



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

3650 SCHRIEVER AVENUE
MATHER, CALIFORNIA 95655
(916) 327-3672
FAX: (916) 324-8554



March 3, 2008

TO: DOMESTIC VIOLENCE ASSISTANCE PROGRAM
PROJECT EXECUTIVE DIRECTORS
FISCAL OFFICERS
PROGRAM MANAGERS

RE: FISCAL YEAR 2008/09 REQUEST FOR APPLICATION

The Governor's Office of Emergency Services (OES), Law Enforcement and Victim Services (LEVS) Division is pleased to announce the release of the Domestic Violence Assistance Program (DVAP), Request for Application (RFA) for Fiscal Year (FY) 2008/09. It is anticipated that approximately \$16 million dollars of federal and state funding will be made available for the period beginning July 1, 2008 and ending June 30, 2009. Each project's budget must cover this 12-month grant period.

Enclosed in this package, please find the instructions for submitting your agency's application and forms, and the projected budget allocation amounts for FY 2008/09. **PLEASE NOTE:** FY 2008/09 program funding may be significantly reduced from current funding levels. This is a result of many factors - the proposed federal budget reductions and a ten percent (10%) state budget reduction in local assistance funds for all state agencies including OES. **OES staff has modified the attached funding chart to account for local assistance reductions only.** OES is requesting that all grantees utilize the modified funding chart to prepare the applications for the 2008/09 grant period.

OES has and will continue to make every effort to reduce the potential impact any federal reductions have upon victim services. However, execution of this grant award is contingent upon OES approval of all required grant documents, passage of the State Budget Act, availability of Federal funds, and past project performance. If the federal award to the State is less than anticipated, projects may see a reduction in funding and new budget pages will need to be submitted at a later date. Should funds be identified to offset these decreases, grants will be augmented proportionately.

Please note that the accurate, timely, and complete submission of the information requested in this RFA will expedite the timely processing of your application. Below are some of the more common areas that have the tendency to delay or prevent expeditious processing of grant applications due to errors.

- Original signatures by designated individuals in the correct section of the form;
- Line-item detail is required for each budget item, along with the justification for how the item ties to the objectives and activities of the DVAP grant;

- Mathematical calculations/formula's should accurately reflect the line-item expenses;
- Benefit calculations/formula's should reflect each benefit that is provided, i.e., Fica, state tax, medical, unemployment, etc., salary/wages line-item expenses;
- VAWA funds may not be used to purchase vehicles;
- Project contact information needs to be filled out completely including phone numbers and email addresses; and
- The same person may not be authorized to sign for the Financial Officer and the Project Director.

Changes in the DVAP RFA:

- **Interactive hyperlink access:** As with the previous RFA, this document is designed to be interactive electronically with fillable forms. However, users will need to use Adobe Acrobat or Adobe Reader 8. The forms have been updated so that you may fill and save the pdf forms using the free Acrobat Reader 8. You will find a link to Adobe included at the bottom of each of the forms pages.
- **Annual Project Directors' Meeting:** The Victim Services Branch (VSB), Domestic Violence (DV) Section anticipates having the annual Project Directors' Meeting in the spring of FY 08/09. You will need to include funding for this meeting in the Training/Conferences portion of the Operations Section of the grant budget.
- **Domestic Violence 40-hour Training:** Senate Bill (SB) 407 now requires the domestic violence victim-counselor privilege and other laws that protect the confidentiality of victim records and information be covered during the 40-hour Domestic Violence Training. This is now a **required** topic for the training.
- **Travel:** Effective January 1, 2008 the new reimbursable mileage rate is 50.5 cents per mile.

For continued DVAP project funding, please complete and return your agency's application to OES by close of business on **April 7, 2008**.

Governor's Office of Emergency Services
Law Enforcement and Victim Services Division
3650 Schriver Avenue
Mather, California 95655
Attention: DVAP RFA – Domestic Violence Section

If you have questions or problems, please contact your DV Program Specialist or call the DV Section general number at (916) 327-3672.

Sincerely,

ORIGINAL SIGNATURE ON FILE AT OES

Lisa Lacy, MSW, Chief
Domestic Violence Section

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

**DOMESTIC VIOLENCE ASSISTANCE 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	2
F. Program Information	4
G. Preparing an Application	5

II. INSTRUCTIONS

A. PROJECT NARRATIVE	6
1. Problem Statement	6
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	11
1. Standard Project Funding Authority	11
2. Processing Grant Awards	11

B.	ADMINISTRATIVE REQUIREMENTS	12
1.	The <i>Recipient Handbook</i>	12
2.	Internet Access	12
3.	Progress Reports and Data Collection	12
4.	Monthly/Quarterly Report of Expenditures and Request for Funds (OES 201)	12
5.	Technical Assistance/Site Visits	13
6.	Monitoring Requirements	13
7.	Bonding Requirements	13
8.	Audit Requirements	13
9.	Copyrights, Rights in Data and Patents	13
10.	Source Documentation	14
C.	BUDGET POLICY	14
1.	Supplanting Prohibited	14
2.	Project Income	14
3.	Contracts and Procurement	14
4.	Match Policies	15
5.	Travel Policies	15
6.	Participating Staff	16
7.	Consultant Services	16
8.	Facility Rental	17
9.	Rented or Leased Equipment	18
10.	Indirect Costs/Administrative Overhead	18
11.	Audits	18
12.	Equipment	18
13.	Prohibited Expense Items	19
D.	GLOSSARY OF TERMS	21

IV. **ATTACHMENTS**

Attachment A – Funding Chart

Attachment B – Penal Code

Attachment C – 40-Hour Training

Attachment D Part I - Goals and Objectives Instructions

Attachment D Part II - Goals and Objectives (Form)

Attachment E – Training Summary /Trainer Syllabus (Form)

- V. **FORMS** –Click on one of the form links below to access the form. Save the form to your hard drive before you attempt to fill it out. To access the complete list of forms on our website click on (**FORMS**), **or** go to www.oes.ca.gov and select “Forms”, **or** paste the following link into your browser: **www.oes.ca.gov/Operational/OESHome.nsf/CJPDHome?OpenForm**

[APPLICATION CHECKLIST AND REQUIRED SEQUENCE](#)

[APPLICATION COVER SHEET](#)

[GRANT AWARD FACE SHEET AND INSTRUCTIONS](#)

[PROJECT CONTACT INSTRUCTIONS AND INFORMATION](#)

[CERTIFICATION OF ASSURANCE OF COMPLIANCE – VAWA, VOCA, & FVPSA](#)

[SIGNATURE AUTHORIZATION AND INSTRUCTIONS](#)

[PROJECT NARRATIVE](#)

[APPLICATION BUDGET – BUDGET NARRATIVE](#)

[DVAP BUDGET FORMS \(Excel spreadsheet format\) – a. With Match](#)

Personal Services – Salaries/Employee Benefits

Operating Expenses

Equipment

[NONCOMPETITIVE BID REQUEST CHECKLIST](#)

[OUT OF STATE TRAVEL REQUEST](#)

[EMERGENCY FUND PROCEDURES](#)

[PROJECT SERVICE AREA INFORMATION](#)

[COMPUTER AND AUTOMATED SYSTEMS PURCHASE JUSTIFICATION GUIDELINES](#)

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

**DOMESTIC VIOLENCE ASSISTANCE PROGRAM (DVAP)
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 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 by selecting "Recipient Handbooks."

B. CONTACT INFORMATION

Questions concerning this RFA, the application process, or programmatic issues should be submitted to the below contact person by telephone, fax, or e-mail.

Sandy Rumrill
Criminal Justice Specialist
(916) 324-9104 (phone)
(916) 324-8554 (fax)

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 by the date and time indicated below. Submission options are:

1. Regular and Overnight mail, **postmarked by April 7, 2008**, to:

Governor's Office of Emergency Services
Law Enforcement and Victim Services Division
3650 Schriever Avenue
Mather, CA 95655
Attn: DVAP RFA – Domestic Violence Section

2. Hand delivered by **5:00 p.m. on April 7, 2008** to:

Governor's Office of Emergency Services
Law Enforcement and Victim Services Division
3650 Schriever Avenue
Mather, CA 95655
Attn: DVAP RFA – Domestic Violence Section

D. ELIGIBILITY

The projects identified in Attachment A of this RFA are eligible to apply for this continuation funding. Continuation funding is contingent upon the availability of funds and satisfactory performance.

E. FUNDS

Projects must budget funds for a 12-month period. The grant period will begin on July 1, 2008 and end on June 30, 2009. The amount of funding for which applicants may apply is listed on the FY 2008/09 Funding Chart (Attachment A), which shows the type of funds assigned to each project.

Source of Funds

Grant funds available through this RFA emanate from the Statewide Domestic Violence Assistance Program (SDVAP); the federal Victims of Crime Act (VOCA); the federal Health and Human Services Family Violence Prevention and Services Act (FVPSA), and the Violence Against Women Act (VAWA).

a. State General Funds – SDVAP

A cash and/or in-kind match are required to equal ten (10) percent of the funds requested. Reimbursement is allowed for direct service and administrative costs.

b. Federal Funds – VOCA

The VOCA grant program is authorized by the Victims of Crime Act of 1984, as amended, 42 U.S.C. 10601, et seq. 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. VOCA funds are restricted to the provision of direct services for crime victims.

- **A cash and/or in-kind match are required to equal twenty (20) percent of the total project cost.** Projects receiving VOCA funds must maintain records that clearly show the source, the amount, and period during which the match was expended.
- VOCA regulations prohibit the use of these funds for indirect costs. When a project is funded with a combination of VOCA, SDVAP and/or FVPSA funds, indirect costs must be computed using the rate specified in the General Instructions, but must be paid with the other fund source(s).
- Reimbursement is allowed only for direct service.
- VOCA guidelines allow these funds to be used for community and school presentations when a primary purpose of the presentation is to identify crime victims and provide, or refer the victims to, needed services. Costs related to conducting the presentations (e.g., materials, brochures and newspaper notices) can be supported with VOCA funds.
- Volunteers must be used unless there is a compelling reason to waive this requirement.

c. Health and Human Services (HHS) Family Violence Prevention and Services Act (FVPSA)

Legislative Authority:

Title III of the Child Abuse Amendments of 1984 (Public Law (Pub. L.) 98-457, 42 U.S.C. 10401 et seq.) is entitled the "Family Violence Prevention and Services Act" (FVPSA). FVPSA was first implemented in FY 1986. The statute was subsequently amended by Public Law 100-294, the "Child Abuse Prevention, Adoptions, and Family Services Act of 1988;" further amended in 1992 by Public Law 102-295; and then amended in 1994 by Public Law 103-322, the "Violent Crime Control and Law Enforcement Act." FVPSA was amended again in 1996 by Public Law 104-235, the "Child Abuse Prevention and Treatment Act (CAPTA) of 1996"; in 2000 by Public Law 106-386, the "Victims of Trafficking and Violence Protection Act," and amended further by Public Law 108-36, the "Keeping Children and Families Safe Act of 2003." FVPSA was most recently amended by Public Law 109-162, the "Violence Against Women and Department of Justice Reauthorization Act of 2005." FVPSA may be found at 42 U.S.C. 10401 et seq.

The purpose of this legislation is to assist 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.

There is a twenty percent (20%) cash or in-kind match required of FVPSA funds using the total project cost calculation.

d. Violence Against Women Act (VAWA)

Legislative Authority:

Violence Against Women Act (VAWA) of 1994 is included in Title IV of the Violent Crime Control and Law Enforcement Act of 1994. In 2000, VAWA was reauthorized for an additional five years through Public Law 106-386. In 2005, VAWA was authorized by the Violence Against Women Reauthorization Act for fiscal years 2007-2011.

The VAWA Services*Training*Officers*Prosecutors (STOP) program assists States, Indian Tribal Governments and units of Local Government to develop and strengthen effective criminal justice strategies to combat violence against women and to develop and strengthen victims services in cases involving violent crimes against women such as sexual assault, stalking, domestic violence, and dating violence. This grant program is to assist state and local governments in developing and strengthening effective law enforcement strategies to combat violent crimes against women.

Original publications (written, visual, or sound) produced in whole or in part with S*T*O*P funds must contain the following statement:

This project was supported by Grant No. _____ awarded by the Office on Violence Against Women, U.S. Department of Justice, and through Grant Award Number _____ from the California Governor's Office of Emergency Services (OES). Points of view, opinions, findings, and conclusions in this publication are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice or of OES. OES reserves a royalty-free non-exclusive, and irrevocable license to reproduce, publish, and use these materials and to authorize others to do so.

The **2008 Recipient Handbook, Section 5120**, advises projects to notify OES 60-calendar days in advance of intended publication. For this particular grant program, all such original publications must be submitted to OES for review and approval. OES is required to submit one copy of all reports and proposed publications resulting from this grant award to the Offices of Violence Against Women twenty (20) days prior to public release.

In 2003, the Office on Violence Against Women announced a new interpretation of the VAWA STOP match requirements. In the past, non-profit, victim services organizations were exempt from the 25% match requirement. Under the new interpretation, these organizations are no longer exempt from the match requirement. **There is a twenty-five percent (25%) match requirement of the total project cost associated with the allocation of VAWA funds.** As the state recipient and administrator of VAWA STOP funds, the Office of Emergency Services (OES) has been meeting the match requirement on behalf of the victim services organizations. OES intends to continue meeting the match requirement for victim services organizations to the extent possible. Should this no longer be possible, applicable victim services projects will be notified and budgets will need to be modified to incorporate the 25% cash or in-kind match requirement.

F. PROGRAM INFORMATION

The Statewide Domestic Violence Assistance Program is designed to:

- Provide local assistance to existing service providers to maintain and/or expand services for victims of DV and their children, based on need as demonstrated by prior service statistics, local crime statistics, current population and population projections, economic factors, geographic and cultural factors; and
- Provide local assistance for the development and establishment of DV services to currently un-served and underserved populations, including, but not limited to, rural areas, non-English speaking groups, minorities, or geographical areas without services.

Program objectives are delineated in Attachment D.

All recipients are advised that written policies pertaining to the provision of all DVAP services, e.g., shelter intake, be **inclusive of all victims 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; **referrals**; etc., to the best of their abilities, to all victims of domestic violence, served under the DVAP.

G. PREPARING AN APPLICATION

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

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

- Application Cover Sheet;
- Grant Award Face Sheet (OES A301);
- Project Contact Information;
- Certification of Assurance of Compliance – VAWA/FPSA/VOCA
- Signature Authorization and Instructions;
- Project Narrative; optional
- Budget Narrative and the Project Budget (OES A303a-c);
- Goals and Objectives – Attachment D
- Training Summary – Attachment E
- Trainer Syllabus – Attachment E
- Project Service Information

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

**DOMESTIC VIOLENCE ASSISTANCE PROGRAM
REQUEST FOR APPLICATION**

PART II – INSTRUCTIONS

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 “Forms” ([FORMS](#)) and plain 8½” x 11” white paper for the application. The blank Project and Budget Narrative pages on the website have been pre-formatted to OES standards. 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 problem through appropriate and achievable objectives and activities, and the ability of the applicant to implement the plan.

1. Problem Statement

A statement is not required for this application.

2. Plan and Implementation

a) Plan:

At the discretion of the applicant you may describe in more detail your overall plan for service delivery.

b) Implementation:

i. Organization Chart

The Application Appendix must contain a **current** organizational chart. It must show the relationships between the governing body, the organization, the project, the project staff and the project volunteers. Position titles listed on the organizational chart must match with those listed on the actual budget pages of this RFA.

ii. Operational Agreements

Submit the Operational Agreement Summary Form (Part III - Application Forms) and include it in the Application Appendix. List those agencies, organizations and individuals in the applicant's service area with whom the project has Operational Agreements for FY 2008/09 and the length of those agreements. **Original** Operational Agreements with agencies in the following disciplines must be on file at the project by July 1, 2008 and be available for review upon a Site or Monitoring visit.

- Local law enforcement agencies
- Prosecutor's Offices
- Victim/Witness Assistance Programs
- Other DV Centers in any overlapping service areas
- Children's Protective Services
- Hospital(s)/medical treatment facilities

Operational Agreements demonstrate a formal system of networking and coordination between other agencies and the project. Operational Agreements must: (1) describe plans for coordination of services; (2) identify who provides which services; (3) specify what those services are; (4) describe the methods to assure quality of services; (5) describe the plan for cross training and cross referring; (6) be effective for a minimum of one year (i.e., the current grant period July 1, 2008 - June 30, 2009); and (7) be signed and dated by both parties.

If the applicant is dependent on other community resources in order to meet mandated objectives #2 (Counseling), #5 (Food and Clothing), #9 (Children's Counseling), and/or #11 (Legal Assistance w/TROs, etc.), then Operational Agreements are needed to document the working relationship between agencies. A Sample Operational Agreement is included in Part III - Application Forms.

iii. Legislatively Mandated Domestic Violence Staff/Volunteer Training

Applicants must include a copy of the 40 Hour Training Summary and Trainer Syllabus (Attachment E) in the Application Appendix. In addition, the applicant must include a copy of their most recent 40-hour domestic violence training agenda.

The 40-hour trainer syllabus must indicate the topics to be covered, the number of hours devoted to each topic, the identification of the staff person who is responsible for the coordination of the training, and the background and experience of the trainers. Applicants should review the copy of the Evidence Code provisions (Attachment B) for the requirements of the 40-hour training for DV counselors, as well as the Domestic Violence Training Outline and Domestic Violence Curriculum and Resource Guide (Attachment C).

- Effective July 1, 2006, projects are required to incorporate the required areas and topics contained in the Training Outline (Attachment C) into their 40-Hour DV training plans.

The California Partnership to End Domestic Violence, along with your OES Program Specialists are resources on which you can rely for assistance in implementing the required training areas and training topics.

iv. Written protocol for response to law enforcement and emergency medical personnel.

Objectives 6 and 7 require agencies to provide 24 hour emergency response to law enforcement and medical personnel. The written protocol for how this will be accomplished must be on file and available for review upon request.

c) Objectives and Activities

As previously stated above, each applicant is required to complete the Service Goal information for each objective in the right column of Attachment D.

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. Project costs must be directly related to the objectives and activities of the project. The budget must cover the entire grant period. **The budget must reflect your proposed expenditures and the exact formula calculations used to arrive at those numbers.** In the budget, include **only** those items covered by grant funds, including match funds when applicable. The applicant may supplement grant funds with funds from other sources. However, since approved line items are subject to audit, the applicant 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 applicant to develop a **line item** budget which will enable the project to meet the intent and requirements of the program, ensure the successful and cost effective implementation of the project. Failure of the applicant to include required items in the budget does not eliminate 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. Select “*Recipient Handbooks*” 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 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 application in front of the budget pages. In the narrative describe:

- How the applicant’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 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 “Forms” ([FORMS](#)) with spreadsheets 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 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 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.

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

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. These 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 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) the Operational 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 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 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 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 per unit (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 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.

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 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 applicant to support components of the application. The following must be included:

- Operational Agreement Summary: *OA Summary must contain the agency, organization or individual, date signed, and includes the effective dates of the OA for the proposed grant period.* This document must demonstrate a formal system of networking and coordination with other agencies and the applicant. A sample OA is provided in “Forms” ([FORMS](#)).
- Project Summary
- Noncompetitive Bid Request if applicable
- Out of State Travel Request, OES 700 if applicable
- Emergency Fund Procedures if applicable
- Project Service Area Information
- Goals and Objectives – Attachment D
- Trainer Syllabus – Attachment E
- Training Summary – Attachment E
- Computer and Automated Systems Purchase Justification Guidelines if applicable

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

**DOMESTIC VIOLENCE ASSISTANCE PROGRAM
REQUEST FOR APPLICATION**

PART III – ADDITIONAL INFORMATION

The applicant is strongly encouraged to review the following sections in preparing the application.

- 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 one or more grant award conditions to the Grant Award Agreement prior to or after funding. If conditions are added, they will be discussed with the applicant 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 Agreements

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 and the State Budget is finalized, 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 applicant. In addition, OES reserves the right to negotiate budgetary changes with the applicant prior to executing the Grant Award Agreement. If either of these actions is required, OES will notify the applicant prior to executing the Grant Award Agreement.

B. ADMINISTRATIVE REQUIREMENTS

The Recipient Handbook (RH)

The *Recipient Handbook* is accessible on the OES Internet website at www.oes.ca.gov by selecting “*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.

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

1. 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 terms of the program.

2. 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.

3. Monthly/Quarterly Report of Expenditures and Request for Funds (OES 201) (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.

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

Funding 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.

5. **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.

6. **Bonding Requirements (RH 2160)**

Private community-based organizations (CBO) 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 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.

7. **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.

8. **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*.

9. **Source Documentation (RH 10111)**

Recipients are 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 as 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 terms of the program. 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 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. A written certification must be provided to OES indicating the grant funds will not be used to supplant existing funds. 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 project (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. **Contracts and 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 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, which requires prior OES 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 noncompetitive bid request will be required. OES will provide assistance in submitting a noncompetitive bid request 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 specified in the budget will become part of the grant award. (Specific instructions for calculating the match are provided in Sections 6550 – 6550.2 of the *Recipient Handbook*.)

5. Travel Policies

The following is OES' current travel policy:

a. Selection of Travel Policy (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 (CBO)

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 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 50.5 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 application.

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 4:00 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

Total is \$40.00 for a 24-hour period.

4) Lodging

The maximum allowed lodging rate 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

The term “participating staff” refers to salaried employees of a participating agency assigned to work with the recipient on the implementation of 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 budgets.

7. Consultant Services (RH 3710)

Consultant services are provided on a contractual basis by individuals or organizations not direct employees of the applicant (see *Personal Services – Salaries*). 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

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 can not provide services without this 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 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). Include 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);
- justification for why this cost cannot be paid with county 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 application.

a. Rental Space for Training and Counseling Rooms

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 applicant 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 project 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 project may budget up to one and a half percent (1.5%) of the total grant 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 each different type 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 may be budgeted if it is essential to the implementation of the project and to be used solely for project activities. Grant funds may not be used to reimburse the project 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. Prior approval by OES is required.

b. Computers (RH 2340)

1) Community-Based Organization (RH 2242.1)

Community-based organization may budget up to \$25,000 in computer equipment, software, and related costs. OES will evaluate the proposed purchase on the basis of grant-related need. Prior approval by OES is required. The Recipient will be sent instructions for preparing the justification.

2) Units of Government (RH 2342.2)

Units of government may budget for computer equipment, software, and related costs. 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. The Recipient will be sent instructions for preparing the justification.

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. The Recipient 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 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 authorized in the RFA 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 are not an allowable expenditures unless they are part of a governmental negotiated benefit package or are specifically authorized in the RFA instructions.

g. 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.

h. Professional License (RH 2248)

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

i. Annual Professional Dues or Fees (RH 2248)

The cost of professional dues or fees are not allowable expenditures unless it is part of a governmental negotiated benefit package or are specifically authorized in the RFA 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.

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 (EEOP)	A comprehensive plan analyzing the agency's workforce and all agency employment practices to determine their impact on the basis of ethnicity and gender.
EEOP Guidelines	Extensive description of state and federal civil rights requirements and what constitutes an EEOP (samples, forms, etc.). The document was prepared to assist recipients in ensuring nondiscrimination and in the development, implementation, and/or improvement of their EEOP 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 "Forms" (FORMS).
Grant Funding Cycle	The number of years a program may 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.

Term	Definition
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 www.oes.ca.gov by selecting "Recipient Handbooks."
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.

Domestic Violence Assistance Program (DVAP) Funding Chart

For Fiscal year 2008/09

				"B"			"D"		"E"		"F"		"H"	"J"		"K"
DVAP Project Name				"A"	Total	"C"	Total	Total	Total	Total	"G"	"H"	Total	Match	Total	Total Cost
				FVPSA	FVPSA	VOCA	VOCA	State	State	VAWA	VAWA	(A+C+E+G)	(B+D+F)	(I+J)		
				Match	Match	Match	Match	Match	Match	Match	Match	Match	Match	Match	Match	Match
1	DV	08	23	1182	1736 Family Crisis Center	64,237	16,060	98,520	24,630	28,906	2,891	5,195	1,732	196,858	43,581	240,439
2	DV	08	19	1210	A Safe Place	55,073	13,769	107,684	26,921	28,906	2,891	5,195	1,732	196,858	43,581	240,439
3	DV	08	19	1261	A Woman's Place of Merced County	52,006	13,002	93,131	23,283	28,906	2,891	5,195	1,732	179,238	39,176	218,414
4	DV	08	23	1180	Alliance Against Family Violence & Sexual Assault	64,237	16,060	98,520	24,630	28,906	2,891	5,195	1,732	196,858	43,581	240,439
5	DV	08	22	1194	Alternatives to Domestic Violence	64,237	16,060	98,520	24,630	28,906	2,891	5,195	1,732	196,858	43,581	240,439
6	DV	08	23	1195	Antelope Valley Domestic Violence Council	64,237	16,060	98,520	24,630	28,906	2,891	5,195	1,732	196,858	43,581	240,439
7	DV	08	16	1471	Asian Americans for Community Involvement	52,006	13,002	93,131	23,283	28,906	2,891	5,195	1,732	179,238	39,176	218,414
8	DV	08	19	1342	Asian Women's Shelter	64,237	16,060	98,520	24,630	28,906	2,891	5,195	1,732	196,858	43,581	240,439
9	DV	08	08	1770	Building Futures with Women & Children	52,006	13,002	93,131	23,283	28,906	2,891	5,195	1,732	179,238	39,176	218,414
10	DV	08	05	1031	Casa de Esperanza, Inc.	64,237	16,060	98,520	24,630	28,906	2,891	5,195	1,732	196,858	43,581	240,439
11	DV	08	23	1206	Catalyst Domestic Violence Services	64,237	16,060	98,520	24,630	28,906	2,891	5,195	1,732	196,858	43,581	240,439
12	DV	08	07	1023	Center for Community Solutions/ North Escondido	64,237	16,060	98,520	24,630	28,906	2,891	5,195	1,732	196,858	43,581	240,439
13	DV	08	21	1023	Center for Community Solutions/Project Reachout	64,237	16,060	98,520	24,630	28,906	2,891	5,195	1,732	196,858	43,581	240,439
14	DV	08	23	1001	Center for the Pacific-Asian Family, Inc.	64,237	16,060	98,520	24,630	28,906	2,891	5,195	1,732	196,858	43,581	240,439
15	DV	08	16	1489	Central California Family Crisis Center, Inc.	52,006	13,002	93,131	23,283	28,906	2,891	5,195	1,732	179,238	39,176	218,414
16	DV	08	15	1481	Coalition to End Family Violence	64,237	16,060	98,520	24,630	28,906	2,891	5,195	1,732	196,858	43,581	240,439
17	DV	08	19	1415	Community Overcoming Relationship Abuse (CORA)	64,237	16,060	98,520	24,630	28,906	2,891	5,195	1,732	196,858	43,581	240,439
18	DV	08	19	1329	Domestic Violence & Sexual Assault Coalition, Inc.	42,842	10,711	102,295	25,574	28,906	2,891	5,195	1,732	179,238	39,176	218,414
19	DV	08	18	1414	Domestic Violence Solutions for Santa Barbara County	52,006	13,002	93,131	23,283	28,906	2,891	5,195	1,732	179,238	39,176	218,414
20	DV	08	17	1482	DOVES of Big Bear Valley, Inc.	64,237	16,060	98,520	24,630	28,906	2,891	5,195	1,732	196,858	43,581	240,439
21	DV	08	23	1118	El Dorado Women's Center	52,006	13,002	93,131	23,283	28,906	2,891	5,195	1,732	179,238	39,176	218,414
22	DV	08	22	1248	Family Services of Tulare County	52,006	13,002	93,131	23,283	28,906	2,891	5,195	1,732	179,238	39,176	218,414
23	DV	08	23	1271	Haven Hills, Inc.	64,237	16,060	98,520	24,630	28,906	2,891	5,195	1,732	196,858	43,581	240,439
24	DV	08	05	8534	Haven House Inc.	64,237	16,060	98,520	24,630	28,906	2,891	5,195	1,732	196,858	43,581	240,439
25	DV	08	19	1264	Haven Women's Center of Stanislaus	64,237	16,060	98,520	24,630	28,906	2,891	5,195	1,732	196,858	43,581	240,439
26	DV	08	22	1256	House of Ruth, Inc.	64,237	16,060	98,521	24,630	28,906	2,891	5,195	1,732	196,859	43,581	240,440
27	DV	08	23	1192	Human Options, Inc.	55,073	13,769	107,685	26,921	28,906	2,891	5,195	1,732	196,859	43,581	240,440
28	DV	08	23	1175	Human Resources Council, Inc.	52,006	13,002	93,131	23,283	28,906	2,891	5,195	1,732	179,238	39,176	218,414
29	DV	08	23	1193	Human Response Network	52,006	13,002	93,132	23,283	28,906	2,891	5,195	1,732	179,239	39,176	218,415
30	DV	08	23	1171	Humboldt Domestic Violence Services	42,843	10,711	102,295	25,574	28,906	2,891	5,195	1,732	179,239	39,176	218,415
31	DV	08	23	1173	Interface Children Family Services	64,237	16,060	98,522	24,631	28,906	2,891	5,195	1,732	196,860	43,582	240,442
32	DV	08	23	1204	Interval House Crisis Shelters	64,237	16,060	98,522	24,631	28,906	2,891	5,195	1,732	196,860	43,582	240,442
33	DV	08	08	1473	Jenesse Center, Inc.	52,006	13,002	93,132	23,283	28,906	2,891	5,195	1,732	179,239	39,176	218,415
34	DV	08	08	1773	Jewish Family Services of Los Angeles	52,006	13,002	93,132	23,283	28,906	2,891	5,195	1,732	179,239	39,176	218,415
35	DV	08	21	1262	La Casa de las Madres	64,237	16,060	98,522	24,631	28,906	2,891	5,195	1,732	196,860	43,582	240,442
36	DV	08	08	1641	Lake Family Resource Center	52,006	13,002	93,132	23,283	28,905	2,891	5,195	1,732	179,238	39,176	218,414
37	DV	08	23	1209	Lassen Family Services, Inc.	52,006	13,002	93,132	23,283	28,906	2,891	5,195	1,732	179,239	39,176	218,415
38	DV	08	08	1771	Laura's House	52,006	13,002	93,132	23,283	28,906	2,891	5,195	1,732	179,239	39,176	218,415
39	DV	08	23	1181	Marin Abused Women's Services	52,006	13,002	93,132	23,283	28,906	2,891	5,195	1,732	179,239	39,176	218,415
40	DV	08	22	1257	Marjaree Mason Center	64,237	16,060	98,522	24,631	28,906	2,891	5,195	1,732	196,860	43,582	240,442
41	DV	08	08	1772	Morongo Basin Unity Home Incorporated	52,006	13,002	93,132	23,283	28,906	2,891	5,195	1,732	179,239	39,176	218,415
42	DV	08	08	1777	Mountain Crisis Services	42,843	10,711	102,295	25,574	28,906	2,891	5,195	1,732	179,239	39,176	218,415
43	DV	08	13	1508	Mountain Women's Resource Center	52,006	13,002	93,132	23,283	28,906	2,891	5,195	1,732	179,239	39,176	218,415

Domestic Violence Assistance Program (DVAP) Funding Chart

For Fiscal year 2008/09

DVAP Project Name					"B"			"D"		"E"		"F"		"H"	"J"		"K"
					Total FVPSA	Total FVPSA Match	"C" VOCA	Total VOCA Match	Total State	Total State Match	Total State Match	"G" VAWA	Total Cash (A+C+E+G)		Total Match (B+D+F)	Total Cost (I+J)	
44	DV	08	19	1177	Napa Emergency Women's Services	52,006	13,002	93,132	23,283	28,906	2,891	5,195	1,732	179,239	39,176	218,415	
45	DV	08	19	1416	Next Door Solutions to Domestic Violence	64,237	16,060	98,522	24,631	28,906	2,891	5,195	1,732	196,860	43,582	240,442	
46	DV	08	23	1197	Ocean Park Community Center	64,237	16,060	98,522	24,631	28,906	2,891	5,195	1,732	196,860	43,582	240,442	
47	DV	08	07	1628	Operation Care	52,006	13,002	93,132	23,283	28,906	2,891	5,195	1,732	179,239	39,176	218,415	
48	DV	08	05	1488	Option House, Inc.	64,237	16,060	98,522	24,631	28,906	2,891	5,195	1,732	196,860	43,582	240,442	
49	DV	08	11	1655	Peace & Joy Care Center	52,006	13,002	93,132	23,283	28,906	2,891	5,195	1,732	179,239	39,176	218,415	
50	DV	08	05	1042	Placer Women's Center dba PEACE for Families	52,006	13,002	93,132	23,283	28,906	2,891	5,195	1,732	179,239	39,176	218,415	
51	DV	08	11	1657	Plumas Rural Services	52,006	13,002	93,132	23,283	28,906	2,891	5,195	1,732	179,239	39,176	218,415	
52	DV	08	23	1030	Project Sanctuary, Inc.	52,006	13,002	93,132	23,283	28,906	2,891	5,195	1,732	179,239	39,176	218,415	
53	DV	08	20	1339	Rainbow Services, Ltd.	55,074	13,769	107,685	26,921	28,906	2,891	5,195	1,732	196,860	43,581	243,974	
54	DV	08	08	1047	Rural Human Services	52,006	13,002	93,132	23,283	28,906	2,891	5,195	1,732	179,239	39,176	218,415	
55	DV	08	05	8636	Safe Alternatives to Violent Environments	64,237	16,060	98,522	24,631	28,905	2,891	5,195	1,732	196,859	43,582	240,441	
56	DV	08	08	1438	SafeQuest, Solano	52,006	13,002	93,132	23,283	28,906	2,891	5,195	1,732	179,239	39,176	218,415	
57	DV	08	05	1034	Sexual Assault and Domestic Violence Center	52,006	13,002	93,132	23,283	28,906	2,891	5,195	1,732	179,239	39,176	218,415	
58	DV	08	23	1053	Shasta Women's Refuge, Inc.	64,237	16,060	98,522	24,631	28,905	2,891	5,195	1,731	196,859	43,582	240,441	
59	DV	08	11	1654	Shelter From The Storm, Inc.	64,237	16,060	98,522	24,631	28,905	2,891	5,195	1,731	196,859	43,582	240,441	
60	DV	08	19	1255	Siskiyou Domestic Violence & Crisis Center	52,006	13,002	93,132	23,283	28,905	2,891	5,195	1,731	179,238	39,176	218,414	
61	DV	08	08	1774	Southern California Alcohol & Drug Programs, Inc.	52,006	13,002	93,132	23,283	28,905	2,891	5,195	1,731	179,238	39,176	218,414	
62	DV	08	08	1150	South Bay Community Services	52,006	13,002	93,132	23,283	28,905	2,891	5,195	1,731	179,238	39,176	218,414	
63	DV	08	21	1232	St. Vincent De Paul	55,074	13,769	107,685	26,921	28,905	2,891	5,195	1,731	196,859	43,581	240,440	
64	DV	08	22	1136	STAND! Against Domestic Violence	64,237	16,060	98,522	24,631	28,905	2,891	5,195	1,731	196,859	43,582	240,441	
65	DV	08	05	8537	Su Casa Domestic Abuse Network	64,237	16,060	98,522	24,631	28,905	2,891	5,195	1,731	196,859	43,582	240,441	
66	DV	08	22	1259	Support Network for Battered Women	64,237	16,060	98,522	24,631	28,905	2,891	5,195	1,731	196,859	43,582	240,441	
67	DV	08	08	1561	Tahoe Women's Services	52,006	13,002	93,132	23,283	28,905	2,891	5,195	1,731	179,238	39,176	218,414	
68	DV	08	23	1018	Tri-Valley Haven	64,236	16,060	98,522	24,631	28,905	2,891	5,195	1,731	196,858	43,582	240,440	
69	DV	08	08	1775	Walnut Ave. Women's Center	52,006	13,002	93,132	23,283	28,905	2,891	5,195	1,731	179,238	39,176	218,414	
70	DV	08	22	1057	Wild Iris Women's Services of Bishop, Inc.	64,236	16,060	98,522	24,631	28,905	2,891	5,195	1,731	196,858	43,582	240,440	
71	DV	08	23	1170	Woman Haven, Inc.	52,006	13,002	93,132	23,283	28,905	2,891	5,195	1,731	179,238	39,176	218,414	
72	DV	08	23	1196	Women Escaping a Violent Environment (WEAVE)	64,236	16,060	98,522	24,631	28,905	2,891	5,195	1,731	196,858	43,582	240,440	
73	DV	08	19	1207	Women's Center - High Desert Inc.	64,236	16,060	98,522	24,631	28,905	2,891	5,195	1,731	196,858	43,582	240,440	
74	DV	08	23	1101	Women's Center of San Joaquin County	64,236	16,060	98,522	24,631	28,905	2,891	5,195	1,731	196,858	43,582	240,440	
75	DV	08	23	1044	Women's Crisis Support - Defensa de Mujeres	52,006	13,002	93,132	23,283	28,905	2,891	5,195	1,731	179,238	39,176	218,414	
76	DV	08	08	1028	Women's Resource Center	52,006	13,002	93,132	23,283	28,905	2,891	5,195	1,731	179,238	39,176	218,414	
77	DV	08	23	1179	Women's Shelter Program of San Luis Obispo County	52,006	13,002	93,132	23,283	28,905	2,891	5,195	1,731	179,238	39,176	218,414	
78	DV	08	05	8538	Women's Transitional Living Center, Inc.	55,073	13,769	107,685	26,921	28,905	2,891	5,195	1,731	196,858	43,581	240,439	
79	DV	08	16	1490	WomenShelter of Long Beach	64,236	16,060	98,522	24,631	28,905	2,891	5,195	1,731	196,858	43,582	240,440	
80	DV	08	23	1055	Womenspace Unlimited South Lake Tahoe Women's Center	52,006	13,002	93,132	23,283	28,905	2,891	5,195	1,731	179,238	39,176	218,414	
81	DV	08	23	1205	Young Women's Christian Association of Sonoma County, Inc	52,006	13,002	93,132	23,283	28,905	2,891	5,195	1,731	179,238	39,176	218,414	
82	DV	08	05	8539	YWCA Glendale	64,236	16,060	98,522	24,631	28,905	2,891	5,195	1,731	196,858	43,582	240,440	
83	DV	08	23	1203	YWCA of Monterey County	52,006	13,002	93,132	23,283	28,905	2,891	5,195	1,731	179,238	39,176	218,414	

Domestic Violence Assistance Program (DVAP) Funding Chart

For Fiscal year 2008/09

DVAP Project Name					"B"			"D"	"E"	"F"	"H" VAWA Match	"I"	"J"	"K"						
					Total FVPSA	Total FVPSA Match	"C" VOCA	Total VOCA Match	Total State	Total State Match		"G" VAWA	Total Cash (A+C+E+G)	Match (B+D+F)	Total Cost (I+J)					
84	DV	08	15	1491	YWCA of San Diego County					55,073	13,769	107,685	26,921	28,905	2,891	5,195	1,731	196,858	43,581	240,439
85	DV	08	23	1219	YWCA of San Gabriel Valley					55,073	13,769	107,685	26,921	28,905	2,891	5,195	1,731	196,858	43,581	240,439
TOTALS					4,867,031	1,216,812	8,244,968	2,061,253	2,457,000	245,700	441,575	147,192	16,010,574	3,523,765	19,534,339					

**CALIFORNIA CODES EVIDENCE CODE
SECTION 1037-1037.7**

1037. As used in this article, "victim" means any person who suffers domestic violence, as defined in Section **1037.7**.

1037.1. As used in this article "domestic violence counselor" means any of the following:

- (a) A person who is employed by any organization providing the programs specified in Section 18294 of the Welfare and Institutions Code, whether financially compensated or not, for the purpose of rendering advice or assistance to victims of domestic violence, who has received specialized training in the counseling of domestic violence victims, and who meets one of the following requirements:
 - (1) Has a master's degree in counseling or a related field; or has one year of counseling experience, at least six months of which is in the counseling of domestic violence victims.
 - (2) Has at least 40 hours of training as specified in this paragraph and is supervised by an individual who qualifies as a counselor under paragraph (1); or is a psychotherapist, as defined in Section 1010. The training, supervised by a person qualified under paragraph (1), shall include, but need not be limited to, the following areas: history of domestic violence, civil and criminal law as it relates to domestic violence, domestic violence victim-counselor privilege and other laws that protect the confidentiality of victim records and information, societal attitudes towards domestic violence, peer counseling techniques, housing, public assistance and other financial resources available to meet the financial needs of domestic violence victims, and referral services available to domestic violence victims.

- (b) A person who is employed by any organization providing the programs specified in Section 13835.2 of the Penal Code, whether financially compensated or not, for the purpose of counseling and assisting victims of domestic violence, and who meets one of the following requirements:
 - (1) Is a psychotherapist as defined in Section 1010; has a master's degree in counseling or a related field; or has one year of counseling experience, at least six months of which is in counseling victims of domestic violence.
 - (2) Has the minimum training for counseling victims of domestic violence required by guidelines established by the employing agency pursuant

to subdivision (c) of Section 13835.10 of the Penal Code, and is supervised by an individual who qualifies as a counselor under paragraph (1). The training, supervised by a person qualified under paragraph (1), shall include, but not be limited to, the following areas: law, victimology, counseling techniques, client and system advocacy, and referral services.

1037.2. As used in this article, "confidential communication" means any information, including, but not limited to written or oral communication transmitted between the victim and the counselor in the course of their relationship and in confidence by a means which, so far as the victim is aware, discloses the information to no third persons other than those who are present to further the interests of the victim in the consultation or those to whom disclosures are reasonably necessary for the transmission of the information or an accomplishment of the purposes for which the domestic violence counselor is consulted. It includes all information regarding the facts and circumstances involving all incidences of domestic violence, as well as all information about the children of the victim or abuser and the relationship of the victim with the abuser.

The court may compel disclosure of information received by a domestic violence counselor which constitutes relevant evidence of the facts and circumstances involving a crime allegedly perpetrated against the victim or another household member and which is the subject of a criminal proceeding, if the court determines that the probative value of the information outweighs the effect of disclosure of the information on the victim, the counseling relationship, and the counseling services. The court may compel disclosure if the victim is either dead or not the complaining witness in a criminal action against the perpetrator. The court may also compel disclosure in proceedings related to child abuse if the court determines that the probative value of the evidence outweighs the effect of the disclosure on the victim, the counseling relationship, and the counseling services.

When a court rules on a claim of privilege under this article, it may require the person from whom disclosure is sought or the person authorized to claim the privilege, or both, to disclose the information in chambers out of the presence and hearing of all persons except the person authorized to claim the privilege and such other persons as the person authorized to claim the privilege consents to have present. If the judge determines that the information is privileged and shall not be disclosed, neither he nor she nor any other person may disclose, without the consent of a person authorized to permit disclosure, any information disclosed in the course of the proceedings in chambers.

If the court determines that information shall be disclosed, the court shall so order and inform the defendant in the criminal action. If the court finds there is a reasonable likelihood that any information is subject to disclosure pursuant to

the balancing test provided in this section, the procedure specified in subdivisions (1), (2), and (3) of Section 1035.4 shall be followed.

1037.3. Nothing in this article shall be construed to limit any obligation to report instances of child abuse as required by Section 11166 of the Penal Code.

1037.4. As used in this article, "holder of the privilege" means:

- (a) The victim when he or she has no guardian or conservator.
- (b) A guardian or conservator of the victim when the victim has a guardian or conservator, unless the guardian or conservator is accused of perpetrating domestic violence against the victim.

1037.5. A victim of domestic violence, whether or not a party to the action, has a privilege to refuse to disclose, and to prevent another from disclosing, a confidential communication between the victim and a domestic violence counselor if the privilege is claimed by any of the following persons:

- (a) The holder of the privilege.
- (b) A person who is authorized to claim the privilege by the holder of the privilege.
- (c) The person who was the domestic violence counselor at the time of the confidential communication. However, that person may not claim the privilege if there is no holder of the privilege in existence or if he or she is otherwise instructed by a person authorized to permit disclosure.

1037.6. The domestic violence counselor who received or made a communication subject to the privilege granted by this article shall claim the privilege whenever he or she is present when the communication is sought to be disclosed and he or she is authorized to claim the privilege under subdivision (c) of Section **1037.5.**

1037.7. As used in this article, "domestic violence" means "domestic violence" as defined in Section 6211 of the Family Code.

DOMESTIC VIOLENCE 40-HOUR TRAINING OUTLINE[Back](#)

The hours listed below are only the suggested minimum number of hours for each topic. However, the 40-hour Domestic Violence Training that is provided by the grantee needs to ensure that it covers a total of 40 hours as required by State statute.

- I. OVERVIEW OF DOMESTIC VIOLENCE 4 Hours
 - A. Definitions and Types of Abuse
 - B. History of Domestic Violence and Societal Attitudes
 - Domestic Violence Movement/Grassroots Advocacy
 - Gender Roles in Society and Attitudes Toward Violence

- II. LEGAL ISSUES – Civil and Criminal Laws 3.5 Hours
 - The Domestic Violence Counselor/Advocate Role
 - Domestic Violence Confidentiality (Evidence Code 1037.2)
 - Criminal Justice System/Law
 - Civil/Family Law
 - Immigration Law

- III. HOUSING/PUBLIC ASSISTANCE/FINANCIAL 2.5 Hours
 - Health & Referral Services
 - Housing
 - Public Assistance
 - Financial
 - Health
 - Local Resources

- IV. PEER COUNSELING/CRISIS INTERVENTION 4 Hours
 - Principles and Techniques
 - Needs Assessment/Safety Plan and Survivor Options

- V. CHILDREN & YOUTH 2 Hours
 - Effect of Batterers' Behaviors on Children
 - Youth Abusive Teen Relationships

- VI. Cultural Competency – 4 Hours
 - A. Understanding and Responding
 - Understanding Personal Biases and Impact on Clients
 - Service Area Populations/Demographics
 - Tailoring Services to Individual Needs

Please note: The hours listed for each section are only the **Suggested minimum hours** for each topic.

**DV COUNSELOR TRAINING
CURRICULUM RESOURCE & DEVELOPMENT GUIDE**

REQUIRED AREAS	REQUIRED TOPICS	SUGGESTED TOPICS & SUBTOPICS	PURPOSE
Overview of Domestic Violence	Definitions & Types of Abuse	Characteristics of Abusive Relationships Characteristics of Batterers & Victim Responses Same Sex DV Incidence & Impact of DV Incidence & Scope Impact on Community Key Statistical Information on DV Effects of DV on the Victim/Survivor Link with Animal Abuse	To understand the dynamics of domestic violence To understand the effects of domestic violence on adult victims. To understand the impact of domestic violence in the community.
History of Domestic Violence & Societal Attitudes	Domestic Violence Movement/ Grassroots Advocacy Gender Roles in Society and Attitudes Toward Violence	Agency History and Services Shelter Operations Local Policy and Procedures/Intake Challenges for Shelter Workers Societal Attitudes Victim Blaming Influence of Media Oppression and Violence Against Women Violence Against Women Act	To understand the development of (insert name of your organization) and its relationship to the battered women's movement. To understand the relationship between societal attitudes and violence against women. To understand the interaction of empowerment and advocacy.
Legal Issues – Civil and Criminal Laws	The DV Counselor/Advocate Role DV Client Confidentiality (Evidence Code 1037.2)	Agency and Local Policies & Procedures Advocacy & Confidentiality Issues Surrounding Confidentiality	To understand the role of an advocate and the duties/restrictions outlined in Evidence Code 1037.2. To understand concern about practicing law without a license. To gain an understanding of confidentiality and liability issues surrounding domestic violence.
	Criminal Justice System/Law	Laws/Code Sections DV Stalking Spousal Rape Unlawful Sexual Intercourse Other Relevant Laws/Codes Law Enforcement (LE)	To develop a working knowledge of California's legal system. To develop a working knowledge of the role of the criminal justice system and their response to domestic violence. To be familiar with domestic violence statutes.

**DV COUNSELOR TRAINING
CURRICULUM RESOURCE & DEVELOPMENT GUIDE**

[Back](#)

REQUIRED AREAS	REQUIRED TOPICS	SUGGESTED TOPICS & SUBTOPICS	PURPOSE
		Role of LE LE Investigation Dominant Aggressor LE Services Information and Referrals for Victims Emergency Protective Orders Domestic Violence Response Teams (DVRT) Prosecution and Court Procedures Prosecuting DV Cases Criminal Protective Orders Prosecution/Role of Prosecutor Role of Victim/Witness Role of Probation Batterers Intervention Program DV Court Court Watch	
Legal Issues-Continued	Civil/Family Law	Child Custody & Visitation Issues Including Shelter Supervised Visitation Parental Kidnapping Good Cause Mediation Restraining Orders & Enforcement DVPA Full Faith & Credit Marriage/Domestic Partnership & Dissolution	To develop a working knowledge of the California legal system. To develop a working knowledge of civil-family law issues such as child custody, mandatory reporting, stalking law and restraining orders. To be familiar with other statutes which are frequently cited in domestic violence.
	Immigration Law (State and Federal)	Trafficking Provision of Services and Resources to Immigrant Clients Court Interpreters Self Petitioning Process Other Legal Employment Laws/Codes Domestic Violence & the Workplace Mandatory Reporting	To develop an understanding of the legal needs of immigrant battered women.

**DV COUNSELOR TRAINING
CURRICULUM RESOURCE & DEVELOPMENT GUIDE**

REQUIRED AREAS	REQUIRED TOPICS	SUGGESTED TOPICS & SUBTOPICS	PURPOSE
<p>Housing, Public Assistance, Financial, Health and Referral Services</p>	<p>Housing Public Assistance Financial Health Local Resources</p>	<p>Housing Low Income Subsidized Emergency Shelter Transitional Homeless Shelter Financial Employment Child Support General Assistance TANF CalWORKS Food Stamps DV Waivers (exceptions) Personal Finances and Budgeting Health Health Care Resources (Medical; WIC; Mental Health; Substance Abuse; Family Planning,; etc.) Child Care Local Resources</p>	<p>To understand and work with other community resources to assist victims of domestic violence. To understand available resources and make appropriate referrals based on clients' needs. To develop a working knowledge of social service agencies that provide financial, housing and health services.</p>
<p>Peer Counseling/Crisis Intervention</p>	<p>Principles and Techniques</p>	<p>Crisis Intervention with Clients</p>	<p>To learn basic counseling skills and how to apply them in such a way as to facilitate change. To ensure that counselors/advocates provide appropriate information and referral. To ensure an understanding of the organization's standards of service (what services are available). To develop the necessary skills to interact with clients or friends and family in crisis. To develop a working knowledge of local resources and how to assist clients with using them. To recognize situations where intervention is required (e.g., law enforcement). To learn how to accurately assess the</p>

**DV COUNSELOR TRAINING
CURRICULUM RESOURCE & DEVELOPMENT GUIDE**

[Back](#)

REQUIRED AREAS	REQUIRED TOPICS	SUGGESTED TOPICS & SUBTOPICS	PURPOSE
	Needs Assessment/Safety Planning and Survivor Options	<p>Clients with Multiple Issues Responding to Challenging Clients angry; mentally ill; chronic callers; multiple issues; etc.)</p> <p>Crisis Intervention with Family and/or Friends</p> <p>Confidentiality</p> <p>Client Risk Assessment Lethality of Batterer Injury to Self</p> <p>Safety Planning with Children</p> <p>Empowering vs. Rescuing</p> <p>Compassion Fatigue/Secondary Trauma</p> <p>Client/Counselor Boundaries</p> <p>Continuing Support and Follow-Up</p>	<p>degree of danger using appropriate tools and techniques. To recognize and respond appropriately to situations involving the client’s crisis behavior (e.g., anger, outrage, crying, etc.).</p> <p>To develop the skills necessary to provide an accurate assessment of the client’s needs and safety. To develop skills necessary to assist clients with developing appropriate safety plans.</p> <p>To ensure the safety and confidentiality of clients.</p>
Children & Youth	Effect of Batterers’ Behaviors on Children & Youth	<p>Parent-Child Relationship</p> <p>Child Abuse & Mandated Reporting</p> <p>Response by Child Protective Services Failure to Protect</p> <p>Batterers as Parents</p> <p>Intergenerational Cycle</p> <p>Resiliency</p> <p>Legal Issues Regarding Teens</p> <p>Services & Referrals for Children and Youth</p>	<p>To understand the effects of domestic violence on children. To understand the necessity of services for residential and non-residential children. To recognize and understand children’s behavior in crisis situations. To respond and provide appropriate interventions and referrals.</p>

**DV COUNSELOR TRAINING
CURRICULUM RESOURCE & DEVELOPMENT GUIDE**

REQUIRED AREAS	REQUIRED TOPICS	SUGGESTED TOPICS & SUBTOPICS	PURPOSE
	Abusive Teen Relationships	Child Development and Cultural Considerations Socialization of Boys Socialization of Girls Alternatives to Corporal Punishment Resources for Children and Youth	To understand the dynamics of teen dating violence. To respond and provide appropriate interventions and referrals. To gain an understanding for working with teen victims of relationship violence.
Cultural Competency: Understanding & Responding	Understanding Personal Biases & Impact on Clients Service Area Populations/Demographics	Definitions of Culture Specific Populations Youth Seniors/Older Adults Persons with Physical, Mental & Developmental and Cognitive Disabilities Substance Abusers LGBTQ Communities of Color Ethnic Groups Mentally Ill Faith Community Hearing Impaired AIDS/HIV Sex Workers Non English Speaking Migrant Workers Homeless Underserved Race/Ethnicity Age Immigration status Religious/cultural Illness/diseases and risk conditions Differently abled Sexual orientation Language issues Education/literacy Economic status Geographic isolation Closed communities	To recognize and respond appropriately to issues of diversity among clients and staff. To gain an understanding of underserved communities and barriers to services. To understand how culture shapes an individual's experience of domestic violence. To become aware of one's own assumptions and biases and the impact it may have on the victim/survivor. To develop a working knowledge of local resources available to underserved communities. To develop a working knowledge of culture, cultural identity, cultural misinformation/stereotypes and the process of cultural competency.

**DV COUNSELOR TRAINING
CURRICULUM RESOURCE & DEVELOPMENT GUIDE**

[Back](#)

REQUIRED AREAS	REQUIRED TOPICS	SUGGESTED TOPICS & SUBTOPICS	PURPOSE
	Tailoring Services to Meet Individual Needs	Women charged with crimes Issues of Privilege Cultural Considerations in providing services Links Between DV and Other Types of Oppression Community-based Referrals	

DOMESTIC VIOLENCE ASSISTANCE PROGRAMS (DVAP) 08/09
GOALS and OBJECTIVES
INSTRUCTIONS

1. TWENTY-FOUR HOUR CRISIS HOTLINE

Provide an **unduplicated** service goal of the number of Domestic Violence (DV) crisis calls to be received by the agency through the hotline.

Description

Crisis calls may generate from the business center, administration office, out-reach center, etc. The project must maintain a daily, 24-hour crisis hotline. Crisis intervention and assistance to DV victims must be provided through this telephone response. Callers requesting batterer's programs/services information may not be counted in this objective. However, significant others requesting information and services for a domestic violence victim may be counted.

2. COUNSELING

Peer/ Individual

A. Provide an **unduplicated** service goal of the number of new victims to receive peer/individual counseling by a DV Counselor. Provide a **duplicated** number of peer/individual counseling sessions to be held.

Description

Peer/Individual – The project must provide a means for DV victims 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. These structured services should be provided at the shelter and/or business center. This requirement may also be met by the development and implementation of written procedures for referrals to qualified counselors and/or counseling agencies.

Group Counseling

B. Provide an **unduplicated** service goal of the number of new DV victims to receive group counseling services. Provide a **duplicated** service goal of the number of group counseling sessions to be held.

Description

Group Counseling – Interactive group counseling services provided, with staff and/or appropriately trained volunteer facilitators (pursuant to Evidence Code Section 1037.1), for at least two clients.

C. Provide an **unduplicated** service goal of the number of new DV victims referred for individual counseling services. Provide an **unduplicated** service goal of the number of new DV victims referred for group counseling.

Description

When clients are referred for counseling, a minimum of three choices must be provided, where possible. Of these, only one can be staff, an active board member, or a volunteer of the project. When referral is made to a staff, board, or volunteer member, the member's role within the DVAP organization must be revealed to the client.

3. BUSINESS CENTER

Provide an **unduplicated** service goal of the number of new DV victims to be served in person at the business center.

Description

The project must have an established, widely known office location where assistance is provided to DV victims, accessible to all DV victims (**NOT** just those victims in need of shelter). At a minimum, business offices are open during routine business hours, e.g., 9:00 am – 5:00 pm. The walk-in office location, operated during routine business hours, should be established at a location separate and apart from any and all confidential shelter facility(s). The business center must have a street address where mail can be delivered.

4. EMERGENCY SHELTER FOR VICTIMS AND THEIR CHILDREN

- A. Provide an **unduplicated** service goal of the number of new adult DV victims to be sheltered. Provide an **unduplicated** service goal of the number of children to be sheltered.
- B. Provide an **unduplicated** service goal of the number of new adult DV victims to be referred outside the DV project for shelter. Provide an **unduplicated** service goal of the number of children to be referred outside the DV project for shelter.
- C. Provide the projected number of bed nights (# of beds occupied x # of nights.)

Description

The project must provide staffed confidential emergency shelter services for DV victims and their children/dependents. As per legislative statute, Penal Code 13823.15(f)(15)(B) &(C), emergency shelter services for domestic violence victims and their children 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, haven, and safe houses."

(C) 'Emergency shelter' means a confidential or safe location that provides emergency housing on a 24-hour basis for victims of domestic violence and their children.

These shelter services must be provided daily, on a 24-hour basis, with "interim shelter" provisions in place if there is no availability in a designated emergency shelter. The project must have a children's program and make arrangements for school age children to continue their education during their stay at the shelter.

5. EMERGENCY FOOD AND/OR CLOTHING FOR VICTIMS AND THEIR CHILDREN

- A. Provide an **unduplicated** service goal of the number of new DV victims to receive emergency food/and or clothing by the project.
- B. Provide and **unduplicated** service goal of the number of new DV victims to be referred outside of the DV project for emergency food and /or clothing.

Description

The project must provide a means for responding to the immediate food and clothing needs of DV victims and their children, including making arrangements for DV victims and their children not in the shelter. This requirement may be met by the development and

implementation of written operational agreements for referrals to appropriate community organizations.

6. EMERGENCY RESPONSE TO CALLS FROM LAW ENFORCEMENT

- A. Provide an **unduplicated** service goal of the number of new DV victims to be served by the project as a result of **referrals** from Law Enforcement (LE) agency. This is a **victim count** of the number of DV victims referred by LE.
- B. Provide a **duplicated** service goal of the number of times DV Advocates will respond to a **call** from Law Enforcement agencies. This is a **service count** of the number of times LE called the hotline and the advocate responds. This response can be by phone or in person.

Description

The project must provide 24-hour telephone response to law enforcement agencies (in the service area) in the provision of emergency services to DV victims. Written operational agreements must be in place and include a description of how services are coordinated with local law enforcement agencies, e.g., detailing how referrals are made by law enforcement agencies; how these referrals are addressed; and whether or not there is a system in place for follow-up by the DV project. Projects must maintain a written protocol.

7. TWENTY-FOUR HOUR RESPONSE TO VICTIMS IN HOSPITAL EMERGENCY ROOMS, MEDICAL CLINICS AND/OR MEDICAL OFFICES

- A. Provide an **unduplicated** service goal of the number of new DV victims to be served by the project as a result of hospital emergency rooms, medical clinics and/or medical office **referrals**. This is a **victim count** of the number of DV victims referred by a hospital emergency room, medical clinic and/or medical office.
- B. Provide a **duplicated** service goal of the number of times DV advocates will respond to a **call** from a hospital emergency room, medical clinic and/or medical office. This is a **service count** of the number of times a hospital emergency room, medical clinic and/or medical office personnel call the hotline and the advocate responds. This response can be by phone or in person.

Description

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 DV 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 DV project; the procedure for how such referrals are responded to; and whether or not there is a system for follow-up by the DV project.

8. EMERGENCY TRANSPORTATION TO SHELTER/OTHER SAFE LOCATIONS

- A. Provide an **unduplicated** service goal of the number of new victims to be provided with emergency transportation to the shelter or other safe location on a 24-hour basis.
- B. Provide a **duplicated** service goal of the number of times the project will provide non-emergency transportation.

Description

The project must provide a means for emergency transportation on a 24-hour basis to shelters or other places of safety as appropriate for DV victims 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 TO CHILDREN OF VICTIMS

- A. Provide an **unduplicated** service goal of the number of children of new DV victims who will receive counseling.
- B. Provide a **duplicated** service goal of the number of counseling sessions to be held.
- C. Provide an **unduplicated** service goal of the number of children of new DV victims to be referred outside the DV project for counseling.

Description

The project must provide a means for children of DV victims to obtain counseling. The counseling must be goal-oriented, 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 by developing an implementing written operational agreement for referring children to qualified counselors and/or counseling agencies.

When clients are referred for counseling, a minimum of three choices must be provided. Of these, only one can be staff, an active board member, or a volunteer of the project.

10. COURT AND SOCIAL SERVICE ADVOCACY FOR VICTIMS

- A. Provide an **unduplicated** service goal of the number of new victims to be provided with social service advocacy.
- B. Provide an **unduplicated** service goal of the number of new victims to be provided with court advocacy.

Description

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

11. LEGAL ASSISTANCE FOR VICTIMS WITH TEMPORARY RESTRAINING ORDERS (TRO'S) AND OTHER PROTECTIVE AND/OR CUSTODY ORDERS

- A. Provide an **unduplicated** service goal of the number of new DV victims to receive legal assistance with TRO's, protective and/or custody orders by the DV project.
- b. Provide an **unduplicated** service goal of the number of new victims to be referred for legal assistance with TRO's, protective and/or custody orders by the DV project.

Description

The project must have qualified staff to provide information and assistance to victims of DV in understanding, preparing and processing the legal documents necessary to obtain

temporary restraining orders and other protective and/or custody orders. This requirement may be met by developing and implementing a written operational agreement with an appropriate referral agency.

12. ESTABLISH, MAINTAIN, AND PARTICIPATE IN THE LOCAL COMMUNITY SERVICE NETWORK TO ENSURE APPROPRIATE RESPONSE TO VICTIMS' NEEDS

- A. Provide an **unduplicated** service goal of the number of collaborative meetings to be attended by the DV project.

Description

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. Centers must maintain contact with all local agencies that are available to assist victims of DV and, when appropriate, must refer clients to those agencies.

- B. Provide an **unduplicated** service goal of the number of information and referral calls to be received by the agency.

Description

Information and referral calls may generate from the business center, administration office, out-reach center, etc. The project must maintain a daily, 24-hour hotline. Information and referral must be provided through this telephone response. Callers requesting batterer's programs/services information may not be counted in this objective. However, significant others requesting information and services for a domestic violence victim may be counted.

- C. Provide a **duplicated** service goal of the number of DV referrals to be given outside of the agency.

Description

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

13. HOUSEHOLD ESTABLISHMENT ASSISTANCE TO VICTIMS

Provide an **unduplicated** service goal of the number of new DV victims to receive household establishment assistance by the project.

Description

Upon request by the client, the project must provide assistance to victims of DV in establishing a new residence, which includes furniture, food, transportation, cash donations, etc.