

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

**CHILD ABUSE VICTIMS WITH DISABILITIES:  
FIRST RESPONDER TRAINING PROGRAM  
COMPETITIVE REQUEST FOR PROPOSAL**

**PART II – INSTRUCTIONS**

The instructions in this section correspond to each of the proposal components, as well as to the forms provided in Part IV.

The applicant must use the forms provided or computer-generated forms, and plain 8½"x 11" white paper for the project narrative sections. The included Project and Budget Narratives sections have been pre-formatted to OES standards. If you create your own computer-generated forms, these must duplicate the OES forms and must not allow the applicant more space than provided on the OES forms. The applicant must ensure information requested by the RFP instructions is included in the appropriate section of the proposal to receive credit. If a space limitation is specified for a component, strict adherence to the space limitation is required to avoid a reduction in the proposal's score.

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

**Failure to comply with these spacing/formatting requirements is one of the factors which will negatively impact the applicant's comprehensive assessment score.**

**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 applicant to implement the proposed plan.

**1. Problem Statement**

Provide a brief statement of the problem and need for first responder training on child abuse victims with disabilities. Include a description of the current system's response to the problem, how providing this training will address the problem, and the target population in need of the training.

**2. Plan and Implementation**

**Plan:** Describe how each of the program objectives will be addressed, including a specific plan for accomplishing each of the objectives and program activities. Include a statement for each objective describing the documentation procedures and/or source documents to be used to demonstrate how objective has been achieved.

The following is a description of each of the CAVD Program objectives for **Year 1**, which must be included in the proposal:

### **Objective 1: Identify Which Existing Training Curriculum Will Be Used**

Describe why the selected curriculum was chosen and how it is intended to be used. If the curriculum selected was not the OES funded curriculum, provide an outline of the training curriculum to be used and a brief description of how it was developed, how it has been used, and why it has been chosen as the curriculum to be used.

### **Objective 2: Identify Trainers to be Used**

Describe how a team or pool of trainers will be identified and selected, including from which disciplines they will be selected, as well as the required experience or expertise they must possess to effectively disseminate the training.

### **Objective 3: Target Population**

Describe the target population for the training and how it will be informed of the availability of the training and encouraged to attend. Include how the trainings will be advertised, publicized, and marketed.

### **Objective 4: Number of Trainings to be Provided**

Describe the anticipated number of trainings to be provided annually with funds available through this RFP. Include information as to how training locations will be determined and how costs will be minimized to maximize the number of trainings able to be offered.

### **Objective 5: Evaluation of Trainings**

Describe how the trainings will be evaluated. Include information for evaluating the individual trainings and trainers, as well as the efficacy of the training on improving the first responders' ability to identify child abuse victims with disabilities providing an appropriate response and necessary services to reduce their trauma, prevent revictimization, and successfully investigate and prosecute the abuse case.

**Implementation:** Provide a brief description of the applicant agency's ability to implement the CAVD Program. Include the following:

- Information about the applicant agency, including size, composition, primary mission, range and focus of services, and the role of this project within the agency.
- The duties, responsibilities, time commitments, and qualifications of staff assigned to the project.
- The training capabilities of the applicant agency with particular focus on the history and experience in providing training on issues related to child abuse to professionals within the child abuse field.

## **B. PROJECT BUDGET**

The purpose of the project budget is to demonstrate how the applicant will implement the proposed plan with the funds available through this program. The budget is the basis for management, fiscal review, and audit. 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, applicant should not include in the project budget matching funds (if applicable) in excess of the required match. The budget is subject to OES modifications and approval.

OES requires the applicant to develop a **line-item** budget which will enable the project to meet the intent and requirements of the program, ensure the successful implementation of the project, and be cost-effective. The applicant should prepare a realistic and prudent budget avoiding unnecessary or unusual expenditures detracting 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 all 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 items in the budget does not exclude responsibility to comply with those requirements during the implementation of the project. The applicant should refer to the *Recipient Handbook* at [www.oes.ca.gov](http://www.oes.ca.gov) by selecting: "Plans and Publications, *Recipient Handbook*" for additional information concerning OES' budget policy or to determine if specific proposed expenses are allowable. Please contact the person listed on page 1, subsection B of this RFP should you have additional budget questions.

## 1. **Budget Narrative**

The applicant is required to submit a narrative with the project budget. The narrative must be typed and placed in the proposal 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.
- 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 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 Forms Section (Part IV) with spreadsheets for each of the following three budget categories:

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

Each budget category requires line-item detail including the method of calculation and justification for the expense. Enter the amount of each line-item in the right hand column of the Budget Category form. Charges must be clearly documented **and rounded off to the nearest whole dollar**. Enter the total amount of the budget category at the bottom of the form. If additional pages are needed, total only the last page of each budget category. 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.

**OR**

For each budget category on the Spreadsheet, the left column requires line-item detail including the method of calculation and justification for the expense. Enter the amount of each line-item and match 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 lines 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.

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

1) Salaries

Personal services include all services performed by project staff who are directly employed by the applicant and must be identified by position and percentage of salaries. The percentages 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 applicant's personnel have accrued sick leave or vacation time prior to the approval of grant funding, they may not take that time off using project funds. **Proposed salaries for staff not directly employed by the applicant must be shown as consultant costs under the Operational Expenses category.**

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 (OES A303b)**

Operating expenses are defined as necessary expenditures exclusive of 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 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 costs under the Operating Expenses category. These costs must be supported by a Memorandum of Understanding (MOU), contract, or Operational Agreement (OA), which must be kept on file by the applicant and made available for review during an OES site visit, monitoring visit, or audit. In the case of grants being passed through an applicant to be operated by another agency, the staff from the second agency will be shown in the Operating Expenses category.

Budget for all anticipated training related to the project. The applicant must budget for a minimum of one OES-sponsored training session during the grant year. A minimum of two

project staff from each participating agency must attend each training conference. The applicant must include sufficient per diem and travel allocations for persons to attend required OES training conferences or workshops. The applicant must budget a minimum of \$200 for registration fees for each project staff. If several project staff will be attending the same event, budget for the total number of people.

**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 \$5,000 or more per unit (including tax, installation, and freight).

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

**C. PROPOSAL APPENDIX**

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

- Organizational Chart: The Organizational Chart should provide a clear and detailed depiction of the structure of the applicant's 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 depict the lines of authority within the organization. Job titles on the Organizational Chart should match those in the Budget and Budget Narrative.
- Operational Agreements: OAs must be dated and contain original signatures, titles, and agency names for both parties. This document must demonstrate a formal system of networking and coordination with the applicant and other agencies. Those submitted with the proposal must be effective for the proposed grant year. For the purpose of this RFP, the terms OA and MOU are synonymous. A sample OA is provided in the Forms Section (Part IV) of this RFP.
- Additional Signature Authorization (if applicable)
- Project Summary
- Noncompetitive Bid Request
- Out-of-State Travel Request, OES 700, Appendix S (if applicable)
- Emergency Fund Procedures
- Sample of Disbursement of Confidential Funds
- Other Funding Sources
- Prior, Current, and Proposed OES Funding
  - Project Service Area Information
  - Computer and Automated Systems Purchase Justification Guidelines
  - Map of California

**D. PREFERENCE POINTS CERTIFICATION**

*California Government Code Section 7082* requires OES to give preference to applicants from areas in the state designated as Enterprise Zones. These are areas which have been identified to receive state contract preference points due to high unemployment, lower incomes, and population density. The goal of the Enterprise Zone Program is to stimulate growth in economically distressed areas. Five percent (5%) of the proposal's total score will be added to the proposal for the applicant specifically targeting a designated Enterprise Zone for services. Two percent (2%) of the applicant's total score will be added to the proposal for applicant whose service area includes an Enterprise Zone, but does not specifically target the area for services.

Information concerning the Enterprise Zone Program is available on-line from the Commerce & Economic Development Program, Community and Investment Incentives Section of the Business and Community Resources web page at <http://www.commerce.ca.gov>. If the applicant is eligible for preference points, certification of eligibility by the appropriate agency must be provided. Self-certification is not allowed. A certification form is provided in Forms Section (Part IV) of this RFP.