



## REQUEST FOR PROPOSAL

---

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

### **SEXUAL ASSAULT LAW ENFORCEMENT SPECIALIZED UNITS (ST) PROGRAM**

Release Date: June 30, 2021

This Request for Proposal (RFP) provides detailed information and forms necessary to prepare a proposal for Cal OES grant funds. The terms and conditions of this RFP supersede previous RFPs and conflicting provisions stated in the [Subrecipient Handbook \(SRH\)](#).

### **PROGRAM SYNOPSIS**

#### **Program Description:**

The purpose of the ST Program is to support and enhance specialized units to provide a coordinated response to adolescent (age 11 and older) and adult victims of sexual assault through compassionate investigative interviewing, immediate victim advocacy, training for patrol officers/first responders, and the development/updating of effective protocols and practices.

#### **Eligibility:**

To be eligible to receive funds:

- Applicants must be a city, county, or campus law enforcement agency within the state of California.
- Receive a minimum of 50% of available points on the Rating Sheet.

#### **Grant Subaward Performance Period:**

October 1, 2021 – September 30, 2022

#### **Available Funding:**

Individual Applicants may request up to \$204,500.

#### **Submission Deadline:**

Wednesday, August 25, 2021



**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 – RFP INSTRUCTIONS ..... 8

- A. SUBRECIPIENT HANDBOOK ..... 8
- B. COPIES OF THE PROPOSAL..... 8
- C. FORMS..... 8
- D. SPACE LIMITATIONS..... 8
- E. PROPOSAL COMPONENTS ..... 9
  - 1. Proposal Cover Sheet ..... 9
  - 2. Grant Subaward Face Sheet (Cal OES Form 2-101) ..... 9
  - 3. Grant Subaward Contact Information (Cal OES Form 2-102) ..... 9
  - 4. Grant Subaward Signature Authorization (Cal OES Form 2-103)..... 9
  - 5. Grant Subaward Certification of Assurance of Compliance (Cal OES Form 2-104g) ..... 9
  - 6. Grant Subaward Budget Pages (Cal OES Form 2-106a) ..... 10
  - 7. Grant Subaward Budget Narrative (Cal OES Form 2-107) ..... 13
  - 8. Grant Subaward Programmatic Narrative (Cal OES Form 2-108) ..... 13
  - 9. Subrecipient Grants Management Assessment..... 15
  - 10. Grant Subaward Service Area Information (Cal OES Form 2-154) ..... 15
  - 11. Organizational Chart ..... 15
  - 12. Additional Forms/Documents ..... 16
- F. BUDGET POLICIES ..... 17
- G. ADMINISTRATIVE REQUIREMENTS ..... 17

PART III – SELECTION AND FINALIZING THE GRANT SUBAWARD ..... 18

- A. SELECTION OF PROPOSAL FOR FUNDING ..... 18
  - 1. Proposal Rating ..... 18
  - 2. Funding Decision..... 18
  - 3. Notification Process ..... 18
- B. FINALIZING THE GRANT SUBAWARD..... 19
  - 1. Grant Subaward Application ..... 19
  - 2. Grant Subaward..... 19
  - 3. Standard Grant Subaward Funding Authority ..... 20

PART IV – RATING SHEET ..... 21

PART V – CHECKLIST ..... 24

## PART I – OVERVIEW

---

- A. PUBLIC RECORDS ACT NOTICE
  - B. CONTACT INFORMATION
  - C. SUBMISSION DEADLINES AND OPTIONS
  - D. ELIGIBILITY
  - E. GRANT SUBAWARD PERFORMANCE PERIOD
  - F. FUNDS
  - G. PROGRAM INFORMATION
- 

### A. PUBLIC RECORDS ACT NOTICE

Proposals 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 proposal. If you believe that any of the information you are putting on this proposal is exempt from the Public Records Act, please indicate what portions of the proposal 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 RFP, the proposal process, or programmatic issues must be submitted in writing by email to:

Alicia Gudino, Program Specialist  
[Alicia.Gudino@caloes.ca.gov](mailto:Alicia.Gudino@caloes.ca.gov)

Cal OES staff cannot assist the Applicant with the actual preparation of their proposal. Cal OES can only respond to technical questions about the RFP during the period of time between the publication date and completion of the RFP process.

### C. SUBMISSION DEADLINE AND OPTIONS

**One original and three copies** of the proposal 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 Wednesday, August 25, 2021.

California Governor's Office of Emergency Services  
Victim Services Branch  
3650 Schriever Avenue  
Mather, CA 95655  
Attn: Sexual Assault Law Enforcement Specialized Units (ST) Program  
Law Enforcement and County Victim Services Unit

#### D. ELIGIBILITY

To be eligible to receive funds:

- Applicants must be a city, county, or campus law enforcement agency within the state of California.
- Receive a minimum of 50% of available points on the Rating Sheet.
- 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.](#)

Only one proposal per Applicant will be eligible to receive funding. If an Applicant submits more than one proposal, only the highest scoring proposal, meeting the criteria above, will be considered for funding.

#### E. GRANT SUBAWARD PERFORMANCE PERIOD

The Grant Subaward performance period is October 1, 2021 – September 30, 2022. Successful Applicants will be eligible for a non-competitive reapplication for three consecutive years, contingent upon availability of funds.

#### F. FUNDS

Approximately \$409,000 is available for the Program for the Grant Subaward performance period. **Funding is contingent upon availability of funds and passage of the 2021-22 State Budget Act.**

##### 1. Source of Funds

Detailed information on all Victim Service (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 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.
- Cal OES's four-digit code for 2021 funds is STOP. This code will be in the drop-down on the Grant Subaward Face Sheet (Cal OES Form 2-101).

2. Funding Amount

Applicants may apply for up to \$204,500, for the 12-month Grant Subaward performance period.

Please see the chart for the breakdown of the fund sources and match.

2021 STOP	2021 STOP MATCH	TOTAL PROJECT COST
\$409,000	\$136,333	\$545,333

































## PART III – SELECTION AND FINALIZING THE GRANT SUBAWARD

---

- A. SELECTION OF PROPOSAL FOR FUNDING
  - B. FINALIZING THE GRANT SUBAWARD
- 

### A. SELECTION OF PROPOSAL FOR FUNDING

#### 1. Proposal Rating

Eligible proposals received by the deadline are generally evaluated by a three member team. The rater scores are averaged and then ranked numerically. Proposals are only evaluated numerically; no notes are taken during the evaluation. The Rating Sheet used for this process is included in Part IV of this RFP and is for informational purposes only.

#### 2. Funding Decision

Final funding decisions are made by the Director of Cal OES. Funding decisions are based on the following:

- The ranked score of the proposal;
- Consideration of priorities or geographical distribution specific to this RFP; and
- Prior negative administrative and programmatic performance, if applicable.

Subrecipients previously funded by Cal OES will be reviewed for poor past compliance, including fiscal management, progress and annual reports, audit reports, and other relevant documentation or information. This review may result in one or more of the following actions:

- The Subrecipient may not be selected for funding;
- The amount of funding may be reduced; and
- Grant Subaward Conditions may be placed on the Grant Subaward.

#### 3. Notification Process

The Official Designee (who signed Grant Subaward Face Sheet) will be notified in writing, via electronic communication, of the results of the

rating process. Applicants not selected for funding will receive a denial letter containing their average score and information on the appeal process.

Cal OES can only respond to technical questions about the RFP during the period of time between the publication date and completion of the RFP process. Requests for records must be made through a Public Records Act request at [PRA@caloes.ca.gov](mailto:PRA@caloes.ca.gov).

The Grant Subaward Programmatic Narrative (Cal OES Form 2-108), Grant Subaward Budget Narrative (Cal OES Form 2-107), and Budget Pages (Cal OES Form 2-106a) for the top-ranked proposal may be posted on the Cal OES website.

## B. FINALIZING THE GRANT SUBAWARD

### 1. Grant Subaward Application

Once selected for funding, Cal OES may require additional documentation to finalize the Grant Subaward Application package. The Program Specialist identified in your Award Letter can provide technical assistance in completing these components.

### 2. Grant Subaward

A copy of the executed Grant Subaward and pertinent attachments will be sent to the Grant Subaward Director. The Applicant is not authorized to incur costs against the grant until a copy of the fully executed Grant Subaward is received. When the executed Grant Subaward is received, a Report of Expenditures and Request for Funds (Cal OES Form 2-201) may be submitted for reimbursement.

#### a. Grant Subaward Conditions

Cal OES may add Grant Subaward Conditions to the Grant Subaward prior to or after funding. If conditions are added, these will be discussed with the Subrecipient and a copy of the conditions will be sent to the Subrecipient when the conditions are made part of the Grant Subaward.

b. Grant Subaward Amounts

When the amount of funds available is limited, Cal OES may reduce the amount of the Grant Subaward from the amount requested by the Applicant. In addition, Cal OES reserves the right to negotiate budgetary changes with the Applicant prior to executing the Grant Subaward. If either of these actions is required, Cal OES will notify the Applicant prior to executing the Grant Subaward.

3. Standard Grant Subaward Funding Authority

**Allocation of funds is contingent on the enactment of the State Budget.**

Cal OES does not have the authority to disburse funds until the Budget is passed and the Grant Subaward is fully executed. Expenditures incurred prior to authorization are made at the Subrecipient's own risk and may be disallowed. Cal OES employees are not able to authorize an Applicant to incur expenses or financial obligations prior to the execution of a Grant Subaward. However, once the Grant Subaward is finalized the Subrecipient may claim reimbursement for expenses incurred on, or subsequent to, the start of the Grant Subaward performance period.

If, during the term of the Grant Subaward, the state and/or federal funds appropriated for the purposes of the Grant Subaward are reduced or eliminated by the California Legislature or the United States Government, or in the event revenues are not collected at the level appropriated, Cal OES may immediately terminate or reduce the Grant Subaward by written notice to the Subrecipient.

Cal OES Grant Subawards are subject to applicable restrictions, limitations, or conditions enacted by the California Legislature and/or the United States Government, subsequent to the execution of the Grant Subaward.

**PART IV – RATING SHEET**

---

Control # \_\_\_\_\_  
Rater # \_\_\_\_\_  
Applicant \_\_\_\_\_  
Funds Requested: \_\_\_\_\_

---

<u><b>CATEGORY</b></u>	<u><b>TOTAL POINTS POSSIBLE</b></u>
1. PROBLEM STATEMENT	<u>100</u>
2. PLAN	<u>100</u>
3. CAPABILITIES	<u>90</u>
4. BUDGET PAGES AND NARRATIVE	<u>80</u>
5. COMPREHENSIVE ASSESSMENT	<u>80</u>
<b>TOTAL</b>	<u><b>450</b></u>

Each of the above categories contain questions assigned a point value. The point scale is divided into five columns labeled **I, II, III, IV,** and **V**. The Applicant's response to each question is evaluated on the following criteria:

- I. **ABSENT:** The response does not address the specific question or a response was not provided.
  
- II. **UNSATISFACTORY:** The response does not completely address the question. The information presented does not provide a good understanding of Applicant's intent, does not give the detailed information requested by the RFP, and/or does not adequately support the proposal or the intent of the Program.
  
- III. **SATISFACTORY:** The response addresses the question and provides a good understanding of the Applicant's intent. The response adequately supports the proposal and the intent of the Program.
  
- IV. **ABOVE AVERAGE:** The response is above average and provides a clear and detailed understanding of the Applicant's intent. The response presents a persuasive argument that supports the proposal and the intent of the Program.
  
- V. **EXCELLENT:** The response is outstanding, with clear, detailed and relevant information. The response presents a compelling argument that supports the proposal and the intent of the Program.

<b>PROGRAMMATIC NARRATIVE</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>V</b>
<b>a. Problem Statement</b> (Maximum Four Pages) How well does the proposal:	<b>0</b>	<b>5</b>	<b>10</b>	<b>15</b>	<b>20</b>
1) describe the incidence of adolescent and adult sexual assault in the Applicant's jurisdiction?					
2) describe the need for expansion of collaborative efforts with sexual assault service providers in the Applicant's jurisdiction?					
3) describe the need for a more effectively coordinated response to adolescent and adult sexual assault victims in the Applicant's jurisdiction?					
4) describe the absence of, or improvement needed, regarding advocacy for adolescent and adult victims of sexual assault in the Applicant's jurisdiction?					
5) describe the need for additional sexual assault-specific training for patrol officers/first responders and other relevant personnel?					
<b>b. Plan</b> (Maximum Four Pages) How well does the proposal:	<b>0</b>	<b>5</b>	<b>10</b>	<b>15</b>	<b>20</b>
1) describe how the investigation and coordination deliverables will be achieved during the subaward performance period?					
2) describe the Applicant's plan to utilize the Sexual Assault Counselor to provide victim services?					
3) describe the plan for providing sexual assault-specific training to patrol officers/first responders and other relevant department personnel?					
4) describe the plan for evaluating the training provided to patrol officers/first responders and other relevant department personnel?					
5) describe the plan for developing and/or enhancing protocols for responding to adolescent and adult victims of sexual assault and its sustainability beyond the Grant Subaward performance period?					



<b>PROGRAMMATIC NARRATIVE</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>V</b>
<b>c. Capabilities</b> (Maximum Three Pages) How well does the proposal:	<b>0</b>	<b>7</b>	<b>15</b>	<b>22</b>	<b>30</b>
1) describe the qualifications and/or educational levels necessary for the job assignment of the Investigator and the Sexual Assault Counselor that will be assigned to the specialized unit and articulate how those qualifications/education levels meet the requirements?					
2) describe the Applicant's experience at effectively training patrol officers/first responders and other relevant department personnel?					
3) describe the Applicant's experience working with victim service providers in the community?					
<b>BUDGET PAGES &amp; NARRATIVE</b> (Maximum Three Pages)	<b>0</b>	<b>5</b>	<b>10</b>	<b>15</b>	<b>20</b>
1) How well do the proposed Budget Pages & Narrative support the objectives and activities?					
2) How well are funds allocated to minimize administrative costs and support direct services?					
3) How well do Grant Subaward-funded staff duties and time commitments support the proposed objectives and activities?					
4) How well do the proposed Budget Pages & Narrative support the necessity for subcontracts and unusual expenditures?					
<b>COMPREHENSIVE ASSESSMENT</b>	<b>0</b>	<b>20</b>	<b>40</b>	<b>60</b>	<b>80</b>
How well does this proposal support the overall intent, goals, and purpose of the Program?					

## PART V – CHECKLIST

---

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

- PROPOSAL COVER SHEET – Please complete and attach to the front of the proposal.
- GRANT SUBAWARD FACE SHEET ([Cal OES FORM 2-101](#)) – Signed by the Official Designee authorized to enter into the Grant Subaward.
- GRANT SUBAWARD CONTACT INFORMATION ([Cal OES FORM 2-102](#))
- GRANT SUBAWARD SIGNATURE AUTHORIZATION ([Cal OES FORM 2-103](#))
- GRANT SUBAWARD CERTIFICATION OF ASSURANCE OF COMPLIANCE ([Cal OES FORM 2-104g](#)) – Signed by the Official Designee who signed the Grant Subaward Face Sheet and by the official delegating that authority.
- GRANT SUBAWARD BUDGET PAGES (EXCEL SPREADSHEET FORMAT) ([Cal OES FORM 2-106a](#). Budget Pages Multiple Fund Source)
- GRANT SUBAWARD BUDGET NARRATIVE ([Cal OES FORM 2-107](#))
- GRANT SUBAWARD PROGRAMMATIC NARRATIVE ([Cal OES FORM 2-108](#))
  - PROBLEM STATEMENT
  - PLAN
  - CAPABILITIES
- [SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT](#)
- GRANT SUBAWARD SERVICE AREA INFORMATION ([Cal OES FORM 2-154](#))
- ORGANIZATIONAL CHART
- ADDITIONAL FORMS, IF APPLICABLE
  - MATCH WAIVER REQUEST(S)
  - OPERATIONAL AGREEMENT(S)/OPERATIONAL AGREEMENTS SUMMARY FORM ([Cal OES FORM 2-160](#))
  - NON-COMPETITIVE PROCUREMENT REQUEST ([Cal OES FORM 2-156](#))
  - INDEPENDENT CONTRACTOR/CONSULTANT RATE EXEMPTION REQUEST ([Cal OES FORM 2-164](#))
  - OUT-OF-STATE TRAVEL REQUEST ([Cal OES Form 2-158](#))
  - LODGING RATE EXEMPTION REQUEST ([Cal OES FORM 2-165](#))