EDMUND G. BROWN JR.
GOVERNOR

MIKE DAYTON
ACTING SECRETARY

April 13, 2011

TO: DOMESTIC VIOLENCE ASSISTANCE PROGRAM RECIPIENTS
COMPREHENSIVE SHELTER-BASED PROGRAM RECIPIENTS

RE: FISCAL YEAR 2011/12 REQUEST FOR APPLICATION –
DOMESTIC VIOLENCE ASSISTANCE (DV) PROGRAM

The California Emergency Management Agency (Cal EMA), Public Safety and Victim Services Division, is pleased to announce the release of the Domestic Violence Assistance (DV) Program Request for Application (RFA) for Fiscal Year (FY) 2011/12.

It is anticipated that approximately $39.3 million in federal and state funding will be available for the DV Program for FY 2011/12. Funding amounts are provisional and contingent upon Cal EMA's receipt of federal grant awards and the passage of the FY 2011/12 State Budget Act. Pending the availability of Statewide Domestic Violence Program (DVP) funds, the DV Program will incorporate recipients of the Cal EMA-funded Comprehensive Shelter-Based (DX) Program. A funding chart with individual applicant allocations is included in the RFA.

The grant award period for the DV Program is from July 1, 2011 to June 30, 2012. **To receive funding through the DV Program, the application package should be received or postmarked by Wednesday, May 11, 2011.**

As of January 2011, the following grant award application forms have been updated with the following revisions:

- **Grant Award Face Sheet (Cal EMA 2-101)**: Fields for congressional and state legislative district information for the applicant have been added. "Location" (service area) and corresponding congressional district(s) information for such is required. Federal Data Universal Numbering System (DUNS) number must also be included.
- **Project Contact Information (Cal EMA 2-102)**: Name and contact information for Official Designee (authorized signer) for the grant has been added.
- **Certification of Assurance of Compliance (Cal EMA 2-104)**: Field for Federal Central Contractor Registration (CCR) information has changed to include the CCR expiration date only. [Note: Applicant's CCR must be current in order to be approved into grant award.]
- **Budget Category and Line Item Detail pages (Cal EMA 2-106a-c)**: Fields to indicate Grant Recipient and Grant Number have been added to the top of each of these pages.

3650 SCHRIEVER AVENUE • MATHER, CA 95655
PUBLIC SAFETY AND VICTIM SERVICES DIVISION
(916) 327-3672 • (916) 324-8554 FAX

New items and changes in the DV Program for FY 2011/12:

- **State DVP Funds to be used to meet Federal Match Requirements**: For the DV Program, recipients whose allocated federal fund source(s) include a match requirement, a portion of the State DVP funds allocated to the project will be used to meet the sum of required Federal Match. Budgeted project costs, for which State Funds are to be used as Federal Match requirement, must be allowable costs for the federal fund source (see Part I, Section E, Number 2, of this RFA). Line item detail, showing cost calculation and description of activities/costs as they relate to the DV grant, will be required in the grant award application Budget Pages (Cal EMA 2-106a-c).

  As such, Federal Match sums will no longer be reported under the "Category-Match" section on monthly Report of Expenditures/Request for Reimbursement (Cal EMA 2-201) forms submitted. Federal Match (met with State funds) and State Funds expenditures will collectively be reported in the "Category-Request" section on the Cal EMA 2-201 forms. State DVP funds Match will still be required to be met by the DV recipient, and reported accordingly.

- **Budget Narrative (Cal EMA 2-107) form:** If detailed information (i.e., description of activities, mathematical calculation, etc.) for each project cost line item is included in the Budget Pages (Cal EMA 2-106a-c) of DV grant award application, the previously-required Budget Narrative (Cal EMA 2-107) form will be an ***optional*** component for the applicant's FY 2011/12 DV grant award application.

- **DV Counselor 40-Hour Training Certificates of Completion**: DV Program recipient agencies will be required to attach a copy of the corresponding training course agenda (syllabus) for the minimum 40-Hour DV Counselor (or 65-Hour dual SA/DV Counselor) to each certificate of completion issued. The certificates with attached syllabus shall be maintained in the staff/volunteer personnel file for each DV (or SA/DV) Counselor providing direct services to SA/DV victims. Certificates of completion issued/maintained for DV Counselors who have completed the required training prior to FY 2011/12 will not be subject to this requirement.

Please note that a webinar, facilitated by the California Partnership to End Domestic Violence (CPEDV), will be held on Wednesday, April 27, 2011, at 1:30 p.m. The webinar will address changes related to the FY 2011/12 DV Program and grant award application process, and Cal EMA staff will be on hand to answers questions thereto. Notice with detailed information for the webinar will be sent out by CPEDV.

Please be aware that only the most current versions of Cal EMA grant application forms will be accepted in the grant award application. Grant award applications with outdated forms will result in processing delays or denials of grant award.

Should you have questions or require assistance, please contact the Domestic Violence Section Program Specialist assigned to your current DV Program grant. A Program Specialist assignment list can be found on the Cal EMA website at **www.calema.ca.gov**, under "Grant Programs," "Public Safety and Victim Services," Victim Services Branch," "Domestic Violence Section," "Program Specialist Contact Information."

Thank you for your interest in this program.

Sincerely,

BRENDAN A. MURPHY
Director of Grants Management

DOMESTIC VIOLENCE ASSISTANCE (DV) PROGRAM FY2011/12 RFA

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DOMESTIC VIOLENCE ASSISTANCE PROGRAM

PART I – OVERVIEW

A. INTRODUCTION
B. CONTACT INFORMATION
C. APPLICATION DUE DATE AND SUBMISSION OPTIONS
D. ELIGIBILITY
E. FUNDS
F. PROGRAM INFORMATION

A. INTRODUCTION

This Request for Application (RFA) provides the information and forms necessary to prepare an application for California Emergency Management Agency (Cal EMA) grant funds. The terms and conditions described in this RFA supersede previous RFAs and conflicting provisions stated in the Cal EMA *Recipient Handbook*. The *Recipient Handbook* provides helpful information for developing the application and is accessible on our website at www.CalEMA.ca.gov. Look on the right side of the Cal EMA homepage under "Quick Links" for the "Criminal Justice Programs Recipient Handbook" or scroll over the "Grant Programs" tab, select "Grant Applications & Proposals (RFAs/RFPs)," and then look under the "Related Links" section for "Recipient Handbooks."

B. CONTACT INFORMATION

Questions concerning this RFA, the application process, or programmatic issues should be submitted by telephone, fax or e-mail to your Program Specialist or to the Domestic Violence Section at (916) 327-3672.

C. APPLICATION DUE DATE AND SUBMISSION OPTIONS

One original and one copy of the application must be delivered to Cal EMA's Public Safety and Victim Services Division by the date and time indicated below. Submission options are:

Regular or overnight mail, postmarked by **Wednesday, May 11, 2011** **OR** hand-delivered by 5:00 p.m. on **Wednesday, May 11, 2011** to:

California Emergency Management Agency
Public Safety and Victim Services Division
3650 Schriever Avenue
Mather, CA 95655
Attn: Domestic Violence Assistance (DV) Program, Domestic Violence Section

D. ELIGIBILITY

Domestic Violence Assistance (DV) Program and Comprehensive Shelter-Based (DX) Program recipients funded in Fiscal Year (FY) 2010/11 are the only eligible applicants for the FY 2011/12 DV Program.

E. FUNDS

1. FUNDING AMOUNT/GRANT PERIOD
There is approximately $39.3 million available for the DV Program. The amount of funding for which each agency may apply for is listed on the FY 2011/12 Funding Chart (Attachment A). The grant period will commence July 1, 2011 and will end June 30, 2012. Projects must budget funds for the full 12-month period.

2. SOURCE OF FUNDS
The DV Program is supported with a combination of the following funds: Statewide Domestic Violence Program (DVP); the Federal Victims of Crime Act Program (VOCA); the Federal Health and Human Services Family Violence Prevention and Services Act Program (FVPS); and the Violence Against Women Act S*T*O*P Program (VAWA). Specific information for each fund source is outlined below:

- STATEWIDE DOMESTIC VIOLENCE PROGRAM

  Legislative Authority – These funds will be provided for in the FY 2011/12 State Budget Act.

  Purpose – DVP funds provide for the implementation of 13 services to domestic violence victims pursuant to Penal Code §13823.15.

  Match – DVP requires a cash and/or in-kind match equal to 10 percent of the funds requested.

- FAMILY VIOLENCE AND PREVENTION SERVICES ACT FORMULA GRANT PROGRAM

  Legislative Authority – The FVPSA program is authorized through Title III of the Child Abuse Amendments of 1984 (Public Law (PL) 98-457 U.S.C. 10401 et seq.) and was first implemented in Federal Fiscal Year (FFY) 1988. The FVPSA was amended several times between 1988 and the most recent amendment, PL 109-162, the Violence Against Women Department of Justice Reauthorization Act of 2005. FVPSA may be found at 42 U.S.C. 10401 et seq.

  Purpose – FVPSA assists states, American Indian Tribes, and tribal organizations in establishing, maintaining, and expanding programs and projects to prevent incidents of family violence and to provide immediate shelter and related assistance to victims of family violence and their dependants.

  Match – FVPSA requires a cash and/or in-kind match equal to twenty percent of the total project cost.

  Restrictions/Guidelines
  ✓ FVPSA regulations prohibit the use of funds for indirect costs.

- ✓ FVPSA funds cannot be used for contract services for motel/hotel safe housing.
- ✓ FVPSA funds cannot be used for compensation of time, salary, travel or other expenses for Board/Advisory Council members.
- ✓ Volunteers must be utilized unless there is a compelling reason to waive this requirement.

- VIOLENCE AGAINST WOMEN ACT (VAWA) Services*Training*Officers*Prosecution (S*T*O*P) Formula Grant Program

  Legislative Authority – The VAWA S*T*O*P Program was authorized in 1994 through Title IV of the Violent Crime Control and Enforcement Act of 1994, the Violence Against Women Act (VAWA), Public Law 103-322 was reauthorized through Division B of the Victims of Trafficking and Violence Protection Act of 2000. In 2005, the VAWA S*T*O*P was again reauthorized for FFYs 2007-11 by the Violence Against Women Reauthorization Act. VAWA S*T*O*P is administered by the Office on Violence Against Women, Office of Justice Programs, U.S. Department of Justice.

  Purpose – The VAWA S*T*O*P Formula Grants Program promotes the development and 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. States and communities are encouraged to restructure and strengthen the criminal justice system response to domestic violence, sexual assault, and stalking, drawing upon the experience of all participants in the system.

  Match – The Violence Against Women Reauthorization Act of 2005, created a new provision eliminating the match requirement in certain circumstances and providing waivers of match in other circumstances. Specifically, 42 U.S.C. §13925(b)(1) provides no match shall be required for any grant or sub-grant made under this Act for any tribe, territory, or victim provider.

  Restrictions/Guidelines
  - ✓ Prior authorization is required for funds to be used to purchase vehicles.
  - ✓ Funds can be used to service incarcerated women.
  - ✓ Approval for original publications (written, visual, or sound) produced in whole, or in part, using these funds must be obtained by Cal EMA prior to production and distribution.

- VICTIMS OF CRIME ACT (VOCA) Formula Grant Program

  Legislative Authority – The VOCA Grant Program is authorized by the Victims of Crime Act of 1984 as amended, 42 U.S.C. 10601, et seq.

  Purpose – VOCA authorizes federal financial assistance to states for the purpose of compensating and assisting victims of crime, providing funds for training and technical assistance, and assisting victims of federal crimes.

  Match – VOCA requires a cash and/or in-kind match equal to twenty percent of the total project cost.

Restrictions/Guidelines

- ✓ VOCA funds are restricted to the provision of direct services for victims of crime.
- ✓ VOCA regulations prohibit the use of funds for indirect costs.
- ✓ VOCA guidelines allow community and school presentations when the primary purpose is to identify crime victims and provide, or refer the victim to, needed services.
- ✓ Volunteers must be utilized unless there is a compelling reason to waive this requirement.
- ✓ Funds may be used for organizational membership in no more than three national or state criminal justice or victims' organizations.
- ✓ Original publications (written, visual, or sound) produced in whole or in part must contain the following statement: "*Funding made possible through the United States Department of Justice, Victims of Crime Act, 2020-VA-GX-4006.*"

F. PROGRAM INFORMATION

1. PROGRAM OVERVIEW

The DV Program is designed to:

a. Provide local assistance to existing domestic violence service providers throughout the State. This support is used to maintain and/or expand services to victims of DV and their children, and is based on need as demonstrated by prior service statistics, local crime statistics, economic demographics, current and projected population figures, and geographic and cultural factors; and

b. Provide support for the development and establishment of DV services to unserved and underserved populations, including, but not limited to, rural areas, non-English speaking individuals, persons of color, and various geographical areas without services.

Projects funded are mandated, by California Penal Code §13823.15-13823.16, to provide the 13 services outlined below in additional to all other requirements of this RFA.

2. PROGRAM COMPONENTS

a. DIRECT SERVICES

All projects must provide the following services.

1) 24-Hour Crisis Hotline

The agency must maintain a 24-hour crisis hotline. Crisis intervention and assistance to victims of domestic violence and their children must be provided through this telephone response.

2) Counseling (Individual and Peer Group)

Individual – The project must provide a means for victims of domestic violence and their children to obtain individual counseling, when it is requested or deemed advisable by project staff. Paid or volunteer staff may provide this service as per Evidence Code §1037.1. The counseling requirement may also be met by the development and

implementation of written procedures for referrals to qualified professional counselors and/or counseling agencies.

Group Counseling – The project must provide interactive group counseling services, with staff or appropriately trained volunteer facilitators (pursuant to Evidence Code §1037.1).

3) Business Centers

The project must have an established, widely known, business center (office) location where assistance is provided to victims of domestic violence and their children. This business center must be accessible to all domestic violence victims (NOT just those victims in need of shelter). At a minimum, business centers must be open during routine business hours (i.e., 9:00 a.m. – 5:00 p.m.).

4) Emergency Shelter for Victims and Their Children

The project must provide staffed confidential emergency shelter services for domestic violence victims and their children/dependants. Per Penal Code §13823.15(f)(15)(B) emergency shelter services for domestic violence victims and their children/dependants are defined as: (B) "…safe and confidential emergency housing on a 24-hour basis for victims of domestic violence and their children, including but not limited to, hotel or motel arrangements, havens, and safe houses."

Interim shelter provisions must be provided when there is no availability at the designated shelter.

5) Emergency Food and Clothing

The grantee must provide a means for responding to the immediate food and clothing needs of victims of domestic violence and their children. This requirement may be met by the development and implementation of written Operational Agreements, for referrals, with appropriate community organizations.

6) Emergency Response to Calls from Law Enforcement

The project must provide 24-hour telephone response to law enforcement agencies (in the service area) in the provision of emergency services to victims of domestic violence. Written Operational Agreements must be in place and include a description of how services are coordinated with local law enforcement agencies; how these referrals are addressed; and whether or not there is a system in place for follow-up services.

7) Emergency Response to Victims in Hospital Emergency Rooms, Medical Clinics, and/or Medical Offices

The project must provide 24-hour telephone response to local hospital emergency rooms, medical clinics and/or offices within the service area to establish and/or maintain a plan for the treatment and assistance of domestic violence victims. Written Operational Agreements must be in place and include a description of how services are coordinated with local hospital emergency rooms, e.g., how referrals are made by emergency rooms to the project; the procedure for how such referrals are responded to; and whether or not there is a system for follow-up by the project.

8) Emergency Transportation

The project must provide a means for emergency transportation to shelters or other places of safety as appropriate for victims of domestic violence and their children. The

project should also provide a means for victims to receive non-emergency transportation. This can be met by providing vouchers, direct cash, and/or by transporting the victim.

9) Counseling for Children

The project must provide a means for children of victims of domestic violence to obtain counseling. The counseling must be goal-orientated, topic-focused and age appropriate. Paid or volunteer staff may provide this service. These structured and facilitated services should be provided at the shelter and/or business center. This requirement may be met through referral by developing and implementing Operational Agreements with qualified counselors and/or counseling agencies.

10) Court and Social Service Advocacy

The project must provide a means of advocacy to domestic violence victims when necessary to intervene on their behalf with the courts and social services agencies (e.g., district attorney's offices, Victim/Witness Programs, social service agencies, Cal WORKS, schools, county offices, non-governmental social service providers, etc.). Advocacy includes accompanying victims to court and social service providers.

11) Legal Assistance with Temporary Restraining Orders/Other Protective Orders and Custody Disputes

The project must have qualified staff to provide information and assistance to victims of domestic violence in understanding, preparing, and processing the legal documents necessary to obtain temporary restraining orders and other protective orders and/or custody orders. This requirement may be met by developing Operational Agreements with an appropriate referral agency.

12) Establish, Maintain, and Participate in the Local Community Service Network to Ensure Appropriate Response to Victims' Needs

The project must establish itself as an active participant in the local public and private social services network, (i.e., the local DV Council and any other collaborative DV partnerships, advocating for the timely and comprehensive response to DV victims' needs). Projects must maintain contact with all local agencies that are available to assist victims of domestic violence, and, when appropriate, must refer clients to those agencies.

Information and referral calls may generate from the business center, administration office, outreach center, etc. The project must maintain a daily, 24-hour hotline. Information and referrals must be provided through this telephone response.

A referral resources list must be developed, maintained, regularly updated and include the following: law enforcement agencies, district and city attorney's offices, medical care providers, mental health treatment facilities, county social services and child protective services agencies, other domestic violence centers, rape crisis centers, victim/witness assistance centers, etc.

13) Household Establishment Assistance

Upon request by the client, the project must assist victims of domestic violence in establishing a new residence (e.g., furniture, food, transportation, cash donations, etc.).

b. 40-HOUR TRAINING – DOMESTIC VIOLENCE COUNSELORS

Projects must ensure advocates working with victims meet the requirements of a "domestic violence counselor" pursuant to Evidence Code §1037.1(a)(1). Projects must provide this training in accordance with Evidence Code §1037.1(a)(2).

Domestic Violence Counselors are protected as privileged recipients of confidential communication (EC 1037.2); anyone who knowingly discloses confidential information from a privileged source is guilty of a misdemeanor (PC 632.2).

The California Partnership to End Domestic Violence and your Cal EMA Program Specialist are resources for assistance in implementing the required training areas and training topics.

In certain instances (new staff hired just after scheduled training, less than five participants, etc.) projects may send advocates to the training of nearby projects.

The following documents can be forwarded from your program specialist upon request:

- Domestic Violence 40-Training Outline;
- Domestic Violence 40-Hour Training Curriculum Resource and Development Guide; and,
- Training Summary/Training Syllabus Form – this form is no longer required to be submitted as part of the RFA package but must be completed and retained at the project for Cal EMA review at site, monitoring and/or technical assistance visits.

c. OPERATIONAL AGREEMENTS

The project must have Operational Agreements with agencies in the following disciplines:

- Local law enforcement;
- District attorney's office(s);
- Victim/Witness Assistance Program(s);
- Other domestic violence agencies with overlapping service areas;
- Child Protective Services; and
- Hospitals/medical treatment facilities.

Operational Agreements must contain original signatures, titles, and agency names for both parties and include dates effective for the proposed grant period. These documents must demonstrate a formal system of networking and coordination with other agencies and the applicant. Operational Agreements must be on file with the project and available for review by Cal EMA staff during a site, monitoring and/or technical assistance visit.

d. ADDITIONAL REQUIREMENTS AND COMPONENTS

All recipients are advised that written policies pertaining to the provision of all services, including but not limited to, shelter intake, be inclusive of all victims of domestic violence and their dependents. In other words, a policy statement should not read, "no acceptance" of male dependent children. Such policies are in direct conflict with federal and state regulations prohibiting discrimination based on age, gender, ethnicity, religion, sexual orientation, etc.

All recipients are required to provide shelter services on site, as well as provide alternative shelter and other services, through motel vouchers and referrals, to the best of their abilities to all victims of domestic violence served through this program.

Projects must have a children's program in their shelter facility and must make arrangements for school-aged children to continue their education during their stay at the shelter.

Federal statue explicitly recognizes the privacy needs of victims of domestic violence. Following that statutory precedent, grantees must protect the privacy and confidentiality of victims of domestic violence; this protection should include, but is not limited to, the maintaining of confidential client files in a locked filing cabinet or storage room for a period of no less than three (3) years. Additionally, grantees are obligated to maintain written protocols ensuring the confidentiality of client information from the point of collection to the point of destruction.

e. ADDITIONAL/OPTIONAL OBJECTIVE – TRANSITIONAL HOUSING ASSISTANCE

Transitional Housing Assistance, while not explicitly identified as a core component of services within statutory guidelines, is a valuable service that may be provided in addition to the previously identified core program components. Providing Transitional Housing Assistance is not a mandated objective; it is optional and provided at the discretion of the agency. Cal EMA will allow a limited amount of grant funds – ***up to 20 percent of Total Project Cost*** – to be used in support of Transitional Housing Assistance. All expenses for this service must meet the following guidelines:

- All funds used for Transitional Housing Assistance must be used to help victims of domestic violence exclusively;
- All 13 of the Direct Services Program Components must be provided by the agency and fully operational; and
- Expenses must be approved in advance by Cal EMA.

A. PREPARING AN APPLICATION
B. PROJECT NARRATIVE
C. PROJECT BUDGET
D. APPLICATION APPENDIX

A. PREPARING AN APPLICATION

The instructions in this section correspond to each of the application components and to the forms required to complete the application.

The Applicant must use the forms provided in Part IV of this RFA or on our website at www.CalEMA.ca.gov. The forms must be printed on plain white 8½" x 11" paper for the application. The Project and Budget Narrative templates provided on the website are formatted to Cal EMA standards. If you create your own Project and/or Budget Narrative forms, the format must duplicate the Cal EMA templates and not allow for more space than provided by Cal EMA. If a space limitation is specified for a component, strict adherence to the space limitation is required.

Please provide the seven required application components in the order listed below:

- Grant Award Face Sheet (Cal EMA 2-101)
- Project Contact Information (Cal EMA 2-102)
- Signature Authorization and Instructions (Cal EMA 2-103)
- Certification of Assurance of Compliance – ***Select appropriate form based on source funding allocation.***
  - FVPSA (Cal EMA 2-104d)
  - VOCA (Cal EMA 2-104f)
  - VAWA (Cal EMA 2-104g)
  - VAWA-VOCA-FVPSA (Cal EMA 2-104i)
- Project Narrative (Cal EMA 2-108), and Goals and Objectives Worksheet (Attachment B)
- Project Budget (Including Budget Narrative (Cal EMA 2-107) and Budget Forms (Cal EMA 2-206a-c) – ***Budget Narrative is optional if detail is included in Budget Pages.***
- Application Appendix (refer to Part II, D)

NOTE: Pay special attention to the required forms. Failure to submit the correct forms will result in the application being returned.

Copies of the application must be assembled separately and individually fastened in the upper left corner. ***Do not bind the application.***

B. PROJECT NARRATIVE

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 plan.

- Plan and Implementation

  Identify and describe a manageable plan for completing the program components listed in Part I, F, 2 of this RFA.

  (For VOCA-funded projects only) As stated in Part 1, Section E, Number 2, VOCA requires that volunteers be utilized by the recipient agency for the VOCA-funded project. At least one (1) full-time equivalent (e.g. total of 2080 hours per year by one volunteer or collectively by more than one volunteer) is used. Therefore, please delineate the estimated full-time equivalency (number of volunteers and number of volunteer hours) that will be recorded for the DV project for the FY 2011/12 grant award period. If the recipient agency has a compelling reason, it may request a volunteer waiver in writing delineating the reason(s) for the request. The written request shall be attached to the Project Narrative portion of the grant award application.

- Goals and Objectives Worksheet (Attachment B)

  Complete the Goals and Objectives Worksheets (Attachment B) to project service provision goals for FY2011-12, of the mandated 13 direct services components (as outlined in Part I, Section F, Number 2, of this RFA).

C. PROJECT BUDGET

The purpose of the project budget is to demonstrate how the Applicant will implement the plan with the funds available through this program. The budget is the basis for management, fiscal review, and audit. Project costs must be directly related to the objectives and activities of the project. The budget must cover the entire grant period. In the budget, include ***only*** those items covered by grant funds, including match funds when applicable. Projects 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. Budgets are subject to Cal EMA modifications and approval.

Cal EMA requires the Applicant to develop a ***line-item*** budget which will enable the project to meet the intent and requirements of the program and ensure the successful and cost effective implementation of the project. The Applicant should prepare a realistic and prudent budget avoiding unnecessary or unusual expenditures which detract from the accomplishment of the objectives and activities of the project.

Note: The following information is provided to assist in the preparation of the budget:

- Strict adherence to required and prohibited items is expected.
- Where the Applicant does not budget for a required item, the Applicant assumes responsibility.
- 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 Applicant should refer to the *Recipient Handbook* for additional information concerning Cal EMA budget policy or to determine if specific proposed expenses are allowable. The *Recipient Handbook* is accessible on our website at www.CalEMA.ca.gov. Look on the right side of the Cal EMA homepage under "Quick Links" for the "Criminal Justice Programs Recipient Handbook" or scroll over the "Grant Programs" tab, select "Grant Applications & Proposals (RFAs/RFPs)," and then look under the "Related Links" section for "Recipient Handbooks." Should you have additional budget questions, contact the person listed in Part I, Section B.

1. Budget Pages (Cal EMA 2-106a-c)

The Applicant is required to submit a project budget with detailed calculation and narrative information for each budgeted line item. The required narrative detail for the Budget Pages should include description of at least one of the following:

- how the proposed line item supports the project's objectives and activities;
- how funds are allocated to minimize administrative costs and support direct services;
- the duties of project-funded staff;
- how project-funded staff duties and time commitments support the proposed objectives and activities;
- proposed staff commitment/percentage of time to other efforts, in addition to time allocated to this project;
- the necessity for subcontracts and unusual expenditures; and
- mid-year salary range adjustments.

2. Specific Budget Categories

In Part IV of this RFA, you can access the Budget Pages (Cal EMA 2-106a-c)--in Excel spreadsheets format--for each of the following three budget categories:

a. Personal Services – Salaries/Employee Benefits (Cal EMA 2-106a)

1) Salaries

Personal services include services performed by project staff directly employed by the Applicant 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. Salaries for staff not directly employed by the Applicant must be shown as participating staff (see *Recipient Handbook,* Section 4500) in the Operating Expenses Category. Consultant services remain under Operating Expenses (refer to Part II, C.2.b. - Operating Expenses - paragraph two.)

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 (Cal EMA 2-106b)

Operating expenses are defined as necessary expenditures other than personal salaries, benefits and equipment. Such expenses may include specific items directly charged to the project, and in some cases, when permitted by the funding source, an indirect cost allowance. The expenses must be grant-related (i.e., to further the program objectives as defined in the grant award) and be encumbered during the grant period.

The following items fall within this category: consultant services such as subcontractors, participating staff who are not employed by the Applicant, travel, office supplies, training materials, research forms, equipment maintenance, software equipment rental/lease, telephone, postage, printing, facility rental, vehicle maintenance, answering service fees and other consumable items. Furniture and office equipment with an acquisition cost of less than $5,000 (including tax, installation, and freight) and/or with a useful life of less than one year fall within this category. Otherwise, these fall under equipment expenses.

Salaries for staff not directly employed by the Applicant must be shown as consultant and/or participating staff costs (whichever is applicable per *Recipient Handbook,* Sections 3710 and 4500), under the Operating Expenses category. These costs must be supported by an Operational Agreement (OA), which must be kept on file by the Recipient and made available for review during a Cal EMA site visit, a monitoring visit, or an audit. In the case of grants being passed through a Recipient to be operated by another agency, the staff from the second agency will be shown in the Operating Expenses Category.

Budget for anticipated training related to the project. The Applicant must include sufficient per diem and travel allocations for person(s) to attend required Cal EMA training conferences or workshops.

c. Equipment (Cal EMA 2-106c)

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

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).

NOTE: The left column of each budget category on the Spreadsheet requires line-item detail including the calculation and justification for the expense. Enter the ***whole dollar amount only*** (no cents) on each line item and the match amount (if applicable) in the correct column of the Budget Category form. You may add extra rows if necessary. The spreadsheets 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. The total of the budget including each funding source and/or match amount must correspond to the amount of the Total Project Cost (Block 10G) on the Grant Award Face Sheet.

D. APPLICATION APPENDIX

The application appendix provides Cal EMA with additional information from the Applicant to support components of the application. The following must be included:

- Current Organizational Chart
- Operation Agreements Summary (Cal EMA 2-160)

- Project Service Area Information (Cal EMA 2-154)
- Noncompetitive Bid Request (Cal EMA 2-156) [if applicable]
- Out-of-State Travel Request (Cal EMA 2-158) [if applicable]
- Emergency Fund Procedures (Cal EMA 2-153) [if applicable]
- Computer and Automated Systems Purchase Justification Guidelines (Cal EMA 2-157) [if applicable]

DOMESTIC VIOLENCE ASSISTANCE PROGRAM

PART III – POLICIES AND PROCEDURES

NOTE: The Applicant is strongly encouraged to review the following sections before preparing the application.

A. FINALIZING THE GRANT AWARD AGREEMENT
B. ADMINISTRATIVE REQUIREMENTS
C. BUDGET POLICY

A. FINALIZING THE GRANT AWARD AGREEMENT

1. Standard Project Funding Authority

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

If, during the term of the grant award, the state and/or federal funds appropriated for the purposes of the grant award 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 EMA may immediately terminate or reduce the grant award by written notice to the Recipient. However, no such termination or reduction shall apply to allowable costs already incurred by the Recipient to the extent state or federal funds are available for payment of such costs.

Cal EMA Grant Award Agreements are subject to applicable restrictions, limitations, or conditions enacted by the California Legislature and/or the United States Government, subsequent to execution of the Grant Award Agreement.

2. Processing Grant Awards

a. Grant Award Conditions

Cal EMA may add grant award conditions to the Grant Award Agreement prior to or after funding. If conditions are added, these will be discussed with the Applicant and a copy of the conditions will be sent to the Recipient when the conditions are made part of the Grant Award Agreement. Grant award conditions may include requirements for sole source justification, a computer feasibility study, or other requirements deemed necessary by Cal EMA.

b. Grant Award Agreement

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

c. Grant Award Amounts

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

B. ADMINISTRATIVE REQUIREMENTS

The following requirements apply to projects selected for funding and are explained below for the Recipient's planning purposes:

1. The *Recipient Handbook* (*RH*)

The *Recipient Handbook* is accessible on our website at www.CalEMA.ca.gov. Look on the right side of the Cal EMA homepage under 'Quick Links' for the "Criminal Justice Programs Recipient Handbook*"* or scroll over the "Grant Programs" tab, select "Grant Applications & Proposals (RFAs/RFPs)," and then look under the "Related Links" section for "Recipient Handbooks*."* The *Recipient Handbook* contains administrative information and requirements necessary to implement the project. Recipients must administer their grants in accordance with the *Recipient Handbook* requirements. Failure to comply with these requirements can result in the withholding or termination of the grant award.

2. Internet Access (*RH* 11500)

Funded projects are required to maintain Internet access with an established e-mail address. Grant funds may be used for this purpose unless specifically prohibited by the RFA instructions.

3. Progress Reports and Data Collection (*RH* 10100)

Funded projects are required to participate in data collection and to submit progress reports required by the program. Projects are required to keep accurate records to document the information reported in the progress reports. The records must be kept by the project for a period of three years. During site/monitoring visits, Cal EMA will review these records for accuracy and compare them with the reported data submitted on the progress reports.

4. Monthly/Quarterly Report of Expenditures/Request for Funds (*RH* 6300)

Community-based organizations (CBOs) shall submit a monthly Report of Expenditures and Request for Funds (Cal EMA 2-201) unless they request a quarterly reporting period. Government and education agencies receiving funds will be required to report on a quarterly basis. This form is due within 30 calendar days of the end of the reporting period and must be submitted whether or not the project has incurred expenses. Delays in submitting the form Cal EMA 2-201 will result in the withholding of funds and may result in the recommendation to Cal EMA's Secretary for termination of the grant award.

5. Technical Assistance/Site Visits (*RH* 10300)

Funded projects are assigned a Cal EMA Program Specialist to oversee the progress of the project in achieving its goals, objectives and compliance with the Grant Award Agreement. Program Specialists are available to assist the Recipient in the successful implementation of the project and in meeting the administrative requirements of the Grant Award Agreement. New projects should

expect a site visit from the assigned Program Specialist within the first six months of the grant period. Follow-up site visits will be conducted periodically throughout the life of the grant. Projects may request a site visit to obtain technical assistance.

6. Monitoring Requirements (*RH* 10400)

A monitoring visit is an on-site assessment by staff to determine if the project is in compliance with the terms of the program, the Grant Award Agreement, the Program Guidelines, the RFA/RFP, and the *Recipient Handbook*. Projects will be monitored on a random or as-needed basis.

7. Audit Requirements (*RH* 8100)

To safeguard Cal EMA assets and to ensure that all funds are accounted for, Cal EMA requires that organizations receiving Cal EMA grant award(s) be audited in accordance with *Recipient Handbook,* Section 8100.

8. Source Documentation (*RH* 10111)

Recipients will be required to maintain source documentation to support claimed expenditures and project accomplishments. Source documentation is defined as records used to validate project activities and achievements pertaining to the objectives outlined in the Grant Award Agreement. Recipients are to retain source documentation for progress reports on a quarterly basis, regardless of submission requirements. Requirements and definitions for program specific source documentation are delineated in the RFA instructions. Recipients will be required to have written job descriptions on file for positions funded by Cal EMA detailing specific grant-related activities to achieve project objectives.

9. Bonding Requirements (*RH* 2160)

Private community-based organizations and American Indian organizations are required to obtain and send to Cal EMA a copy of a blanket fidelity bond or equivalent insurance contract applicable to officials and employees of Cal EMA-funded projects within 60 days of the signed Grant Award Agreement. Failure to comply with this requirement may result in the withholding of grant funds or termination of the Grant Award Agreement. The beneficiary named on the bond or an endorsement must include the “State of California, California Emergency Management Agency” and include the Grant Award number for identification purposes.

The time period covered by the bond must include the effective date and total time period of the grant, including extensions. The bond must be in an amount equal to 50 percent (50%) of the total grant award and may have a deductible in an amount not to exceed one percent (1%) of the bond.

A bond is not required of a Recipient sponsored by units of government. CBOs sponsored by units of government may submit documentation indicating this in lieu of the bond or insurance contract, unless specifically required terms of the program or grant award conditions.

10. Copyrights, Rights in Data, and Patents (*RH* 5300-5400)

Cal EMA owns rights of and reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, and use, in whole or in part, material produced by activities supported by a Grant Award Agreement. These ownership rights are detailed in the *Recipient Handbook*.

C. BUDGET POLICY

This document summarizes information on Cal EMA Budget Policy contained in the *Recipient Handbook*. Additional information may be obtained by accessing the *Recipient Handbook* at www.CalEMA.ca.gov. Look on the right side of the Cal EMA homepage under "Quick Links" for the "Criminal Justice Programs Recipient Handbook", or scroll over the "Grant Programs" tab, select "Grant Applications & Proposals (RFAs/RFPs)," and then look under the "Related Links" section for "Recipient Handbooks."

1. Supplanting Prohibited (*RH* 1330)

   Grant funds must be used to supplement existing funds for program activities and *not replace* funds appropriated for the same purpose. If selected for funding, a written certification must be provided to Cal EMA indicating grant funds will not be used to supplant existing funds. Potential supplanting will be the subject of application review, post-award monitoring, and audit. The rules on supplanting are found in Section 1330 of the *Recipient Handbook*.

2. Project Income (*RH* 6610)

   Project income, such as client fees and fees for services provided by the Recipient (i.e., training, presentations, etc.), asset forfeitures, profits from the sale of project products, and conference proceeds as the result of a direct trade of time or products for money must be used to offset or augment the grant, unless otherwise specified in the RFA instructions. Project income cannot be used as matching funds, unless otherwise specified in the RFA instructions.

3. Methods of Contracting and/or Procurement (*RH* 3400)

   A competitive bid process is required to purchase equipment or consultant services with grant funds. Noncompetitive bid contracts are disfavored. Noncompetitive bid request approval by Cal EMA program staff is required prior to the purchase of equipment in excess of $5,000, or to hire a specific consultant charging over $5,000. Local units of government may use their approved procurement policy except for contracts over $50,000 which requires prior Cal EMA approval. For organizations without a written procurement policy, a competitive bid process involves determining the specifications for the items needed and obtaining at least three bids from different vendors. Whenever a specific individual/organization name is identified in the project budget, a narrative describing the competitive bid process or a sole-source procurement (noncompetitive bid) request will be required. Cal EMA will provide assistance in submitting a noncompetitive bid request if the proposal is selected for funding and if Cal EMA determines it is in the best interest of the project. These procedures do not apply to funds shared with participating agencies under the terms of an Operational Agreement (see Section 4500, *Recipient Handbook).*

4. Match Requirements (*RH* 6500)

   The RFA Instructions (Part II) may specify a cash or in-kind match. When used to augment the project, expenditures for items such as Personal Services, Operating Expenses or Equipment are considered match if not in violation of the prohibition on supplanting. Match must be specified in the budget and will become part of the Grant Award Agreement. Specific instructions for calculating the match are provided below. There are examples of how to calculate the match requirement in Sections 6550-6550.2 of the *Recipient Handbook*.

   a. State Funds Matching State or Federal Funds (*RH* 6522)
      State and/or federal funds can be used to match other state and/or federal funds *only* if the following conditions have been met:

1) the other funding source does not prohibit this practice;
2) the funds are to be used for identical activities (e.g., to augment the project); and
3) the project has obtained prior written approval from Cal EMA or the terms of the program allow this practice.

b. Type of Match

1) Cash Match (*RH* 6511)

Cash match, also known as hard match, is often derived from the local funding resources committed to a project such as county general fund revenue, United Way contributions, private donations or profits from fund-raising events. When used to augment the project, cash expenditures for items such as personnel, facilities and supplies may be considered cash match if not in violation of the prohibition on supplanting. A cash match must be specifically identified by line item as match in the budget.

2) In-Kind Match (*RH* 6512)

In-kind match, also known as soft match, refers to goods and services which are contributed to the project, have a dollar value attached to them, and are also budgeted. In-kind contributions represent the project's non-cash outlay, including the non-cash outlay contributed by other public agencies and institutions, private organizations, and individuals. Examples include the donation of goods and volunteer time. In general, the value of in-kind contributions is determined by fair market value, which must be separately identified in the budget.

5. Travel Policies (*RH* 2236)

The following is Cal EMA's current travel policy:

a. Travel and Per Diem (*RH* 2236)

The Applicant may prepare the budget using its own travel policy or the state travel policy according to the following guidelines. Travel reimbursement will only be allowed based on actual costs.

1) Units of Government

Units of government may use their own written travel policy or the state policy.

2) Community-Based Organizations (CBOs)

A community-based organization may use the state travel policy or the Applicant's written policy up to the maximum rates allowed by the state travel policy.

b. State Travel and Per Diem Policy (*RH* 2236.2)

Use the following state travel policy for budgeting travel expenses:

1) Out-of-State Travel

Out-of-state travel is restricted and only allowed in exceptional situations. Requests for approval for out-of-state travel must be submitted for Cal EMA approval.

2) Meals and Incidentals

a) Breakfast $6.00

Breakfast may be claimed when travel commences at or prior to 6:00 a.m. Breakfast may be claimed on the last fractional day of a trip of more than 24 hours if travel terminates at or after 8:00 a.m.

b) Lunch $10.00

Lunch may not be claimed for travel less than 24 hours. Lunch may be claimed if the trip begins at or before 11:00 a.m. and may be claimed on the last fractional day of a trip of more than 24 hours if the travel terminates at or after 2:00 p.m.

c) Dinner $18.00

Dinner may be claimed if the trip begins at or before 5:00 p.m. Dinner may be claimed when travel terminates at or after 7:00 p.m., whether on a one-day trip or on the last day of a trip of more than 24 hours.

d) Incidentals $6.00

Incidentals may be claimed for trips of 24 hours or more.

e) Total Per Diem

The maximum is $40.00 for a 24-hour period.

3) Lodging

The maximum allowed lodging expense is $84.00, plus applicable taxes, (except as noted below). Lodging receipts are required for reimbursement.

4) Special Lodging Rates

The maximum allowed lodging rate in Los Angeles and San Diego counties is $110.00, plus applicable taxes. The maximum for Alameda, San Francisco, San Mateo, and Santa Clara counties is $140.00, plus applicable taxes.

5) Mileage

When a privately owned vehicle is utilized on project-related business, a maximum of 51 cents per mile is allowed, unless a higher rate is justified. Documentation justifying a higher rate must be on file and available for audit, but should not be submitted with the application.

6) Other

Taxi, airport shuttle, etc., which exceed $3.50 must be supported by receipt. Parking in excess of $10.00 must be supported by receipt.

6. Participating Staff (*RH* 4500)

The term "participating staff" refers to salaried employees of a participating agency assigned to work with the Recipient on the implementation of a project. The agreement between the Recipient and the participating agency concerning participating staff must be reflected in the OA. Grant-related costs associated with participating staff must be itemized in the Operating Expenses category of the grant budget.

7. Independent Contractor/Consultant Services (*RH* 3710)

Consultant services are provided on a contractual basis by individuals or organizations not directly employed by the applicant. Independent contractors must not be used in lieu of employees. Independent contractors are defined as individuals or organizations meeting some or all of the following criteria:

- produce a specific product or service;
- work independently without direct supervision from the applicant;
- work on specific projects;
- provide services for a limited number of hours or period of time; and/or
- have no agency management or oversight responsibilities directed toward the financial success or direction of the agency

a. Rates (3710.1)

The rate is to be negotiated by the Recipient in accordance with the agency's consultant hiring policies. The rate is the total amount payable including any and all benefits (see RH Section 3200).

The maximum rate for independent contractors is $450 per hour (excluding travel and per diem costs). An eight hour day may include preparation, evaluation and travel time in addition to the time required for actual performance. A request for compensation for over $450 a day must have prior approval from Cal EMA and additional justification.

1) Independent Contractors Employed by State and Local Government

Compensation for independent contractors will be allowed when the unit of government will not provide its services without cost. In these cases, the rate of compensation is not to exceed the daily salary rate paid by the unit of government.

b. Expert Witness Fees (*RH* 3710.2)

Projects, which routinely utilize "expert witnesses" as independent contractors to conduct evaluations and provide expert testimony in the courtroom, may budget for this expense. However, the project may only be charged for costs above what the jurisdiction is required to cover. The maximum allowable rate for such witness fees is $250.00 per hour up to $2,000 per day. The total amount budgeted for expert witness fees must not exceed ten percent

(10%) of the project's total budget. Requests for proposed expert witness costs must be accompanied by written justification indicating the following:

- qualifications, training, and experience of the expert(s), including a statement regarding recognition by the court of the individual as an expert;
- specialized certification/licensure [e.g., Masters in Social Work (MSW); Licensed Clinical Social Worker (LCSW), Marriage and Family Therapist (MFT); Medical Doctor (MD)];
- rate of pay per hour including documentation of a survey of the availability of similar consultants, the current "going rate," and the proposed rate of pay with a cost breakdown if expert is paid according to services (e.g., mileage, waiting time, court testimony);
- proposed services to be provided (e.g., analysis of forensic evidence, psychological evaluation); and
- justification why this cost cannot be paid with other funds (attach the justification to Cal EMA 2-106).

8. Facility Rental (*RH* 2232)

Up to $21.00 per square foot annually ($1.75 per square foot per month) is allowed for facility rental. If the rental cost for office space exceeds this rate, it must be consistent with the prevailing rate in the local area. This documentation must be on file and available for audit and should not be submitted with the application.

- Rental Space for Training and Counseling Rooms (*RH* 2232.1)

  Rental space for training and individual and/or group counseling rooms may also be charged to the grant, providing the charge is based on actual costs and not reimbursed by another source.

9. Rented or Leased Equipment (*RH* 2233)

An explanation and cost analysis is required when equipment is rented or leased. This analysis must demonstrate that it is more cost-effective to rent or lease the equipment than it is to purchase it, and must be approved by Cal EMA prior to the execution of a rental or lease agreement.

10. Indirect Costs/Administrative Overhead (*RH* 2220)

Indirect costs are those not readily itemized or assignable to a particular project, but necessary to the operation of the organization and the performance of the project. The costs of operating and maintaining facilities, accounting services, and administrative salaries are examples of indirect costs. Flat rates not exceeding ten percent (10%) of personnel salaries (excluding benefits and overtime) or five percent (5%) of total direct project costs (excluding equipment) may be budgeted by the Applicant for indirect costs if allowable by the funding source.

11. Audits (*RH* 8150)

Recipients expending between $25,000 and $499,999 in federal or state funds annually cannot use federal funds to reimburse for costs associated with audits. Recipients expending $500,000 or more in federal grant funds annually are required to secure an audit pursuant to OMB Circular A-133 and are allowed to utilize federal grant funds to budget for the audit costs.

Specifically, the allowable audit costs are as follows:

- if the total project cost is less than or equal to $150,000, the project may budget up to $2,000 for the financial audit cost; or
- if the total project cost is greater than $150,000, the project may budget up to one and a half percent (1.5%) of the total project cost for financial audit costs.

12. Equipment (*RH* 2300)

Equipment is defined as nonexpendable tangible personal property having a useful life of more than one year and an acquisition cost of $5,000 or more per unit (including tax, installation and freight). A line item is required for different types of equipment, but not for each specific piece of equipment (e.g., three laser jet printers should be one line item, not three).

a. Allowable Expenses

Equipment used solely for project activities may be budgeted if it is essential to the implementation of the project. Grant funds may not be used to reimburse the Recipient for equipment already purchased.

Rented or leased equipment must be budgeted as an Operating Expense. Lease-to-purchase agreements are generally not allowable. If a lease-to-purchase is requested, the project will be required to submit justification, including cost-effectiveness, with the Grant Award Forms Package. Prior approval by Cal EMA is required.

b. Computers and Automated Equipment (*RH* 2340)

1) Community-Based Organizations (*RH* 2342.1)

Community-based organizations may budget up to $25,000 in computer equipment, software, and related costs. Justification will be required if the proposal is selected for funding. Cal EMA will evaluate the proposed purchase on the basis of grant-related need. Prior approval by Cal EMA is required.

2) Units of Government (*RH* 2342.2)

Units of government may budget for computer equipment, software, and related costs. Justification will be required if the proposal is selected for funding. Cal EMA will evaluate the proposed purchase on the basis of grant-related need. Cal EMA must give approval prior to purchase. If federal grant funds totaling in excess of $100,000 are used for automated data processing purchases, prior federal approval is also required.

3) Computer Purchase Justification (*RH* 2341)

Approval for purchases of computers and automated equipment is contingent on the Applicant's ability to demonstrate cost-effective, project-related need which is best demonstrated by clearly relating each computer system or component to the grant objectives and activities. If selected for funding, the Applicant will be sent instructions for preparing the justification.

c. Automobiles (*RH* 2331)

Automobiles are not allowable items unless permitted by the terms of the program. If an automobile is included in the budget, substantial justification demonstrating the grant-related need will be required before finalization of the Grant Award Agreement. The justification must describe the need for the automobile, including the size of service area, the need to provide direct service away from the office, and the reason why the agency will not allow personal automobile usage during work hours. A cost analysis for automobile purchase, as compared to other options including lease and personal automobile use and mileage, must be done and kept on file for review by Cal EMA program staff during a site visit, monitoring visit, and/or audit.

13. Prohibited Expense Items (*RH* 2240)

a. Bonuses and Commissions (*RH* 2241)

Projects are prohibited from paying any bonus or commission to any individual, organization or firm unless specifically authorized by the terms of the program

b. Lobbying (*RH* 2242)

Refer to *RH* 2242.1 for an extensive list of prohibited activities.

c. Fundraising (*RH* 2243)

Cal EMA grant funds cannot be used for organized fundraising including financial campaigns, endowment drives, solicitation of gifts and bequests, or similar expenses incurred solely to raise capital or obtain contributions.

d. Real Property and Improvements *(RH* 2244)

Real property, including land, land improvements, structures and their attachments, and structural improvements and alterations are not allowable expenditures unless specifically authorized in the RFA instructions.

e. Interest (*RH* 2245)

The cost of interest payments is only allowable if the cost is a result of a lease/purchase agreement.

f. Charges, Fees, and Penalties (*RH* 2245)

Finance charges, late payment fees, penalties, and returned check charges are not allowable expenditures.

g. Food and Beverages (*RH* 2246)

The cost of food and/or beverages at grant-sponsored conferences, meetings or office functions is not an allowable expenditure.

h. Weapons and Ammunition (*RH* 2247)

The cost of weapons and/or ammunition of any type is not an allowable expenditure, unless it is part of a governmental negotiated benefit package or is specifically authorized in the RFA instructions.

i. Membership Dues (*RH* 2248)

The cost of membership dues for the licensing or credentialing of professional personnel is not an allowable expenditure unless it is part of a governmental negotiated benefit package or is specifically authorized in the RFA instructions.

j. Professional License (*RH* 2248)

The cost of a professional license is not an allowable expenditure unless specifically authorized in the RFA instructions.

k. Annual Professional Dues or Fees (*RH* 2248)

The cost of professional dues or fees is not an allowable expenditure unless it is part of a governmental negotiated benefit package or is specifically authorized by the RFA instructions.

l. Depreciation (*RH* 2249)

Equipment costs may not include additional costs calculated for depreciation.

DOMESTIC VIOLENCE ASSISTANCE PROGRAM

APPLICATION FORMS

Click on one of the links below to access the corresponding form. Save the form to your hard drive before filling it out. To access the complete list of forms go to www.CalEMA.ca.gov, scroll over the "Grant Programs" tab, select "Grant Applications & Proposals (RFAs/RFPs)," then look under the "Related Links" section for "Forms". Or, paste the following link into your browser:

http://www.oes.ca.gov/WebPage/oeswebsite.nsf/OESBranchContentPortal?ReadForm&type=Forms&look=Grant%20Applications%20and%20Proposals%20(RFAs/RFPs)&Div=Law+Enforcement+and+Victim+Services+(LEVS)&Branch=Grant%20Applications%20and%20Proposals%20(RFAs/RFPs)Forms

Checklist

Grant Award Face Sheet and Instructions (Cal EMA 2-101)

Project Contact Instructions and Information (Cal EMA 2-102)

Signature Authorization and Instructions (Cal EMA 2-103)

Certification of Assurance of Compliance (Cal EMA 2-104)
[Choose appropriate certification form based on fund source allocation(s).]

- FVPSA (Cal EMA 2-104d)
- VOCA (Cal EMA 2-104f)
- VAWA (Cal EMA 2-104g)
- VAWA-VOCA-FVPSA (Cal EMA 2-104i)

Budget Pages (Excel spreadsheet format) – (Cal EMA 2-106a-c)

Project Narrative (Cal EMA 2-108)

Goals and Objectives Worksheet (Attachment B)

Operational Agreements (OA) Summary (Cal EMA 2-160)

Project Service Area Information (Cal EMA 2-154)

Noncompetitive Bid Request Checklist (Cal EMA 2-156) [if applicable]

Out-Of-State Travel Request (Cal EMA 2-158) [if applicable]

Emergency Fund Procedures (Cal EMA 2-153) [if applicable]

Computer and Automated Systems Purchase Justification (Cal EMA 2-157) [if applicable]

DOMESTIC VIOLENCE ASSISTANCE PROGRAM

GLOSSARY OF TERMS

TERM	DEFINITION
Activity	The specific steps or actions that a project takes to achieve a measurable objective.
Administrative Agency or Recipient	The agency or organization designated on the Grant Award Face Sheet (Cal EMA 2-101) is the programmatic Recipient of the grant funds and will accomplish the planned objectives and program goals. The Recipient was formerly referred to as the "Grantee."
Application	Once selected for funding, the original proposal plus any additional forms as required by Cal EMA becomes the application. This application, once signed by Cal EMA and the local government agency or organization authorized to accept grant funding, becomes the Grant Award/Grant Award Agreement (Cal EMA 2-101).
CFR	Code of Federal Regulations
Community-based Organization (CBO)	A nonprofit, public benefit corporation.
Competitive Bid	A contract process used when all suppliers are equally or nearly equally qualified to provide the services.
Equal Employment Opportunity Plan (EEOP)	A comprehensive plan that analyzes the agency's workforce and all agency employment practices to determine their impact on the basis of ethnicity and gender. The objective of the EEOP is to ensure nondiscrimination in all areas of employment (recruitment, hiring, promotions, etc), and in the delivery of services and benefits.
Equal Employment Opportunity (EEO) Checklists	An EEO Checklist is a document used by program staff while conducting site/monitoring visits. The checklists (A and B) were prepared to assist Cal EMA in verifying that Recipients are in compliance with State and Federal Civil Rights Laws.
Grant Award Agreement	The signed final agreement between Cal EMA and the local government agency or organization authorized to accept grant funding (See Application).
Grant Funding Cycle	The number of years a program may be funded without competition. A funding cycle is typically three years.
Grant Funding Period	The period of time, determined by the Request for Proposal (RFA) or the Request for Application (RFA), which the project narrative, objectives, activities, and budget cover. The time period is usually one year, and is shown on the Grant Award Face Sheet (Cal EMA 2-101)
Implementing Agency	The agency or organization designated on the Grant Award Face Sheet that is responsible for the day-to-day operation of the project (e.g., probation department, district attorney, sheriff).

Monitoring Report Response Form	Form sent to the Recipient with the Monitoring report. The form is completed by the Recipient and returned to the Cal EMA Local Assistance Monitoring Branch (LAMB), indicating the Monitoring Report is accurate or inaccurate as of the date of the Monitoring.
Noncompetitive Bid (NB)	A contract for goods or services, where only a single source that can provide the services or goods is afforded the opportunity to offer a price for the specified services or goods. (Contracts sometimes include goods as well as services, and this definition will also apply to those circumstances).
Nonprofit Organization (aka Community-Based Organization)	A nonprofit, public benefit corporation as defined in the federal regulation of 28 C.F.R. Part 38, Department of Justice. This modifies the need to be recognized by the Internal Revenue Service as a 501(c)(3) for Recipients of faith-based organizations. All organizations may qualify for nonprofit status using any one of the four following methods: (1) Proof that the Internal Revenue Service recognizes the Applicant has the status of a 501(c)(3). (2) A statement from a State taxing body or the State Secretary of State certifying that (i) the Organization is a nonprofit organization operating within the State; and (ii) No part of its net earnings may lawfully benefit any private shareholder or individual: (3) A certified copy of the Applicant's certificate of incorporation or similar document that clearly establishes the nonprofit status of the Applicant; or (4) Any item described in (1) through (3) if that item applies to a State or national parent organization, together with a statement by the State or parent organization that the Applicant is a local nonprofit affiliate.
Objectives	A set of quantifiable projections to be carried out in order to accomplish the program goals.
On Site	Refers to the location of operation of the grant award Recipient. If multiple sites exist, the site that provides the project Recipients with program direction qualifies as the "on site location."
Operational Agreement (OA)	A formal agreement between two or more agencies, which specifies the responsibilities of each agency in implementing the project. The term Operational Agreement also includes documents entitled Memorandum of Understanding, Letters of Intent, or other titles that serve the same purpose.
Participating Agency	An organization that receives grant funds through an Operational Agreement to participate in achieving the goals of a project. The participating agency must be a unit of government or a community-based organization.
Participating Staff	A salaried employee of a Participating Agency.

Program	A specific set of goals and objectives established pursuant to legislative, congressional, or administrative action identifying an unmet need of the criminal justice system or victim services and supported by a set appropriation from state or federal funding sources.
Project	The implementation of a Program by a Recipient. The project includes all of the grants implemented by the Recipient under that Program regardless of the year of implementation.
Proposal	The packet of forms and narrative as requested by the RFA and submitted to Cal EMA that specified the priorities, strategies, and objectives of the Applicant.
Recipient Handbook	This handbook outlines the terms and conditions required of grant projects. Funded projects must administer their grants in accordance with these administrative and fiscal conditions. The *Recipient Handbook* is accessible at www.CalEMA.ca.gov. Look on the right side of the Cal EMA homepage under 'Quick links' for the "Criminal Justice Programs Recipient Handbook" or scroll over the "Grant Programs" tab, select "Grant Applications & Proposals (RFAs/RFPs)," and then look under the "Related Links" section for "Recipient Handbooks." The *Recipient Handbook* was previously called the *Grantee Handbook.*
Request for Application (RFA)	The RFA is a noncompetitive process issued by Cal EMA to obtain applications from Applicants previously selected for funding.
Request for Proposal (RFP)	The RFP is issued by Cal EMA to solicit competitive proposals in order to select projects for funding.
Single Source	This term has been replaced by the term "noncompetitive bid."
Sole Source	This term has been replaced by the term "noncompetitive bid."
Source Documentation	Records that validate project activities and achievements as they pertain to the objectives outlined in the Grant Award Agreement.
Supplanting	To reduce federal, state, or local funds because of the existence of Cal EMA funds. Supplanting occurs when a Recipient deliberately replaces its non-Cal EMA funds with Cal EMA funds, thereby reducing the total amount available for the stated purpose.
Terms of the Program	The applicable Program Guidelines, application requests [Request for Proposal (RFP)/Request for Application (RFA)], grant award agreement, Cal EMA policy statements, and applicable statutes. In the event the terms of the program are inconsistent with the provisions of this handbook, the terms of the program shall be interpreted and construed as superseding the provisions of this handbook.
USC	United States Code