



## REQUEST FOR APPLICATION

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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: August 14, 2020

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 continue to enhance the safety of elder and dependent adult victims of abuse, and bridge 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, 2021, through December 31, 2021

#### **Submission Deadline:**

Friday, September 25, 2020



# ELDER ABUSE (XE) PROGRAM

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# ELDER ABUSE (XE) PROGRAM

## PART I – OVERVIEW

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- 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

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

### C. SUBMISSION DEADLINE AND OPTIONS

Applications must be delivered to Cal OES by 5:00 pm on Friday, September 25, 2020. Submission options are:

- Emailed to: [VSapplications@caloes.ca.gov](mailto:VSapplications@caloes.ca.gov)
- Postmarked or hand-delivered to the address below:

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 programs supported with 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, 2021, through December 31, 2021.

F. FUNDS

Approximately \$4,647,128 is available for the Program for the Grant Subaward performance period.

1. Source of Funds

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

The Program is supported through the Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program (Formula Grant Program)

- Supports eligible crime victim assistance programs.
- Requires a cash and/or in-kind match equal to 20 percent of the total project cost. Applicants may request a partial or full match waiver. **To request a match waiver, Applicants must submit the Match Waiver Request form (Attachment A) to the applicable Program Specialist, by email, by Friday, September 11, 2020.** All sections of the form must be completed. Answers to questions

9 - 11 must be specific and unique to the Applicant and Program.

- Cal OES's four-character code for this federal fund is VOCA. This code will be in the drop-down on the Grant Subaward Face Sheet(Cal OES 2-101).
- The federal award numbers are 2018-V2-GX-0029 and 2019-V2-GX-0053.

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 sources and match.

G. PROGRAM INFORMATION

1. Program Description

The purpose of the XE Program is to continue to enhance the safety of elder and dependent adult victims of abuse, and bridge the gap between elder justice service providers and victim service providers.

Elder and dependent adult abuse is a serious problem for people within California over the age of 65. Forms of abuse may include physical abuse, sexual abuse, emotional abuse, financial abuse, abandonment, neglect, and institutional abuse. These crimes may occur in private residences or long term facilities, including residential care facilities and nursing homes.

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.

































## 11. Additional Forms/Documents

The following are required only if applicable:

- Match Waiver Request

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

- Operational Agreement(s)

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 3511*. 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.

- 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 2236.1.1*. Instructions are included on the form.

- Excess Lodging Rate Request/Approval Form (Cal OES 2-165)

This form is required only if an Applicant is requesting approval for excess lodging costs per *SRH 2236.2*.

D. BUDGET POLICIES

The following sections of the [SRH](#) may be helpful in developing the Budget Pages and Budget Narrative.

- Additional Rental Space (SRH 2232.1)
- Audit Costs (SRH 8150)
- Automobiles (SRH 2331)
- Cash Match (SRH 6511)
- Contracting and/or Procurement (SRH 3400)
- Computers and Automated Equipment (SRH 2340)
- Equipment (SRH 2300)
- Expert Witness Fees (SRH 3710.2)
- Independent Contractor/Consultant (SRH 3710)
- Indirect Cost Rate Proposal (ICRP) (SRH 2180 & SRH 2188)
- In-Kind Match (SRH 6512)
- Internet Access (SRH 2340)
- Match Requirements (SRH 6500)
- Office Space Rental (SRH 2232)
- Prohibited Expense Items (SRH 2240)
- Project Income (SRH 6610)
- 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)
- Certificate of Insurance (SRH 2160)
- Report of Expenditures and Request for Funds (SRH 6300)
- Monitoring (SRH 10400)
- Programmatic Technical Assistance and Site Visit Performance Assessment (SRH 10200-10300)
- Report of Expenditures and Request for Funds (SRH 6300)
- Source Documentation (SRH 10111)

## ELDER ABUSE (XE) PROGRAM

### PART III – CHECKLIST

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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](#))
  - PLAN
- SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT
- PROJECT SERVICE AREA INFORMATION ([Cal OES 2-154](#))
- ORGANIZATIONAL CHART
- ADDITIONAL FORMS, IF APPLICABLE
  - 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](#))
  - OUT-OF-STATE TRAVEL REQUEST ([Cal OES 2-158](#))
  - EXCESS LODGING RATE REQUEST/APPROVAL ([CAL OES 2-165](#))

VICTIMS OF CRIME ACT (VOCA) VICTIM ASSISTANCE FORMULA GRANT PROGRAM  
**MATCH WAIVER REQUEST**

Cal OES Subrecipients may request a partial or full match waiver. Approval is dependent on a compelling justification. To request a partial or full match waiver, the Subrecipient must complete the following:

1. VOCA Victim Assistance Formula Grant Program Award Number:
2. Cal OES Subaward Number:
3. Subrecipient's Name:
4. Grant Subaward Performance Period  through
5. VOCA Victim Assistance Funds Awarded: \$
6. Amount of Cash Match Proposed (post-Match Waiver): \$
7. Amount of In-kind Match Proposed (post-Match Waiver): \$
8. Total Amount of Match Proposed (sum of #6 and #7): \$
9. Briefly summarize the services provided:

10. Describe practical and/or logistical obstacles to providing match:

11. Describe any local resource constraints to providing match:

Approved

Denied

\_\_\_\_\_  
Unit Chief Name

\_\_\_\_\_  
Unit Chief Signature / Date

**FISCAL YEAR 2020-21 XE PROGRAM FUND CHART**

**ATTACHMENT B**

<b>Subaward Number</b>	<b>Subrecipient</b>	<b>2018 VOCA</b>	<b>2018 VOCA Match</b>	<b>2019 VOCA</b>	<b>2019 VOCA Match</b>	<b>Total Project Cost</b>
XE20 03 0010	Alameda County	\$103,000	\$25,750	\$103,000	\$25,750	\$257,500
XE20 03 0070	Contra Costa County	\$103,000	\$25,750	\$103,000	\$25,750	\$257,500
XE20 03 0090	El Dorado County	\$103,000	\$25,750	\$103,000	\$25,750	\$257,500
XE20 03 1225	Father's & Families of San Joaquin	\$103,000	\$25,750	\$103,000	\$25,750	\$257,500
XE20 03 1155	Foothill Family Service	\$103,000	\$25,750	\$103,000	\$25,750	\$257,500
XE20 03 1315	Healthy House Within a MATCH Coalition	\$103,000	\$25,750	\$103,000	\$25,750	\$257,500
XE20 03 0130	Imperial County	\$103,000	\$25,750	\$103,000	\$25,750	\$257,500



FY 2020-21 XE Program Fund Chart  
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XE20 03 0150	Kern County	\$50,939	\$12,735	\$50,939	\$12,735	\$127,348
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XE20 03 1427	Lao Family Community Development	\$103,000	\$25,750	\$103,000	\$25,750	\$257,500
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XE20 03 0190	Los Angeles County	\$103,000	\$25,750	\$103,000	\$25,750	\$257,500
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XE20 03 1321	Ombudsman Services of Contra Costa, Inc.	\$103,000	\$25,750	\$103,000	\$25,750	\$257,500
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XE20 03 0380	San Francisco, City & County	\$103,000	\$25,750	\$103,000	\$25,750	\$257,500
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XE20 03 0410	San Mateo County	\$51,500	\$12,875	\$51,500	\$12,875	\$128,750
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XE20 03 0420	Santa Barbara County	\$59,086	\$14,772	\$59,086	\$14,772	\$147,716
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XE20 03 0490	Sonoma County	\$103,000	\$25,750	\$103,000	\$25,750	\$257,500
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XE20 03 1316	South Asian Helpline And Referral Agency	\$103,000	\$25,750	\$103,000	\$25,750	\$257,500
XE20 03 0500	Stanislaus County	\$102,260	\$25,565	\$102,260	\$25,565	\$255,650
XE20 03 1753	The Regents of the University of California, Riverside	\$102,779	\$25,695	\$102,779	\$25,695	\$256,948
XE20 03 0540	Tulare County	\$103,000	\$25,750	\$103,000	\$25,750	\$257,500
XE20 03 0560	Ventura County	\$103,000	\$25,750	\$103,000	\$25,750	\$257,500
XE20 03 1314	VIP Community Mental Health Center, Inc.	\$103,000	\$25,750	\$103,000	\$25,750	\$257,500
XE20 03 1196	Women Escaping A Violent Environment, Inc. (WEAVE)	\$103,000	\$25,750	\$103,000	\$25,750	\$257,500
XE20 03 8538	Women's Transitional Living Center, Inc.	\$103,000	\$25,750	\$103,000	\$25,750	\$257,500

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XE20 03 0570	Yolo County	\$103,000	\$25,750	\$103,000	\$25,750	\$257,500
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