



REQUEST FOR APPLICATION

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

VICTIM WITNESS ASSISTANCE (VW) PROGRAM

Release Date: July 16, 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 VW Program is to maintain Victim Witness Assistance Centers (Centers) to provide comprehensive services to victims and witnesses of all types of violent crimes, pursuant to California Penal Code §13835, in each of California's 58 counties.

Eligibility:

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

Grant Subaward Performance Period:

October 1, 2019 – September 30, 2020

Submission Deadline:

Friday, August 16, 2019



3650 SCHRIEVER AVENUE, MATHER, CA 95655

(916) 845-8451 TELEPHONE

[CalOES Website](#)

VICTIM WITNESS ASSISTANCE (VW) PROGRAM

TABLE OF CONTENTS

PART I – OVERVIEW	1
A. PUBLIC RECORDS ACT NOTICE	1
B. CONTACT INFORMATION	1
C. SUBMISSION DEADLINE AND OPTIONS	1
D. ELIGIBILITY	2
E. GRANT SUBAWARD PERFORMANCE PERIOD	2
F. FUNDS	2
G. PROGRAM INFORMATION	4
PART II – RFA INSTRUCTIONS	14
A. SUBRECIPIENT HANDBOOK	14
B. FORMS	14
C. APPLICATION COMPONENTS	14
1. Grant Subaward Face Sheet (Cal OES 2-101)	14
2. Project Contact Information (Cal OES 2-102)	14
3. Signature Authorization (Cal OES 2-103)	15
4. Certification of Assurance of Compliance (Cal OES 2-104f)	15
5. Budget Pages (Cal OES 2-106a)	15
6. Budget Narrative (Cal OES 2-107)	18
7. Project Narrative (Cal OES 2-108)	18
8. Subrecipient Grants Management Assessment	19
9. Project Service Area Information (Cal OES 2-154)	19
10. Organizational Chart	19
11. Additional Forms/Documents	19
D. BUDGET POLICIES	21
E. ADMINISTRATIVE REQUIREMENTS	21
PART III – CHECKLIST	22

VICTIM WITNESS ASSISTANCE (VW) PROGRAM

PART I – OVERVIEW

- 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 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 Victim Witness and Prosecution Unit Program Specialist.

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 Friday, August 16, 2019.

California Governor's Office of Emergency Services
Victim Services
3650 Schriever Avenue
Mather, CA 95655
Attn: Victim Witness Assistance (VW) Program
Victim Witness and Prosecution Unit

D. ELIGIBILITY

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

Applicants applying for federal funds must be registered in the federal System for Award Management (SAM) and have an expiration date that is at least eight weeks after the Application due date. [Check SAM status.](#)

Applicants that are community-based organizations must be registered with the California Department of Justice's Registry of Charitable Trusts with a "current" or "pending" status. [Check nonprofit status.](#)

E. GRANT SUBAWARD PERFORMANCE PERIOD

The Grant Subaward performance period is October 1, 2019, to September 30, 2020.

F. FUNDS

Approximately \$54,683,000 is available for the VW Program for the Grant Subaward performance period. Included in this amount is \$5,800,000, to fund a Mass Victimization Advocate (MVA). **Funding is contingent upon availability.**

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. 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.

- b. 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.
- c. State Penalty Fund
 - These funds are provided through the 2019-20 State Budget Act.
 - The State Penalty Fund was created as a depository for assessments on specified fines, penalties, and forfeitures imposed and collected by the courts for criminal offenses and used to support victim service programs, amongst others. These State funds can be used for match requirements following the provisions of the *Subrecipient Handbook*, Section 6522.
 - There is no match requirement for these funds.

2. Funding Amount

- a. The VW Program funding formula provides Los Angeles County with 17.2% of the total available funding and allocates the remaining funds to all other Subrecipients by establishing a \$150,000 baseline per project, and distributing funding by percentage of 2017 violent crime and 2018 population. [2018 Population Census](#)
[Open Justice](#).

- b. An additional \$100,000 is available per project to support an MVA.
- c. Applicants may apply for up to the amount listed on the 2019-20 VW Program Funding Chart (Attachment B) for the 12-month Grant Subaward performance period.

G. PROGRAM INFORMATION

1. Background Information

The VW Program is designed to maintain Victim Witness Assistance Centers (Centers) to provide comprehensive services to victims and witnesses of all types of violent crimes, pursuant to California Penal Code §13835, in each of California's 58 counties.

2. Program Description

The services provided under the VW Program include, but are not limited to, information about victims' rights (Marsy's Law), orientation to the criminal justice system, crisis intervention, emergency assistance, court accompaniment, case status/disposition, victim compensation claim assistance, counseling, property return, notification to family/friends/employers, resource and referral assistance, restitution assistance upon request of the victim, and community outreach/public presentations.

3. Required Program Services

Subrecipients must provide the following services to victims and witnesses. Comprehensive services shall include the following primary services in California Penal Code §13835.4 through §13835.5.

a. Crisis Intervention

Centers must provide timely and comprehensive responses via in-person or telephone contact with a victim or witness who has been negatively affected, or is in emotional crisis, as a result of a crime. After victimization, when the victim or witness is in need of crisis counseling, the Center shall provide the necessary intervention services and arrange for the provision of additional needed services by local service agencies.

b. Emergency Assistance

Centers must provide emergency assistance directly or indirectly by providing food, housing, clothing, and when necessary, cash. Assistance provided directly by the Center is subject to availability of funds.

c. Resource and Referral Assistance

Centers must provide resources and referrals, based on a needs assessment or upon request, to individual(s) or agencies to meet the victim's needs. Subrecipients are also encouraged to collaborate with local agencies and form local committees to meet regularly to coordinate services to victims.

d. Direct Counseling

Centers must provide in-person or telephone contact for the purpose of providing guidance or emotional support. This includes empathic listening, checking on a victim's progress, etc. Center staff will make referrals to other appropriate resources for victim(s) who have professional counseling needs.

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.

f. Property Return

Upon request, Centers must assist in obtaining the return of property held as evidence by the criminal justice system. In cases where property cannot be returned, an explanation will be provided to the victim, witness, or family member.

g. Orientation to the Criminal Justice System

Centers must provide in-person or telephone information on the location, procedures, and function of the local criminal justice system. Subrecipients shall have printed information available in languages appropriate to local ethnic and language needs.

h. Court Escort

Centers must provide accompaniment to court proceedings. Subrecipients must provide information on the case status and support during court appearances. Physical accompaniment must occur in order for court escort services to be counted in the data collection. (Preparation for court appearances should be counted as orientation to the criminal justice system.)

i. Presentations and Training for Criminal Justice Agencies

Centers must conduct informational presentations and training for criminal justice agencies regarding victim services provided by the Program and explain the rights and needs of victims.

j. Public Presentations and Publicity

Centers must conduct public awareness activities for advertising the Program services via public media (e.g., newspapers, radio, and television) and presentations to victim service organizations and community groups, service clubs, and schools. Subrecipients are encouraged to participate in media/public awareness-related events promoting victim services, including the annual National Crime Victims' Rights Week.

k. Case Status/Case Disposition

Centers must advise of the progress and disposition of their case as it progresses through the criminal justice system.

l. Notification of Family/Friends

Upon the request of the victim, Centers must notify relatives or friends of the occurrence of a crime and the victim's condition as a result of that crime.

m. Employer Notification/Intervention

Upon request of the victim, Centers must notify employer(s) that the employee was a victim or witness to a crime to ask the employer to minimize any loss of pay or other benefits, which may have resulted because of the crime or the employee's participation in the criminal justice system.

n. Restitution

Upon request of the victim, Centers must assist with restitution in ascertaining economic loss, and in providing the probation department, district attorney, and court with information relevant to his or her losses prior to the imposition of sentence.

The victim must be assigned to the Advocates' caseload for a full range of victim services, not just restitution recovery. The Center is not mandated to perform the function of restitution notification or assistance for all victims assigned to the district attorney's office or probation department.

4. Optional Program Services

Comprehensive services may include the following optional services, if their provision does not preclude the efficient provision of primary services:

a. Employer Intervention

Additional intervention with employers, aside from that described in Required Program Services.

b. Creditor Intervention

Assistance informing creditors of the temporary inability to meet current financial obligations due to the financial hardship precipitated by the crime.

c. Child Care Assistance

Arrange for temporary childcare for court appearances, meeting with prosecution or law enforcement officials, or otherwise taking part in criminal justice proceedings.

d. Witness Notification

Notification of cancellations or continuances for calendared court appearances is allowable as long as an Advocate is assigned to assist the victim in the case.

e. Funeral Arrangements

Assist family members of a deceased victim with funeral or burial arrangements.

f. Crime Prevention Information

Make crime prevention information available.

g. Witness Protection

Arrange for law enforcement protection or relocation to a new residence when a victim's safety is threatened.

h. Temporary Restraining Order (TRO) Assistance

Assistance obtaining temporary restraining orders.

i. Transportation Assistance

Arrange transportation for victims assigned to the Advocate.

j. Court Waiting Area

Provision of a waiting area during court proceedings separate from defendants and their family/friends.

5. Additional Program Requirements

a. Multiple Field Offices

Subrecipients are required to provide to Cal OES the addresses of all Centers providing services within the county. Include the following information:

- Office address
- Telephone number
- Number of employees assigned to this office
- Supervisor's name, e-mail address, and telephone number

The Project Director is required to provide Cal OES an afterhours telephone contact number for their project. Cal OES will retain this number only for the purpose of contacting a project representative in the case of an emergency.

This requirement formalizes an informal practice, and is intended as further preparation for the State's emphasis on emergency preparedness.

b. Training

Subrecipients must budget for untrained advocates to attend Victim Advocate and/or Crisis Response training and check with California Crime Victims Assistance Association (CCVAA) for possible enrollment during the Grant Subaward performance period. Staff participating in the trainings must be assigned to provide direct victim services.

c. Operational Agreements

Operation Agreements (OAs) provide a description of working relationships with other government (including Tribal governments) and non-governmental agencies. At a minimum, Subrecipients must have OAs with local domestic violence centers, rape crisis centers, and agencies that provide services for child crime victims.

OAs must demonstrate a formal system of networking and coordination with other agencies and the Subrecipient.

6. Program Restrictions

- a. Centers that are located in district attorney offices must operate within divisions **other than** Investigations.
- b. Centers must not restrict services to only victims of cases assigned for prosecution. All victims of crime must be eligible to receive services from the Center.
- c. Under no circumstances shall Cal OES-funded Advocates be used as an expert witness.
- d. Advocates shall not be split-funded with domestic violence or rape crisis programs due to a conflict in confidentiality privileges.
- e. The Advocate shall not provide direct childcare.
- f. Advocates should not be tasked with preparing Criminal Protective Orders (CPO), as this is a prosecutorial activity.

7. Mass Victimization Advocate (Optional Funding)

Centers electing to utilize this funding will be tasked to develop a victim assistance plan to support and enhance immediate response and recovery efforts, and establish readiness in response to mass victimization/terrorism incidents.

To prepare Centers to participate in a coordinated community response to mass victimization and terrorism incidents, an additional \$100,000 per county is factored into the VOCA allocation to support one Full Time Equivalent (FTE) MVA position. If a position is already in place or the Center can justify a partial FTE, Cal OES will take this into consideration. MVA funding must remain dedicated to further the objectives of supporting response readiness to mass victimization or terrorism incidents. This funding must be delineated in the budget narrative and in the budget page line-item detail. If the Applicant opts not to utilize the MVA funding, reduce the VOCA allocation by \$100,000 and reduce the match obligation by \$25,000.

MVA Program Components:

- a. Develop a comprehensive crisis response and mass victimization assistance plan structured to identify and respond to victim needs such as: safety, food, shelter, and immediate services in the aftermath of a mass victimization or terrorism incident. The plan should include a needs assessment, emergency assistance measures, resources and referral information, and should be adaptable to support and enhance the existing community and county emergency response plan.
- b. Develop victim assistance crisis response protocols.
- c. Develop and implement mutual-aid Memorandums of Understanding (MOU's) with VW Centers in neighboring counties within the CCVAA identified Crisis Response (CR) training region to leverage resources and facilitate a regional response to mass victimization and terrorism incidents.
- d. Conduct outreach and participate in community meetings with leaders from the following fields: law enforcement, victim services, legal services, (non-profit and private sector), prosecutors' office, city government, emergency management, medical services, and schools to provide information about trauma informed response.
- e. Establish MOU's with allied service providers, including, but not limited to county and city government and local Emergency Operation Centers (EOCs). Identify the Center's role in the emergency response plan.
- f. Conduct community outreach, and education.
- g. Utilize MVA funding for purchase of go-bags, management and technology supplies and other necessary resources required for deployment.
- h. Establish an MVA emergency fund (optional).
- i. Develop a timeline to meet the mass victimization objectives. Initiate all MVA objectives within the current Grant Subaward performance period. Subrecipients previously awarded MVA funding must submit updated MVA objectives.

The MVA (if time permits) may maintain a modified VW caseload in conjunction with working towards meeting position objectives. It is required that the MVA complete the CCVAA 40-Hour Entry Level Training.

The MVA is required to attend CCVAA Crisis Response Advocate training. Crisis response trainings are conducted regionally to VW and allied service providers. The training provides skills-training, resource information, and guidance to potentially respond to mass victimization or terrorism incidents. The training also focuses on developing capacity in structuring a crisis response plan. The CCVAA training team is available to provide technical assistance in meeting MVA objectives.

Additional trainings relevant to mass victimization-related subject matter are highly recommended e.g.: secondary trauma, grief and recovery, psychological first aide, and death notification. FEMA online training is also recommended. (<https://training.fema.gov/is/crslist.aspx>)

8. Regional Training

The VS Branch will be holding regional grants management trainings during the Grant Subaward performance period. Anticipated locations include: Redding, Bay Area, Sacramento, Fresno, Los Angeles (North and South), and San Diego. Subrecipients must budget for two staff members to attend the two-day training.

9. 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 VW Program. See the chart for report periods and due dates.

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

b. Office for Victims of Crime (OVC)

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 (PMT).

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
October 1, 2019 – December 31, 2019	January 17, 2020
January 1, 2020 – March 31, 2020	April 17, 2020
April 1, 2020 – June 30, 2020	July 17, 2020
July 1, 2020 – September 30, 2020	October 16, 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.

c. The Annual Progress Report for the STOP Violence Against Women Formula Grant Program is required only for Subrecipients who receive STOP Violence Against Women Formula Grant Program funds through Office on Violence Against Women (OVW). The report covers the calendar year period of January 1, through December 31. This report is due to Cal OES no later than January 31, 2020.

VICTIM WITNESS ASSISTANCE (VW) PROGRAM

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 (i.e., 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 (i.e., 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.

b. Plan

In narrative form, address the following:

- 1) Briefly describe the plan to provide all mandatory services outlined in this RFA and any significant changes to your VW Program for the 2019-20 Grant Subaward performance period.
- 2) If MVA funding is solicited, provide a plan and timeline for how the MVA objectives will be met.

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(s)/Operational Agreements Summary Form

OAs are required per Part I, Subpart G of this RFA.

- 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.

- Non-Competitive Bid Request Checklist (Cal OES 2-156)

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

- Contractor/Consultant Rate Exemption Request (Cal OES 2-164)

This form is required only if the Applicant is requesting an exemption to the maximum rate for an independent contractor/consultant of \$650 per eight-hour day or \$81.25 per hour per *SRH 3710.1*. Instructions are included on the form.

- 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*)

VICTIM WITNESS ASSISTANCE (VW) 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 (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](#))
 - PLAN
- [SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT](#)
- PROJECT SERVICE AREA INFORMATION ([Cal OES 2-154](#))
- ORGANIZATIONAL CHART
- ADDITIONAL FORMS, IF APPLICABLE
 - VOCA MATCH WAIVER
 - OPERATIONAL AGREEMENTS SUMMARY FORM ([Cal OES 2-160](#))
 - PETTY CASH VICTIM FUND PROCEDURES ([Cal OES 2-153](#))
 - NON-COMPETITIVE 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](#))
 - VOLUNTEER WAIVER