



**GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

3650 SCHRIEVER AVENUE  
MATHER, CALIFORNIA 95655  
(916) 323-7425  
FAX: (916) 324-8554



February 20, 2008

To: PROJECT DIRECTOR  
California Institute on Human Services, Inc.

Subject: REQUEST FOR APPLICATION (RFA) FOR THE CHILD SEXUAL ABUSE  
TRAINING AND TECHNICAL ASSISTANCE PROGRAM

The Governor's Office of Emergency Services (OES) is pleased to announce the release of the Child Sexual Abuse Training and Technical Assistance (CATT) Program Request for Application (RFA). This program is made available through State General Funds and is contingent upon passage of the 2008 State Budget Act, availability of State funds, and successful project performance and compliance with the grant award agreement.

The grant period will begin July 1, 2008 and end June 30, 2009. The total funding amount for the Child Sexual Abuse Training and Technical Assistance Program for State Fiscal Year (FY) 2008/09 is anticipated to be \$302,000 at \$151,000 each for the Northern and Southern California projects. There is no match requirement.

When completing the applications (two separate applications are required: one for the Northern Child Sexual Abuse Training and Technical Assistance Center and one for the Southern Child Sexual Abuse Training and Technical Assistance Center), please ensure you are requesting allowable costs. Use your most current approved budgets as guides and review the *Recipient Handbook* for further guidance.

To receive continued funding in FY 2008/09, it is necessary to complete and return the applications by **Monday, April 14, 2008**. Instructions for sending or hand delivering the applications are included in the RFA.

Should you have questions or need further information, please contact your program specialist, Alan Logan, at: (916) 323-7425 or [alan.logan@oes.ca.gov](mailto:alan.logan@oes.ca.gov).

Sincerely,

GILLSA MILLER, Chief  
Children's Section

Enclosure

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**CHILD SEXUAL ABUSE TRAINING AND TECHNICAL ASSISTANCE (CATA) PROGRAM  
REQUEST FOR APPLICATION**

**TABLE OF CONTENTS**

[Printable Version](#)

**I. RFA INFORMATION**

A. INTRODUCTION .....	1
B. CONTACT INFORMATION .....	1
C. APPLICATION DUE DATE .....	1
D. ELIGIBILITY .....	2
E. FUNDS .....	3
F. PROGRAM INFORMATION .....	3
G. PREPARING AN APPLICATION .....	4

**II. INSTRUCTIONS**

A. PROJECT NARRATIVE .....	5
1. Problem Statement .....	5
2. Plan and Implementation .....	6
B. PROJECT BUDGET .....	8
1. Budget Narrative .....	8
2. Specific Budget Categories .....	8
C. APPLICATION APPENDIX .....	10

**III. ADDITIONAL INFORMATION**

A. FINALIZING THE GRANT AWARD AGREEMENT .....	12
1. Standard Project Funding Authority .....	12
2. Processing Grant Awards .....	12

B.	ADMINISTRATIVE REQUIREMENTS .....	13
1.	<i>The Recipient Handbook</i> .....	13
2.	Internet Access .....	13
3.	Progress Reports and Data Collection .....	13
4.	Monthly/Quarterly Report of Expenditures and Request for Funds .....	14
5.	Technical Assistance/Site Visits .....	14
6.	Monitoring Requirements .....	14
7.	Bonding Requirements .....	14
8.	Audit Requirements .....	14
9.	Copyrights, Rights in Data, and Patents .....	14
10.	Source Documentation .....	14
C.	BUDGET POLICY .....	15
1.	Supplanting Prohibited .....	15
2.	Project Income .....	15
3.	Contracts and Procurements .....	15
4.	Match Policies .....	15
5.	Travel Policies .....	16
6.	Participating Staff .....	17
7.	Consultant Services .....	17
8.	Facility Rental .....	18
9.	Rented or Leased Equipment .....	19
10.	Indirect Costs/Administrative Overhead .....	19
11.	Audits .....	19
12.	Equipment .....	19
13.	Prohibited Expense Items .....	20
D.	GLOSSARY OF TERMS .....	22

IV. **FORMS** - Click (FORMS) to get the required forms listed below, **or** go to [www.oes.ca.gov](http://www.oes.ca.gov) and select *Recipient Handbook*, *and/or Forms*, **or** paste the following link into your browser: **[www.oes.ca.gov/Operational/OESHome.nsf/CJPDHome?OpenForm](http://www.oes.ca.gov/Operational/OESHome.nsf/CJPDHome?OpenForm)**.

Save the form to your hard drive before you attempt to fill it out.

[APPLICATION CHECKLIST AND REQUIRED SEQUENCE](#)

[APPLICATION COVER SHEET](#)

GRANT AWARD FACE SHEET

PROJECT CONTACT INFORMATION

PROJECT NARRATIVE

SIGNATURE AUTHORIZATION

CERTIFICATION OF ASSURANCE OF COMPLIANCE

PROJECT BUDGET – BUDGET NARRATIVE

BUDGET FORMS (Excel Spreadsheet format)- Without Match

- Personal Services – Salaries/Employee Benefits
- Operating Expenses
- Equipment

ORGANIZATIONAL CHART

SAMPLE OPERATIONAL AGREEMENT

NON-COMPETITIVE BID JUSTIFICATION

NON-COMPETITIVE BID REQUEST

PROJECT SUMMARY

OUT OF STATE TRAVEL REQUEST, OES 700 (if applicable)

EMERGENCY FUND PROCEDURES

OTHER FUNDING SOURCES

PRIOR, CURRENT, AND PROPOSED OES FUNDING (pdf)

PROJECT SERVICE AREA INFORMATION

COMPUTER AND AUTOMATED SYSTEMS PURCHASE JUSTIFICATION GUIDELINES

NON PROFIT STATUS JUSTIFICATION

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**CHILD SEXUAL ABUSE TRAINING AND TECHNICAL ASSISTANCE (CATTa) PROGRAM  
REQUEST FOR APPLICATION**

**PART I – INFORMATION**

**A. INTRODUCTION**

This Request for Application (RFA) provides the information and forms necessary to prepare an application for the Governor's Office of Emergency Services (OES) grant funds. The terms and conditions described in this RFA supersede previous RFP/RFAs and conflicting provisions stated in the *Recipient Handbook*. The *Recipient Handbook* provides helpful information for developing the application and can be accessed at the website, [www.oes.ca.gov](http://www.oes.ca.gov), by selecting "Recipient Handbook."

**B. CONTACT INFORMATION**

Questions concerning this RFA, the application process, or programmatic issues should be submitted to the person listed below by telephone, email or fax:

Specialist Name:  
Alan Logan

E-mail Address:  
[alan.logan@oes.ca.gov](mailto:alan.logan@oes.ca.gov)

Fax Number:  
(916) 324-8554

**C. APPLICATION DUE DATE AND SUBMISSION OPTIONS**

***One original and one copy*** of the application must be delivered to OES' Law Enforcement and Victim Services Division, Children's Section, by the date and time indicated below. Submission options are:

1. Regular or overnight mail, **postmarked by Monday, April 14, 2007**, to:

Governor's Office of Emergency Services  
Law Enforcement and Victim Services Division – Children's Section  
3650 Schriever Avenue  
Mather, CA 95655  
Attn: Child Sexual Abuse Training and Technical Assistance RFA

2. Hand delivered by **5:00 p.m. on Monday, April 14, 2007**, to:

Governor's Office of Emergency Services  
Law Enforcement and Victim Services Division - Children's Section  
3650 Schriever Avenue  
Mather, CA 95655  
Attn: Child Sexual Abuse Training and Technical Assistance RFA

## D. ELIGIBILITY

The Child Sexual Abuse Training and Technical Assistance (CATTA) Program recipients funded in Fiscal Year 2007/08 are the only recipients eligible to apply for continuation funding. It is anticipated approximately \$302,000 will be allocated to this program for FY 2008/09. **Please note:** continuation funding is contingent on the passage of the 2008 State Budget Act, successful performance, and compliance with the grant award agreement.

The CATTA Program is designed to fund established training agencies experienced in providing training to agencies providing therapeutic and other services to child victims of sexual abuse. Agencies implementing this program are either a nonprofit organization, a state entity, or a local unit of government.

Private nonprofit 501(c)(3) organizations must provide either certification from the State of California, Office of the Secretary of State, or a letter from the Department of the Treasury of the Internal Revenue Service, classifying the agency as a nonprofit organization, and must submit the proper documentation for the nonprofit status with the application.

The legislation specific to OES (formerly the Governor's Office of Criminal Justice Planning) and relevant to this program is found in Welfare and Institutions Codes 18275, 18276, 18276.5 (a), and 18277.

Welfare and Institutions Code Section 18275 states: "The Legislature finds that there is a need to develop programs to provide the kinds of innovative strategies and services which will ameliorate, reduce, and ultimately eliminate the trauma of child sexual abuse."

Welfare and Institutions Code Sections 18276 and 18276.5 describe the functions and goals of the program developed by the training centers. Based on these, OES specifies the following:

1. Training Delivery - The training centers must develop, implement, and maintain a current training plan on child sexual abuse for reaching all counties. The Northern Child Sexual Abuse Training and Technical Assistance Center is responsible for a service area of forty-eight counties; the Southern Child Sexual Abuse Training and Technical Assistance Center is responsible for a service area of ten counties. These counties are listed below in the "Program Information" section.
2. Selection of Trainees - The statute requires the training centers to develop programs designed to train interagency teams of service providers and individual service providers throughout the state on child sexual abuse issues, including public and private personnel, who shall in turn duplicate the training in their communities. However, the statute does not limit the activities of the training centers to dealing with child sexual abuse issues. It further states the centers shall select trainees based upon the following criteria:
  - ensure training positions are allocated to rural counties;
  - when possible, distribution shall be based on the relative population of the counties and the rate of demand of services by child sexual abuse victims and their families in the county; and
  - an emphasis shall be placed on the training of teams of service providers from a geographic area rather than on training individual service providers.

These statutory requirements have been incorporated into the project objectives and activities required under the CATTA Program (see Part II, 2. Plan and Implementation).

Welfare and Institutions Code Section 18277 provides for the Executive Director of the Governor's Office of Emergency Services to give consideration to existing demonstration programs relating to the prevention of sexual abuse of children. During the initial review and rating of the 2007 CATTAs Program proposals, recipients needed to have experience providing trainings on the prevention of, and assistance to victims of child sexual abuse and their families. The program must be designed for the training of interagency teams of service providers and individual service providers throughout the state, including public and private personnel who shall, in turn, duplicate the trainings in their communities.

**E. FUNDS**

Fiscal Year 2008/09 is the second year of a continuous funding cycle. The 12-month period will begin July 1, 2008 and end June 30, 2009. There is no match requirement.

The funding chart below identifies the funding level for each eligible recipient:

RECIPIENT AWARD NUMBER	NAME OF RECIPIENT	TOTAL COST
CN08028567	California Institute on Human Services, Inc.—Northern CATTAs	\$151,000
SC08028567	California Institute on Human Services, Inc.—Southern CATTAs	\$151,000

**F. PROGRAM INFORMATION**

The CATTAs Program is designed for two training centers to provide specific training designed to improve and strengthen the knowledge of professionals who provide treatment to victims of child sexual abuse and their families and to increase the knowledge and skills of professionals, including child advocacy centers and direct service providers, who provide services related to child sexual abuse.

California is home to over 13 percent (13%) of the nation's children. In 2004, there were 9.6 million children in California, and while most children lived in homes where they are both protected and nurtured, 98,201 were victims of child maltreatment. Of these children, 8.1 % were victims of sexual abuse compared to 9.6 % nationally (1.2 per 1000 children). Additionally, inadequate resources, isolated rural areas, inefficient service coordination, and a diverse population with many different languages and cultures, have increased the difficulties of both public and private institutions to adequately respond to the conditions burdening families and increase risk to children. (Sources: American Humane, Child Welfare League of America, National Data Analysis System, Child Data Trends DataBank, Child Maltreatment 2004, U.S. Department of Health and Human Services.)

Prevention and early intervention programs are designed to increase the capacity of the community to nurture the family and in turn, to increase the capacity of the family to nurture its children at the earlier stages of a problem. However, the system of delivering social services to families in many communities is still limited to responding to crisis situations and/or is not effectively coordinated within the total scope of existing available resources. In order to build and enhance the system of service delivery and engender a greater emphasis on prevention, it is essential to provide training and technical assistance for all direct service providers who work to prevent child sexual abuse. When children are victimized, the system of service delivery must be able to effectively assist child sexual victims to recover from the trauma. Unfortunately, many children continue to be

abused and service providers are unable to keep up with the demand for current child sexual abuse training and technical assistance essential to intervene on behalf of the child victim. In response to these needs, legislation has been implemented to provide training and technical assistance to professionals dealing with the prevention of child sexual abuse.

Two regional CATTAs Program projects, one in Northern California and one in Southern California, are funded:

- The Northern Child Abuse Training and Technical Assistance (NCATTA) Program project is responsible for serving the following 48 counties: Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Fresno, Glenn, Humboldt, Inyo, Kings, Lake, Lassen, Madera, Marin, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Napa, Nevada, Placer, Plumas, Sacramento, San Benito, San Francisco, San Joaquin, San Mateo, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Tehama, Trinity, Tulare, Tuolumne, Yolo, and Yuba. The recipient's principle place of business must be located in the northern service area.
- The Southern Child Sexual Abuse Training and Technical Assistance (SCATTA) Program project is responsible for serving the following ten counties: Imperial, Kern, Los Angeles, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, and Ventura. The recipient's principle place of business must be located in the southern service area.

Since California Institute on Human Services, Inc., will serve California statewide, the recipient must submit **two applications**, one for NCATTA and one for SCATTA. In this case, the recipient must have a place of business located in both the southern service area and the northern service area.

## **G. PREPARING AN APPLICATION**

Part IV - Forms includes the Application Cover Sheet. Please complete the Cover Sheet and attach it to the front of the application.

The following eight components are required for a complete application:

- Application Cover Sheet;
- Grant Award Face Sheet;
- Project Contact Information;
- Project Narrative;
- Signature Authorization;
- Certification of Assurance of Compliance;
- Project Budget - Budget Narrative;
- Budget Forms
- Proposal Appendix (*refer to Part II, C.*).

**GOVERNOR’S OFFICE OF EMERGENCY SERVICES  
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**CHILD SEXUAL ABUSE TRAINING AND TECHNICAL ASSISTANCE (CATA) PROGRAM  
REQUEST FOR APPLICATION**

**PART II – INSTRUCTIONS**

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

The recipient must use the forms provided in the OES website, “*Law Enforcement and Victim Services Division, Forms*” ([FORMS](#)) and use plain 8½” x 11” white paper for the proposal. The blank Project and Budget Narrative pages on the website have been pre-formatted to OES standards, which are 1” margins all around, Arial 11 font. If you create your own computer-generated Project and Budget pages, the format must duplicate the OES pre-formatted pages.

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

**A. 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 recipient to implement the proposed plan.

1. **Problem Statement** - Please update from the one submitted in the original Request for Proposal.

This section of the project narrative should briefly present an update of the problem to be addressed with the grant funds:

- a) Update the current status of child sexual abuse training in the region, the lack of and need for further training for child sexual abuse service providers;
- b) Update the need of training requested by service providers made to the recipient to assist in the agency’s expansion of service provision;
- c) Update the child sexual abuse issues identified in the region; and
- d) Update the gaps in service provision and collaboration by the multi-faceted service providers in the “child protection system” needed to improve, prevent, and treat the impact of children’s sexual abuse.

2. **Plan and Implementation** - Please update from the one submitted with the original Request for Proposal.

The recipient must continue to include specific information to demonstrate the continuation of a well-developed, reasonable, realistic, and effective plan for successfully completing the project. Display the plan's objectives and activities in a narrative format, ensuring the person responsible for the activity is identified.

**Plan:**

The project narrative must clearly update and articulate the recipient's plan to disseminate the CATT A Program and specifically describe how the project objectives and activities will be achieved. Include a statement for each objective describing the documentation procedures and/or source documents to be used to demonstrate the objective has been achieved. The plan must identify the region the recipient is servicing (Northern or Southern). Since the recipient, California Institute on Human Services, Inc., is applying for both regions, a separate application must be submitted for each region.

The following is a description of each of the CATT A Program objectives, which must be responded to in the application.

**Objective 1:**

Continue to enhance the development of a model for the training of interagency teams of service providers and individual service providers throughout the state, including public and private personnel, who shall, in turn duplicate the trainings in their communities.

**Objective 2:**

Continue to develop a plan to identify relevant client groups within each region and the training and technical assistance (T&TA) needs of those groups. This section should include, but not be limited to, describing the different categories of impacted groups, the anticipated T&TA needs, evaluation process, and actions which will be taken to address the identified needs.

**Objective 3:**

Continue to identify the target population for training and determine how it will be informed of the availability of the training, including how the training will be advertised, publicized, and marketed, as well as how participants will be encouraged to attend.

**Objective 4:**

Continue to enhance the training for multi-faceted disciplines (e.g., therapists, child advocacy centers, law enforcement, service providers, county child protective service workers, etc.) including the following domains: training topics, proposed presentation dates, site locations and how sites will be determined, the length of each training, and how often each training will be offered annually.

**Objective 5:**

Continue to enhance the training on issues and needs specific to child sexual abuse victims with developmental and other disabilities.

**Objective 6:**

Continue to provide culturally and linguistically competent technical training in the training center's service area.

**Objective 7:**

Continue to develop an effective way to identify, recruit, and select quality trainers, consultants and/or subcontractors to provide up-to-date training in the prevention, assessment, intervention, and treatment of child sexual abuse, including the selection process to be used, as well as trainer's qualifications in specific topics of training.

**Objective 8:**

Continue to convene symposiums on *intermediate* and *advanced* topics on child sexual abuse prevention, assessment, intervention, and treatment.

**Objective 9:**

Continue to provide course certification to meet licensing and/or continuing education needs of the attending professionals.

**Objective 10:**

Continue to ensure training is provided to rural counties.

**Objective 11:**

Continue to develop guidelines for evaluating trainings, including information for evaluating the individual trainings and trainers as well as the results of the trainings on improving the quality of treatment to child sexual abuse victims.

**Implementation:**

The project narrative must clearly continue to articulate the recipient's plan to implement the CATTa Program and specifically update the following where necessary in a narrative format:

- a) History of the recipient agency, including size; composition; primary mission; philosophy; range and focus of services; and the role of the project within the agency.
- b) Agency's experience in providing trainings on the prevention of, and assistance to victims of child sexual abuse and their families, taking into account the Welfare and Institutions Code Section 18277 which provides for the Executive Director of the Governor's Office of Emergency Services to give consideration to existing demonstration programs relating to the prevention of sexual abuse of children.
- c) Duties, responsibilities, time commitments, and qualifications of staff assigned to the project.
- d) Description of (and provide documentation) the training capabilities of the recipient's agency, with particular focus on the history and experience in providing regional Training of Trainer (T & T) trainings to professionals, individually and in teams, and working in the child sexual abuse field.
- e) The continuation of collaboration and coordination of service providers among all county agencies responsible for prevention and treatment of child sexual abuse to ensure comprehensive and supportive case management.
- f) The continuation to collaborate and coordinate suitable activities with the training center in the other region.

**Evaluation Plan:**

Include a statement of intent to cooperate with evaluation efforts should this be required and conducted by OES regarding the CATTa Program.

## B. PROJECT BUDGET

The purpose of the project budget is to demonstrate how the recipient will implement the proposed 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, recipient should not include in the project budget matching funds (if applicable) in excess of the required match. Budgets are subject to OES modifications and approval.

OES requires the recipient 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 recipient 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. The following information is provided to assist in the preparation of the budget. Strict adherence to required and prohibited items is expected. **Where the recipient does not budget for a required item, the recipient assumes responsibility.** Failure of the recipient to include required budget items does not eliminate responsibility to comply with those requirements during the implementation of the project. The recipient should refer to the *Recipient Handbook* at [www.oes.ca.gov](http://www.oes.ca.gov) by selecting: "Law Enforcement and Victim Services Division, Recipient Handbook" for additional information concerning OES budget policy or to determine if specific proposed expenses are allowable. Contact the person listed on page 1-subsection B of this RFA if you have additional budget questions.

### 1. Budget Narrative

The recipient is required to submit a narrative with the project budget. The narrative must be typed and placed in the application in front of the budget pages. In the narrative describe:

- How the project's proposed budget supports the objectives and activities.
- How funds are allocated to minimize administrative costs and support direct services.
- The duties of project-funded staff including qualifications or education level necessary for the job assignment. This does not take the place of the brief justification required in the line item budget.
- 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 the time allocated to this project.
- The necessity for subcontracts and unusual expenditures.
- Mid-year salary range adjustments.

### 2. Specific Budget Categories

There is an Excel Workbook in *the OES website, "LEVS, Forms, Application and Proposal" (FORMS)* with spreadsheets (use no match) for each of the following three budget categories:

- Personal Services – Employee Salaries/Benefits;
- Operating Expenses; and
- Equipment.

The left column of each budget category on the Spreadsheet requires line item detail including the calculation and justification for the expense. Enter the amount of each line item in the correct column of the Budget Category form. **The spreadsheet will add each addition and round off the nearest whole dollar.** You may add extra rows if necessary, the spreadsheets total at the end of each budget category and total the three spreadsheets at the bottom of the last page (Equipment). 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.

The bottom of the Equipment Category form contains a format for identifying the project total and fund distribution. This section must be completed and submitted even if there are no line items identified in the equipment category.

**a. Personal Services – Salaries/Employee Benefits (OES A303a)**

1) Salaries

Personal services include services performed by project staff directly employed by the recipient 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 be budgeted as salaries. If the recipient'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 recipient 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, B.2.b. - Operating Expenses - paragraph two.)

2) Benefits

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

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 (OES A303b)**

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 (e.g., 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 recipient, 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 \$5000 (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 recipient 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 an OES site visit, monitoring visit, or 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 recipient must include sufficient per diem and travel allocations for person(s) to attend required OES training conferences or workshops. Every two years, OES Program staff will bring together both projects in order to conduct a one day OES' Project Director's Meeting. Such meetings will occur in Sacramento. Please budget to attend the first Project Director's Meeting in Sacramento in this budget.

**c. Equipment (OES A303c)**

Equipment is defined as nonexpendable tangible personal property having **a useful life of more than one year** and an acquisition cost of \$5000 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).

**C. APPLICATION APPENDIX**

The application appendix provides OES with additional information from the recipient to support components of the application. The following must be included:

- **Organizational Chart:** The Organizational Chart should clearly depict the structure of the organization and the specific unit within the organization responsible for the implementation of the project. This chart should also depict supporting units within the organization (e.g., the Accounting Unit) and the lines of authority within the organization. Job titles on the Organizational Chart must match those in the Budget and Budget Narrative.
- **Operational Agreements (OAs):** OAs *must contain original signatures, titles, and agency names for both parties and include dates effective for the proposed grant period.* The documents must demonstrate a formal system of networking and coordination with other agencies and the recipient. A sample OA is provided on the OES website, *LEVS Division, Forms* ([FORMS](#)).

- Non-competitive Bid Justification
- Non-competitive Bid Request
- Project Summary
- Out of State Travel Request, OES 700 (if applicable)
- Emergency Fund Procedures
- Other Funding Sources
- Prior, Current, and Proposed OES Funding
- Project Service Area Information
- Computer and Automated Systems Purchase Justification Guidelines, if applicable
- Non Profit Status Justification

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**CHILD SEXUAL ABUSE TRAINING AND TECHNICAL ASSISTANCE (CATA) PROGRAM  
REQUEST FOR APPLICATION**

**PART III – ADDITIONAL INFORMATION**

The recipient is strongly encouraged to review the following sections in preparing the proposal:

- A. Finalizing the Grant Award Agreement
- B. Administrative Requirements
- C. Budget Policy
- D. Glossary of Terms

**A. FINALIZING THE GRANT AWARD AGREEMENT**

**1. Standard Project Funding Authority**

**Allocation of funds is contingent on the enactment of the State Budget.** OES 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. When the executed grant is received, and the State Budget is finalized, authorized expenditure reports may be submitted for reimbursement of expenditures incurred subsequent to the effective date of the grant award agreement.

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, OES 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.

OES 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**

OES 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 recipient and a copy of the conditions will be sent to the grant 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 OES.

**b. Grant Award Agreement**

A copy of the executed Grant Award Agreement and pertinent attachments will be sent to the Project Director. The recipient 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, the Report of Expenditures and Request for Funds (OES 201) may be submitted for reimbursement.

**c. Grant Award Amounts**

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

**B. ADMINISTRATIVE REQUIREMENTS**

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

The *Recipient Handbook* is accessible on the OES Internet website at [www.oes.ca.gov](http://www.oes.ca.gov) by selecting "*Recipient Handbook*." 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 grant funds or termination of the grant award.

The information below may be cross referenced with the *Recipient Handbook* by referencing the handbook section (RH) number.

**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 RFP 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, OES will review these records for accuracy and compare them with the reported data submitted on the progress reports.

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

Community-based organizations shall submit a monthly Report of Expenditures and Request for Funds (OES 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 OES 201 will result in the withholding of funds and may result in the recommendation to OES' Executive Director for termination of the grant award.

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

Funded projects are assigned an OES 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 project 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 onsite assessment by OES 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. Bonding Requirements (RH 2160)**

Private community-based organizations and American Indian organizations are required to obtain and send to OES a notarized copy of a blanket fidelity bond or equivalent insurance contract applicable to officials and employees of OES-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, Governor's Office of Emergency Services" 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.

**8. Audit Requirements (RH 8100)**

Recipients must arrange for an independent audit of the grant award and may budget a portion of the audit costs. Instructions for budgeting funds for audit costs are outlined in the *RH* Section 2234.

**9. Copyrights, Rights in Data, and Patents (RH 5300)**

OES 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*.

**10. 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 OES detailing specific grant-related activities to achieve project objectives.

## C. **BUDGET POLICY**

This document summarizes information on OES Budget Policy contained in the *Recipient Handbook*. Additional information may be obtained by accessing the *Recipient Handbook* at [www.oes.ca.gov](http://www.oes.ca.gov) by selecting “*Recipient Handbooks*.”

### 1. **Supplanting Prohibited (RH 1313)**

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 OES 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 1313 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 RFP instructions. Project income cannot be used as matching funds, unless otherwise specified in the RFP instructions.

### 3. **Contracts and Procurements (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 OES 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. 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 statement stating the selection of the individual organization was made competitively or a noncompetitive bid request will be required. OES will provide assistance in submitting a noncompetitive bid request if the proposal is selected for funding and if OES 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 Policies (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*.

## 5. Travel Policies (*RH 2236*)

The following is OES' current travel policy:

### a. Selection of Travel Policy (*RH 2236*)

The recipient 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 (CBO)

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

### b. State Travel 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 OES approval.

#### 2) Mileage

When a privately owned vehicle is utilized on project-related business, a maximum of 48.5 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 proposal.

#### 3) 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.

4) Lodging

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

5) Special Lodging Rates

The maximum allowed lodging rate in Los Angeles and San Diego Counties is \$110, plus applicable taxes. The maximum for Alameda, San Francisco, San Mateo, and Santa Clara Counties is \$140, plus applicable taxes.

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. Consultant Services (RH 3710)**

Consultant services are provided on a contractual basis by individuals or organizations not directly employed by the recipient. 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 ;
- 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**

The maximum rate for independent contractors is \$250 per hour (excluding travel and subsistence costs). A request for compensation for over \$250 per hour requires **prior approval** 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 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 OES A303b).

**8. Facility Rental (RH 2232)**

Up to \$21 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 proposal.

**a. 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 other source.

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

An explanation and cost analysis is required when equipment rented or leased. This analysis must demonstrate it is more cost-effective to rent or lease the equipment than it is to purchase it, and must be approved by OES 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 recipient for indirect costs if allowable by the funding source.

**11. Audits (RH 8150)**

OES projects expending \$25,000 or more of OES grant awards are required to complete and audit. The project may budget for the cost of obtaining a financial audit. Allowable audit costs are as follows:

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

**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 OES is required.

**b. Computers (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. OES will evaluate the proposed purchase on the basis of grant-related need. Prior approval by OES 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. OES will evaluate the proposed purchase on the basis of grant-related need. OES 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 recipient'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.

**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 automobiles 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 OES's program staff during a site visit, monitoring visit, and/or audit.

**13. Prohibited Expense Items (RH 2240)**

**a. Lobbying (RH 2242)**

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

**b. Fundraising (RH 2243)**

OES 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.

**c. 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 RFP instructions.

**d. Interest (RH 2245)**

The cost of interest payments is not an allowable expenditure unless the cost is a result of a lease/purchase agreement.

**e. 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.

**f. 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 RFP instructions.

**g. Membership Dues (RH 2248)**

The cost of membership dues for projects involved in 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 RFP instructions.

**h. Professional License (RH 2248)**

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

**i. 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 RFP instructions.

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

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

**k. Depreciation (RH 2249)**

Equipment costs may not include additional costs calculated for depreciation.

## D. GLOSSARY OF TERMS

Term	Definition
Activity	The specific steps or action a project takes to achieve a measurable objective.
Application	Once selected for funding, the original proposal and additional forms as required by OES becomes the application. This application, once signed by the OES director or designee and the local government agency or organization authorized to accept grant funding, becomes the Grant Award/Grant Award Agreement.
Community-Based Organization (CBO)	A documented, tax exempt, nonprofit, public benefit corporation serving the community. This term is used synonymously with nonprofit organization.
Equal Employment Opportunity Plan (EEO)	A comprehensive plan analyzing the agency's workforce and all agency employment practices to determine their impact on the basis of ethnicity and gender.
EEO Guidelines	Extensive description of state and federal civil rights requirements and what constitutes an EEO (samples, forms, etc.). The document was prepared to assist recipients in ensuring nondiscrimination and in the development, implementation, and/or improvement of their EEO for compliance with the law.
Grant Award/Grant Award Agreement	The signed agreement between OES and the local government agency or organization authorized to accept grant funding.
Grant Award Forms	The forms needed to prepare an application or proposal. They may be accessed on the OES website under " <i>Law Enforcement and Victim Services Division</i> " ( <a href="#">FORMS</a> )
Grant Funding Cycle	The number of years a program <b>may</b> be funded without soliciting a new competitive Request for Proposal. A funding cycle is typically three years.
Grant Funding Period	The period of time, determined by the Request for Proposal (RFP) 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 (OES A301).
Implementing Agency	The agency or organization designated on the Grant Award Face Sheet responsible for the day-to-day operation of the project (e.g., probation department, district attorney, sheriff).
Noncompetitive Bid Contract	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	A documented, tax exempt, nonprofit, public benefit corporation serving the community. The term is used synonymously with CBO.
Objectives	A set of quantifiable projections to be carried out in order to accomplish the program goals.

<b>Term</b>	<b>Definition</b>
Operational Agreement (OA)	A formal agreement between two agencies which specifies the responsibilities of each agency in implementing the project, including the transfer of grant funds when appropriate. This includes MOUs, Letters of Intent, etc.
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.
Program	A specific set of goals and objectives established pursuant to legislative, congressional, or administrative action identifying an unmet need of law enforcement or victim services and supported by an appropriation from state or federal funding sources.
Program Guidelines	The instructions concerning the programmatic and administrative requirements unique to a particular OES grant-funded program.
Project	The implementation of a program's goals and objectives by a funded state or local government agency or CBO.
Proposal	The packet of information and forms required by the RFP and submitted to OES which specifies the priorities, strategies and objectives of the applicant.
Recipient	The agency or organization designated on the Grant Award Face Sheet which receives the grant funds and who will be responsible for accomplishing the planned objectives and program goals (e.g., County of Alameda, City of Fresno, State Department of Justice, Fairfield Youth Services Bureau).
Recipient Handbook	This handbook outlines the administrative and fiscal terms and conditions required of grant projects. Funded projects must administer their grants in accordance with these conditions. The <i>Recipient Handbook</i> is accessible on the OES website at <a href="http://www.oes.ca.gov">www.oes.ca.gov</a> by selecting "Recipient Handbook."
Request for Application (RFA)	The RFA is a packet of instructions and forms issued by OES to obtain applications from applicants through a noncompetitive process.
Request for Proposal (RFP)	The RFP is a packet of instructions and forms issued by OES to solicit competitive proposals in order to select projects for funding.
Supplanting	Supplanting is the deliberate reduction of federal, state, or local funds due to the existence of OES 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, OES 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.