS, IF APPLICABLE
 - PETTY CASH VICTIM FUND PROCEDURES ([Cal OES 2-153](#))
 - NONCOMPETITIVE BID REQUEST CHECKLIST ([Cal OES 2-156](#))
 - COMPUTERS AND AUTOMATED SYSTEMS PURCHASE JUSTIFICATION GUIDELINES ([Cal OES 2-157](#))
 - OUT-OF-STATE TRAVEL REQUEST ([Cal OES 2-158](#))
 - VOCA MATCH WAIVER