



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: October 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 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, 2020 – December 31, 2020

Submission Deadline:

Friday, November 22, 2019



ELDER ABUSE (XE) PROGRAM

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ELDER ABUSE (XE) PROGRAM

PART I – OVERVIEW

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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

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

C. SUBMISSION DEADLINE AND OPTIONS

One original application must be delivered to Cal OES by the date and time below. Submission options are: postmarked or hand-delivered, to the address below, by 5:00 pm on Friday, November 22, 2019.

California Governor's Office of Emergency Services
Victim Services Branch
3650 Schriever Avenue
Mather, CA 95655
Attn: Elder Abuse (XE) Program
Underserved Victims Unit

D. ELIGIBILITY

The only eligible Applicants are the XE 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 January 1, 2020 – December 31, 2020.

F. FUNDS

Approximately \$4,512,000 is available for the Program for the Grant Subaward performance period.

1. Source of Funds

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

The Program is supported through the Victims of Crime Act (VOCA) Victims 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. **To request a partial match waiver, Applicants must submit the Partial Match Waiver Request Form (Attachment A) to the applicable Program Specialist, by email, by Friday, November 1, 2019.** The VOCA Victims Assistance Formula Grant Program Award Number can be obtained from your Program Specialist or left blank. All other

sections of the form must be complete. Answers to questions 9-11 must be specific and unique to the Applicant.

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

2. Funding Amount

Applicants may apply for up to the amount on the Fund Chart (Attachment B) for the 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 source.

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
- Implement a number of outreach awareness program 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
- 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 should 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
- Assist in financial recovery by developing and/or implementing services to help victims recover from financial exploitation and fraud

The Subrecipient must have letters of commitment from each agency that will provide representation on the multidisciplinary team. Letters must be submitted as part of the application packet. Representation from the following disciplines must be on the committee:

- 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
- Experts in Financial Management (e.g., fiduciaries, money managers, benefits counselors)

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 must provide victims with assistance in seeking crime victim compensation benefits. This can be met through assisting a victim with completing a victim compensation

application. Simply providing an individual with an application does not qualify as assistance.

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
- 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
- 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
- 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).

Subrecipient 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
- 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* § 2235.2.

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
- 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.

9) Operational Agreements

Within two months of the subaward, Subrecipients must secure Operational Agreements (OAs) with agencies that will provide services and demonstrate a formal system of networking and coordination between other agencies/organizations and the Subrecipient.

OAs must contain original signatures, titles, and agency names for both parties and include dates effective for the proposed grant performance period. OAs must: (1) describe plans for coordination of services; (2) identify who provides which services; and (3) specify what those services are.

d. Optional Direct Services

1) Restorative Justice

Restorative Justice includes opportunities (mediation, family conferencing, etc.) for crime victims to meet with perpetrators, if these meetings are requested or voluntarily agreed to by the victim and have possible beneficial or therapeutic value to crime victims.

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 project. Statistics for Progress Reports must be collected on a quarterly basis, even when reporting occurs less frequently. The following reports are required:

a. Cal OES Progress Reports

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

Report	Report Period	Due Date
1 st Report	January 1, 2020 – June 30, 2020	July 31, 2020
Final Report	July 1, 2020 – December 31, 2020	January 30, 2021

b. Office for Victims of Crime (OVC) Reports

There are two, on-line OVC reports Subrecipients will also need to complete:

1) Subgrant Award Report (SAR)

This on-line report is due **within 90 days of the beginning of the performance period**. Cal OES will initiate access and the Subrecipient must complete the remainder of the report in the OVC Performance Measurement Tool.

2) Subgrantee Report

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

Report Period	Due Date*
January 1, 2020 – March 31, 2020	on or about April 14, 2020
April 1, 2020 – June 30, 2020	on or about July 14, 2020
July 1, 2020 – September 30, 2020	on or about October 14, 2020
October 1, 2020 – December 31, 2020	on or about January 14, 2021

*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. 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, VSPS Branch grants and provides helpful information for developing an application, including a Glossary of Terms.

B. FORMS

The Applicant must use the forms provided on our website. The forms must be printed on plain white 8½" x 11" paper and single sided. **Applicants may not alter the formatting of any forms, including the Project and Budget Narratives. No tables, charts, or changes to the margins are allowed.**

C. APPLICATION COMPONENTS

Applicants must complete and submit all required components. Specific information for each component is included next. The Checklist in Part III is included to ensure Applicants submit all required components.

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

The Grant Subaward Face Sheet is the title page of the Grant Subaward that is signed by the Subrecipient and the Cal OES Director (or designee). Instructions are included on the form.

2. Project Contact Information (Cal OES 2-102)

The Project Contact Information form provides Cal OES with all relevant Subrecipient personnel. Information for each individual should be direct contact information. Instructions are included on the form.

3. Signature Authorization (Cal OES 2-103)

The Signature Authorization form provides Cal OES with signatures of authorized signers and who they authorize to sign on their behalf for all grant-related matters. Instructions are included on the form.

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

Cal OES is required by law to obtain written certifications of compliance. The Certification of Assurance of Compliance form is a binding affirmation that the Subrecipient will comply with the following regulations and restrictions:

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

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

The Budget demonstrates how the Applicant will implement the proposed plan with the funds available through this Program. The budget is the basis for management, fiscal review, and audit. **Budgets are subject to Cal OES modifications and approval.** Failure of the Applicant to include required budget items does not eliminate responsibility to comply with those requirements during the implementation of the project.

The Budget Pages automatically calculate the subtotal at the end of each budget category and provide the total of the three spreadsheets at the bottom of the Equipment page. Applicants may add additional columns to the Budget Pages when necessary.

Cal OES requires the Applicant to develop a line-item budget that includes a **calculation and justification in the left column for all expenses.**

The Budget Pages should:

- Cover the entire Grant Subaward performance period
- Include costs related to the objectives and activities of the project
- Strictly adhere to required and prohibited expenses
- Include expenses in the correct category (i.e., Personal Services, Operating Expenses, and Equipment – see below)

Include **only** those items covered by grant funds, including match funds, when applicable. Applicants may supplement grant funds with funds from other sources. However, since approved line items are subject to audit, Applicants should not include in the Project Budget matching funds (if applicable) in excess of the required match.

a. Personal Services – Salaries/Employee Benefits

1) Salaries

Personal services include services performed by project staff **directly employed by the Applicant** (not a contract or participating agency) and must be identified by position and percentage of salaries. They may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must also be budgeted as a part of salaries. If the Applicant's personnel have accrued sick leave or vacation time prior to the approval of grant funding, they may not take time off using project funds.

2) Benefits

Employee benefits must be identified by type and percentage of salaries. The Applicant may use fixed percentages of salaries to calculate benefits. Budgeted benefits cannot exceed those already established by the Applicant.

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable budget items. Benefits, such as uniforms or California Bar Association dues are allowable budget items if negotiated as a part of an employee benefit package.

A line item is required for each different position/classification, but not for each individual employee. If several people will be employed full-time or part-time in the same position/classification, provide the number of full-time equivalents (e.g., three half-time clerical personnel should be itemized as 1.5 clerical positions).

b. Operating Expenses

Operating expenses are defined as necessary expenditures other than personal salaries, benefits, and equipment. The expenses must be grant-related (i.e., to further the Program objectives as defined in the Grant Subaward) and be encumbered during the Grant Subaward performance period.

Examples of an Operating Expense line item include, but are not limited to:

- Consultant services such as subcontractors
- Indirect cost allowance
- Salaries of participating staff who are not employed by the Applicant
- Travel
- Office supplies
- Training materials
- Equipment maintenance
- Software equipment rental/lease
- Telephone, postage
- Printing
- Facility rental
- Vehicle maintenance
- Furniture and office equipment with a cost of less than \$5,000 (excluding tax) and/or with a useful life of less than one year

Salaries for staff not directly employed by the Applicant must be shown as consultant and/or participating staff costs and must be supported by an Operational Agreement (OA), which must be kept on file and made available for review during audits or at the request of Cal OES (SRH 3710 and 4500).

The Applicant must include sufficient per diem and travel allocations for two persons to attend required Cal OES training conferences or workshops outlined in this RFA.

c. Equipment

Equipment is defined as nonexpendable tangible personal property having a useful life of more than one year and a cost of \$5,000 or more per unit (excluding tax).

A line item is required for different types of equipment, but not for each specific piece of equipment (e.g., three laser jet printers must be one line item, not three).

6. Budget Narrative (Cal OES 2-107)

The Budget Narrative should describe the following:

- a. How the project's proposed budget supports the objectives and activities.
- b. How funds are allocated to minimize administrative costs and support direct services.
- c. How shared costs are allocated.
- d. How project-funded staff duties and time commitments support the proposed objectives and activities.
- e. The necessity for subcontracts and unusual expenditures.
- f. Need for mid-year salary range adjustments.

7. Project Narrative (Cal OES 2-108)

The Project Narrative is the main body of information describing the problem to be addressed, the plan to address the identified problem through appropriate and achievable objectives and activities, and the ability of the Applicant to implement the proposed plan.

a. Problem Statement

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 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:

- Partial Match Waiver Request

This form is required only if the Applicant is requesting to waive a portion of the required Match.

- Operational Agreement(s)

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)

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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 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) Fund (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
 - PARTIAL MATCH WAIVER REQUEST
 - OPERATIONAL AGREEMENT(S) ([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](#))