



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

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December 20, 2006

To: OFFICES OF THE DISTRICT ATTORNEY: Santa Barbara; San Benito; San Luis Obispo; and Santa Cruz Counties

Subject: CENTRAL COAST RURAL CRIME PREVENTION (CCRCP) PROGRAM
REQUEST FOR APPLICATION (RFA) – FISCAL YEAR 2006/07

The Governor's Office of Emergency Services is pleased to announce the release of the CCRCP Program RFA. The purpose of this program is to provide for the protection and safety of the state's agricultural industry by creating statewide standards and methods of detecting and tracking agrarian crime.

Enclosed is a copy of the RFA for the CCRCP Program, which you should have already received through electronic mail to utilize the computerized forms. Please note, the deadline for submission of CCRCP Program applications is January 22, 2007. All proposals must be **postmarked by Monday, January 22, 2007, or hand delivered to this office by 5:00 p.m. on the same day to:**

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

This document is designed to be interactive electronically with fill able forms. However, users will need to use Adobe Acrobat 7.0 in order to save the text of their applications. Users will be able to complete and print forms using Adobe Reader 7.0, but will be unable to save their completed forms without Adobe Acrobat 7.0.

Should you have questions concerning this program or the enclosed RFA, please contact Ann Saldubehere, Rural Crime Program Specialist, Crime Suppression Section, at 916-324-9225.

Sincerely,

JOHN ISAACSON, Chief
Crime Suppression Section

Enclosure

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

**CENTRAL COAST RURAL CRIME PREVENTION (CCRCP) PROGRAM
REQUEST FOR APPLICATION**

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

[APPLICATION CHECKLIST AND REQUIRED SEQUENCE \(doc\)](#)

[APPLICATION COVER SHEET \(doc\)](#)

GRANT AWARD FACE SHEET INSTRUCTIONS

PROJECT CONTACT INSTRUCTIONS AND INFORMATION

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

**CENTRAL COAST RURAL CRIME PREVENTION PROGRAM
REQUEST FOR APPLICATION**

PART I – INFORMATION

A. INTRODUCTION

This Request for Application (RFA) provides all of 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 all previous RFAs and any 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 "Plans and Publications, *Recipient Handbook*".

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.

ANN M. SALDUBEHERE
Criminal Justice Specialist
916-324-9225
916-323-1756
Ann.Saldubehere@oes.ca.gov

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 Monday, January 22, 2007**, to:

Governor's Office of Emergency Services
Law Enforcement and Victim Services Division
3650 Schriever Avenue
Mather, CA 95655
Attn: Central Coast Rural Crime Prevention Program, Crime Suppression Section

2. Hand delivered by **5:00 p.m. on Monday, January 22, 2007**, to:

Governor's Office of Emergency Services
Law Enforcement and Victim Services Division
3650 Schriever Avenue
Mather, CA 95655
Attn: Central Coast Rural Crime Prevention Program
Crime Suppression Section

D. ELIGIBILITY

The county jurisdictions described in this RFA have been selected for funding under the Central Coast Rural Crime Prevention (CCRCP) Program. Pursuant to Senate Bill 44 (Ch. 18, Statutes of 2003) and in accordance with the Budget Act of 2006, the counties of Monterey, Santa Barbara, San Luis Obispo, Santa Cruz, and San Benito are eligible to submit an application for funding under this program. Other California counties and jurisdictions are ineligible under this program.

E. FUNDS

Counties implementing this program should consider this RFA as the formal announcement of the expansion of the Central Coast Rural Crime Prevention Program. A total of \$800,000 in State General Funds has been made available for this program for the State Fiscal Year (SFY) 2006/07 grant period. Funding for subsequent years is subject to the appropriation and reauthorization of the program in the annual state budget and the project’s ability to comply with statutory and programmatic requirements. All counties participating in this program must budget funds for twelve (12) months. The grant award period for “Year One” begins July 1, 2006 and ends on June 30, 2007. The following predetermined, match-free funding amounts, based on crop valuations reported by all eligible counties through 2005 Annual Crop Reports submitted to the California Secretary of Agriculture, have been made available to each participating county:

<u>COUNTY</u>	<u>AMOUNT*</u>
Monterey	\$300,000
San Benito	\$200,000
Santa Barbara	\$150,000
San Luis Obispo	\$ 90,000
Santa Cruz	\$ 60,000

*The Budget Act of 2006 stipulates that no grant under this program shall exceed \$300,000. In addition, consistent with written communication between Senator Denham and the California Department of Finance Director, the County of San Benito receives \$200,000.

F. PROGRAM INFORMATION

1. Program History and Background

Senate Bill 44 (Ch. 18, Statutes of 2003) provided for the Counties of Monterey, Santa Barbara, San Luis Obispo, Santa Cruz, and San Benito to develop the Central Coast Rural Crime Prevention Program, to be administered, *individually*, by the county sheriff’s office in Monterey County and by the district attorneys’ offices in each of the other four counties. The Central Coast Rural Crime Prevention Program is modeled on the existing Central Valley Rural Crime Prevention Program which allocates funds to eight counties: Fresno; Tulare; Kern; Kings; Merced; San Joaquin; Stanislaus; and Madera.

On June 30, 2006, Governor Schwarzenegger signed the 2006-2007 State Budget that appropriated \$800,000 to fund the Central Coast Rural Crime Prevention Program. This is a \$500,000 increase over last year's budget that appropriated \$300,000 to Monterey County to initiate the Central Coast Rural Crime Prevention Program. In addition, consistent with written communication between Senator Denham and the California Department of Finance Director, the County of San Benito receives \$200,000.

2. Program Definition

For purposes of this program, a rural crime is defined as any property crime against a farmer, rancher, agricultural-related business or other designated industry which takes place in the unincorporated rural areas of the state, **and** impacts the victim's commercial production, distribution, or economic livelihood derived from agricultural products, livestock, petroleum, chemicals, farm implements and equipment.

This unique program uses both a local and regional task force approach to prevent the theft of agricultural equipment, livestock and produce, and apprehend those responsible for such crimes; and prosecute the offenders.

To ensure program integrity, any criminal activity not meeting this definition, even though the crime was committed in a rural or agricultural location, will not be included under this program.

3. Program Structure

This program is based on creating in each county a structure that will generally replicate the original Tulare County Rural Crime Prevention Demonstration Project. As such, each county has the overall discretion to tailor their specific program to resolve local rural and agricultural crime needs.

Projects are hereby advised that the following activities are prohibited under the CCRCP:

- The use of grants funds for investigation and reporting of non agricultural-related crimes (including, but not limited to, trash dumps, littering, lab or other waste dumps, torched vehicles, and towed vehicles) violates the terms of your grant award agreement. The use of grant purchased equipment to investigate non agricultural-related crimes also violates the terms of your grant award agreement.
- The use of grant funds, including grant-purchased equipment, for non agricultural-related criminal investigations may result in a request from the Office of Emergency Services (OES) for the immediate return of said equipment. Continued non-compliance with the terms of your grant award agreement may result in a hold being placed on your grant, and a determination made by OES as to the continuation of current and future funding for your agency under the Central Coast Rural Crime Prevention Program.

Consistent with legislation, the program must, at a minimum, include the following components:

a. Regional Task Force Representation

This component of the Rural Crime Prevention Program provides a multi-jurisdictional approach to rural and agricultural crime reduction. As such, this program's overall goal is to strengthen the ability of law enforcement agencies in rural areas to detect and monitor agricultural and rural-based crimes. Program funding is contingent upon the execution of an agreement to actively participate on this regional task force. At a minimum, the regional task force will be comprised of representatives from the following agencies, from **each participating county**:

- County District Attorney;
- County Sheriff's Office;
- County Agricultural Commissioner; and
- Interested property owner groups and associations.

Selection of representatives for the regional task force may be based, in part, on the following criteria:

- The amount of funding provided to the county. Funding levels vary between counties. Accordingly, there should be a proportionate relationship between funding levels and county staffing levels.
- Expertise in developing crime prevention, problem-solving, crime control techniques, and reporting systems development and implementation. First and foremost is the need for task force representatives to have the capacity to develop a crime reporting system, which is an inherent feature and goal of the Rural Crime Prevention Program. The regional task force must operate as a cohesive, interdisciplinary, and interactive team whose focus centers on maximizing program effectiveness, focusing on strategic agricultural crime prevention, enforcement, and criminal justice system issues that affect the region.

The regional task force must have the capacity to provide direction, vision, policy development, program innovation, and oversight as it relates to the overall goals of this program. As modeled by the Central Valley Rural Crime Prevention Program, the regional task force will not assume control authority over each separate county program. This program control authority has been conferred to each respective county district attorney's office and the Monterey County sheriff's office, as indicated in statute.

b. Regional Task Force Chairperson/Commander

In the best interests of reducing operational and programmatic confusion, the regional task force should create a command and control structure for this component. This feature is best represented by the appointment of a chairperson or commander for the task force that may be rotated between representatives of the task force. The chairperson would be responsible for the following:

- Calling all scheduled meetings to order and coordinating rural crime prevention efforts with other committee members. Formal documentation is required.
- Provide organizational support through consensus building between county task force representatives, to include documentation of meetings, tracking action items and their results, and other pertinent task force activities. (As these meetings consist largely of

intelligence sharing, thereby not allowing for written records, meeting announcements indicating the date, time, and location of each meeting shall be considered sufficient documentation.)

- Coordinate through delegation, task force activities designed to make use of external expertise of professionals from the United States military, the California Military Department, the Department of Justice (DOJ), and other law enforcement agencies. (As an alternative to this function, the chairperson may delegate this requirement to task force representatives as a common regional task force responsibility.)

c. Regional Task Force Operations

This program has been designed to take advantage of administrative, operational, and tactical flexibility. The task force is an interactive team working together to develop crime prevention, problem solving, and crime control techniques, to encourage timely reporting of crimes, and to evaluate the results of those activities. As such, the task force may choose to:

- Operate as a multi-jurisdictional task force whose capacity is to develop task force activities. These activities must be consistent with the statute, using consensus building techniques and facilitating investigative coordination from a joint permanent facility located in one county jurisdiction.
- Develop rural crime prevention programs containing a system for reporting agricultural crimes that enables the swift recovery of stolen goods and the apprehension of criminal suspects for prosecution.
- Develop a uniform procedure for all participating counties to collect data on agricultural crimes.
- Conduct joint operations in order to facilitate investigative coordination.
- Consult with experts from the United States Military, the California Military Department, the Department of Justice, other law enforcement entities, and various other state and private organizations as deemed necessary to maximize the effectiveness of the task force.

d. County Rural Crime Prevention Program

Each of the counties of Monterey, Santa Barbara, San Luis Obispo, Santa Cruz, and San Benito may develop and implement, within its respective jurisdiction, the CCRCP Program consistent with the statute and in response to certain unique, but significant, problems encountered in rural and agricultural locations. The county district attorney and the county sheriff's offices will administer this program jointly, under a joint powers agreement. It is incumbent upon all participants to adhere to this requirement, which is found in Chapter 5, commencing with Section 6500 of Division 7 of Title I of the Government Code.

The district attorney and sheriff for each county and in accordance with the "joint powers agreement" will designate staff to this program. The assignment of project staff should be based, in part, on the following:

- The significance of the rural and agricultural problem;
- The availability of staff resources to support this effort;
- The amount of funds allocated to the program for these purposes; and

- The availability of additional staff and funding resources that would augment the program.

With regard to what should be viewed as operating in the best interests of this program, consensus should be reached between the district attorney and the sheriff when allocating resources for the county program. Consensus building is the foundation of this program. It is recommended that resources for no less than ½ of one full time employee (FTE) be allocated to this program. A balance must be struck concerning what is feasible and practical as it relates to program development and implementation. This recommendation will be considered the minimum standard to be applied when staffing this program.

The components of the county program must include, at a minimum, the following:

- Law Enforcement: This component of the program is considered the fabric of the county program and must include, at a minimum, a sworn deputy sheriff(s) in this staff position. This component is integral to the structure of this program and vital to the activities of the project. Without investigations, surveillance, arrest, community education and support for the county program, success may not occur. These attributes are considered the minimum functions that may be initiated to implement and sustain the county program. The county sheriff or designee may also determine that additional duty requirements may be required.

Program-specific job descriptions must be developed in support of the county program and developed by the county sheriff or designee.

- Prosecution: No less important is the prosecutorial arm of the county program which may be considered the “barometer” of the effectiveness of program efforts. This component is fundamentally 33-1/3% of the interactive team at the task force and county program level. Designated prosecutors using vertical prosecution techniques in rural and agricultural crime cases is also a means of determining the relative effect of law enforcement’s interdiction efforts. Prosecutorial efforts, using vertical prosecutorial representation, will have the potential of bringing closure to the escalating effects of rural and agricultural crime to selected counties. Vertical prosecutorial representation is a technique whereby the prosecutor who makes the initial filing or appearance in a “rural or agricultural crime case”, will perform all subsequent court appearances on that particular case through its completion, to include the sentencing phase.

Program-specific job descriptions must be developed in support of the county program and developed by the county district attorney or designee.

And may include:

- County Agricultural Commissioner (Support): This component has the capacity of providing specialized expertise in the agricultural environment, as well as problem solving and crime control input. For this reason, each county should include county agricultural commissioners and their agricultural inspectors in any programmatic activities. These activities may include, but are not limited to, agricultural advice; field intelligence; surveillance; crop, implements, chemical, and livestock

identification; etc. The statute or Program does not preclude the use of this component in other capacities within the county program. As this component will be represented on the regional task force, strong consideration must be given to the use of this support resource within the framework of the county program.

Program-specific job descriptions must be developed in support of the county program and developed by the county agricultural commissioner or designee.

G. PREPARING AN APPLICATION

For clarity, the forms in Part IV include an Application Cover Sheet. Please complete the Application Cover Sheet and attach it to the front of the application.

The following components are required for a complete application:

- Application Cover Sheet;
- Grant Award Face Sheet (OES A301);
- Project Contact Information;
- Project Narrative;
- Budget Narrative;
- Project Budget (OES A303a-c); and
- Application Appendix.

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

**CENTRAL COAST RURAL CRIME PREVENTION PROGRAM
REQUEST FOR APPLICATION**

PART II – INSTRUCTIONS

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

The applicant must use the forms provided or computer-generated forms, and plain 8½ x 11” white paper for the project narrative sections. The included Project and Budget Narrative sections have been pre-formatted to OES standards. If you create your own computer-generated forms they must duplicate the OES forms.

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

A. PROJECT NARRATIVE

1. Problem Statement

Under this subheading, the narrative must provide a detailed discussion of the nature and extent of agricultural crime in the jurisdiction. This discussion may prioritize the kinds of problems and trends (e.g., crime type, frequency, arrests, prosecutions, sentences, etc.) in the order of their importance. Crime statistics relative to these problems should be integrated within the fabric of this discussion. If data is available, cover at least a three-year period. Projects may include a literal analysis of estimates to cover the inclusive period. The basis for this estimate must also be provided if estimates are used.

2. Plan and Implementation

- This section represents the key objectives, activities and performance measures that will later determine the effectiveness of this program. Applicants are required to submit all mandatory objectives and activities discussed below. This will also include “optional objectives” determined by each project that indicates unique features and program issues that affect specific project locations.

This section should be sequenced as indicated below and the pattern repeated after each objective.

Objective 1: Enhance crime prevention efforts by maintaining a county program that strengthens law enforcement agencies’ ability in rural areas to monitor and detect agricultural-based crimes.

Activities:

- Discuss the number of personnel participating in the county program. (Specify staff position and date assigned.);
- Discuss the date the county program began operation; and
- Estimate the number of agricultural crimes to be investigated.

Objective 2: Establish a Central Valley Rural Crime Task Force

One of the most significant features of this program is the establishment of a regional task force. By doing so, resources within the five-county system may be brought to bear on agricultural crime problems. The establishment and continued participation on this task force is MANDATORY, as measured by:

Activities:

- Discussing the number of county representatives selected to participate on the task force. (Specify staff position and date selected); and
- Discussing the date the joint facility was established. (Participants may also consider the use of a rotational or selected location).

Objective 3: Conduct Felony and Misdemeanor Agricultural Crime Arrests (County Program)

Concentrate misdemeanor and felony arrest efforts on persons and criminal organizations suspected of committing agricultural crime offenses, as measured by:

Activities:

- Estimating the number of suspects arrested/cited for agricultural crime offenses; and
- Estimating the number of suspects referred to the county district attorney for prosecution (filing) or adjudication.

Objective 4: Crime Reporting and Acceptance Rates

Report agricultural crime-related statistics for criminal activity in the project's target area. Develop, establish, sustain, and subsequently increase the acceptance rate of reported crimes that are agriculturally- related, as measured by:

Activities:

- Estimating the number of crimes involving Agricultural Chemicals;
- Estimating the number of crimes involving Commodities;
- Estimating the number of crimes involving Farm Equipment;
- Estimating the number of crimes involving Livestock;
- Estimating the number of crimes involving Tractors;
- Estimating the number of crime involving Vandalism;
- Estimating the number of crimes involving Vehicles;
- Estimating the number of crimes involving Loss Due to Arson;
- Estimating the number of crimes involving Miscellaneous Ag Property;
- Estimating the total cost in “losses” sustained as a result of agricultural crime; and
- Estimating the total cost in “recoveries” as a result of agricultural crime efforts.

Objective 5: Vertically Prosecute Offenders Committing Misdemeanor and Felony Agricultural Crime Offenses

The vertical prosecution of offenders committing agricultural crimes under this program, as measured by:

Activities:

- Estimating the number of defendants prosecuted using true vertical prosecution;
- Estimating the number of defendants prosecuted using major stage prosecution; and
- Estimating the number of defendants prosecuted using non-vertical methods of prosecution.

Objective 6: Develop, Establish, and Increase Agricultural Crime Defendant Conviction Rates

Develop, establish, sustain, and increase convictions of defendants prosecuted by specialized agricultural crime prosecutors, as measured by:

Activities:

- Estimating the number of defendants prosecuted or adjudicated;
- Estimating the number of defendants convicted on any charge. (Subordinate categories will include felonies, misdemeanors and infractions); and
- Estimating the number of defendants **NOT** convicted on any charge. (Subordinate categories will include felonies, misdemeanors and infractions.)

Objective 7: Track and Report the Length of Sentences/Commitments for Agricultural Crime Defendants

Track, record, and report the length of sentences/commitments in agricultural crime cases prosecuted, as measured by:

Activities:

- Estimating the number of defendants convicted by trial;
- Estimating the number of defendants convicted by plea;
- Estimating the number of defendants sentenced to incarceration (e.g., jail, CRC, prison, etc.);
- Estimating the average sentence length (in days);
- Estimating the number of defendants **NOT** sentenced to incarceration (e.g., diversion, suspended sentence, dismissal of charges, changed to misdemeanor with probation, etc.);
- Estimating the number of defendants sentenced with a court-ordered requirement for restitution; and
- Estimating the total dollar amount of restitution ordered.

Objective 8: Promote the Efforts and Accomplishments of the Rural Crime Prevention Program

This objective serves to support the legislative requirement for applicants to solicit media and community support to promote the efforts of this program. Within the capacity of each project location, these efforts strengthen program successes. A concerted effort must be undertaken to inform and solicit active support from community members, agencies, and private organizations throughout each county. Therefore, satisfying the intent of this objective will be instrumental in determining the effectiveness of these promotional efforts.

To maximize the effectiveness of the CCRCPP, promote the efforts and accomplishments of the program, as measured by:

Activities:

- Estimating the number of program presentations made to local groups, agencies, and associations;
 - Estimating the number of community training sessions conducted for farmers, ranchers, and interested industrial entities;
 - Estimating the number of publications developed to promote CCRCPP efforts, activities, and accomplishments. (List publications and their distribution in a separate attachment.); and
 - Estimating the number of Public Service Announcements (PSAs) developed and initiated for public/private broadcasting. (List PSA and airtime schedule on separate document.)
- a. Implementing Agency Description: Describe the implementing agency, including information such as size, composition, and structure. One of the unique features of this program is one of joint responsibility between the county district attorney and sheriff. The county district attorney of each county will administer this program under a “Joint Powers Agreement” with the corresponding county sheriff. In this case, provide a general description of both agencies in this section. **Include a copy of the Joint Powers Agreement in this Appendix.**

- b. Staffing, Policies, and Procedures: Discuss and identify each staff person that will be assigned to the rural crime prevention regional task force and the county rural crime prevention program. This discussion must include responsibilities, titles, supporting descriptive information that identifies their qualifications, and whether or not the time spent in this program will be charged to the OES Grant Award. Statutes have not mandated staff experience requirements for this program. **Include program-specific job descriptions in this Appendix that detail specific grant-related activities for each grant-funded staff assigned to the project.** (No page limitation)
- c. Organizational Chart: Provide an organizational chart (stick diagram, illustration, or mechanical drawing) that demonstrates the relationship between the implementing agency and project staff. Clearly demonstrate the placement of the project staff and their programmatic responsibility. This requirement applies to the regional task force, as well as individual county programs. Titles for persons on the organizational chart must match those identified in the job descriptions, budget, and project staff sections.
- d. Coordination with Other Agencies: This section applies to external agencies as well as those participating in the CCRCP. Provide a brief discussion of relationships with agencies or organizations that have expressed a willingness to support program goals and objectives. These agencies may include, but are not limited: any branch of the United States Armed Forces, including active, reserve, and National Guard components; the California Military Department; the U.S. and California Departments of Justice (DOJ); other law enforcement and criminal justice system agencies at the local, state, and federal level; interested property owner groups or associations; United States Department of Agriculture (USDA); or County Farm Bureaus.
- e. Database Participation Agreement: The Central Valley Rural Crime Task Force, in consultation with the Office of Emergency Services, has developed uniform reporting procedures for the collection and reporting of data on agricultural crimes, and has designated the Tulare ACTION Project as the agency responsible for maintaining the database. Each participating county must agree to collect and report statistical data on agricultural crimes, and enter this data into a centralized database. Each county must also agree that the centralized database will be housed at and maintained by the Tulare ACTION Project, thus ensuring uniform data collection and retrieval. To ensure compliance with this statutory mandate, a Rural Crime Database Participation Agreement must be signed by the district attorney and sheriff of each participating county. **Include a copy of the Rural Crime Database Participation Agreement in this Appendix.**

In addition to the above, OES strongly encourages all counties to participate in the Owner Applied Numbers (OAN) Program. The OAN is a unique number that is stamped, etched, branded or engraved into farm equipment and related tools which identifies the owner of those items. The structure of the OAN enables law enforcement agencies to pinpoint the owner of the equipment in any state and county within the United States. Using this nationally recognized crime prevention program the ACTION Project, working with the Rural Crime Prevention Program and the California Farm Bureau Federation, has created the first nationally capable computerized database and network linking 49 counties in California.

- f. Source Documentation: Projects submitting applications under this program are reminded that source documentation must be maintained on all project and regional task force activities. Source documentation must also support project expenditures and accomplishments. Source documentation is defined as “records and other pertinent documentation used to validate project activities and achievements as they directly relate to the objectives and activities described in the Grant Award Agreement.” Discuss the project’s ability to implement, track, maintain, and report data collection activities for progress reporting. Applicants may coordinate this discussion with other participating counties and the regional task force to establish a data collection, analysis, and reporting “system”.
- g. Progress Reporting: Participating agencies are required to submit progress reports on a quarterly basis throughout the grant year. Report forms will be provided to projects at the beginning of the grant year. Statistical data collection will be accomplished using the ACTION database. The database has been designed to include the required OES statistical report forms for easy, accurate, and uniform data collection and retrieval.

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. In the budget, include **only** those items covered by grant funds. Projects may supplement grant funds with funds from other sources. All budgets are subject to OES modifications and approval.

OES requires the applicant to develop a **line item** budget that will enable them to meet the intent and requirements of the program, ensure the successful implementation of the project, and be cost-effective. Failure of the applicant to include required items in the budget does not exclude responsibility to comply with those requirements during the implementation of the project. The applicant should refer to the *Recipient Handbook* at www.oes.ca.gov. The applicant can select “Plans and Publications, *Recipient Handbook*” for additional information concerning OES budget policy or to determine if specific proposed expenses are allowable. Contact the person listed on page 1, subsection B of this RFA if you have additional budget questions.

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 any qualifications or education level necessary for the job assignment.
- How project-funded staff duties and time commitments support the proposed objectives and activities.
- Proposed staff commitment/percentage of time to other efforts, in addition to this project.
- The necessity for subcontracts and any unusual expenditures.
- Mid-year salary range adjustments.

Specific Budget Categories

There is a separate form in the Forms Section (Part III) for each of the following three budget categories:

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

Each budget category requires line item detail that addresses the method of calculation and justification for the expense. Enter the amount of each line item in the right hand column of the Budget Category form. All charges must be clearly documented **and rounded off to the nearest whole dollar**. Enter the total amount of the budget category at the bottom of the form. If additional pages are needed, total only the last page of each budget category. The total of the budget must correspond to the amount of the Total Project Cost (block 10G) on the Grant Award Face Sheet.

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

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

a. Salaries

Personal services include all services performed by staff that are directly employed by the applicant and must be identified by position and percentage of salaries. They may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must be budgeted as salaries. If agency personnel have accrued sick leave or vacation time prior to the approval of grant funding, they may not take that time off using project funds. **Salaries for staff not directly employed by the applicant must be shown as consultant costs under the Operational Expenses category.**

b. 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. Other 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 1½ clerical positions).

2. **Operating Expenses (OES A303b):**

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

The following items fall within this category: consultant services such as subcontractors who are not employed by the applicant, travel, office supplies, training materials, research forms, equipment maintenance, software equipment rental/lease, telephone, postage, printing, facility rental, vehicle maintenance, answering service fees, and other consumable items. Furniture and office equipment with an acquisition cost of less than \$1,000 per unit (including tax, installation, and freight) **and/or with a useful life of less than one year fall within this category.**

Salaries for staff not directly employed by the applicant must be shown as consultant costs under the Operational Expenses category. These costs must be supported by a Memorandum of Understanding (MOU), contract, or Operational Agreement (OA), which must be kept on file by the recipient and made available for review during an OES site visit, monitoring visit, or audit. Furthermore, 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.

A CCRC Project Directors meeting is tentatively scheduled for the 2006/07 grant period. A registration fee, per diem and travel expenses should be budgeted for this meeting.

3. 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 \$1,000 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 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:

- **Project Service Area Information;**
- **Project Contact Information;**
- **Project Summary;**
- **Organizational Chart;**
- **Joint Powers Agreement;**
- **Database Participation Agreement;**
- **County program staff job descriptions** (program specific);
- **Operational Agreements:** OAs must be dated and contain original signatures, titles, and agency names for both parties. This document must demonstrate a formal system of networking and coordination with other agencies and the applicant. Those submitted with the application must be effective for the proposed grant year. For the purpose of this RFA, the terms OA and MOU are synonymous. A sample OA is provided in the Forms Section of this RFA. *Operational Agreements (OA) must be developed between the county district attorney, sheriff, and agricultural commissioner, as a written expression of an ongoing and active commitment to support the intent of this program. This document is not to be confused with the Joint Powers Agreement that is mandated by statute.*
- **Additional Signature Authorization** (optional);
- **Computers and Automated Systems Purchase Justification Guidelines** (optional); and
- **Noncompetitive Bid Justification – Contracts for and/or Services Checklist** (optional).

CENTRAL COAST RURAL CRIME PREVENTION PROGRAM REQUEST FOR APPLICATION

PART III – ADDITIONAL INFORMATION

This section contains additional information the applicant is strongly encouraged to review in preparing the application.

- A. Finalizing the Grant Award Agreement
- B. Administrative Requirements
- D. Budget Policy
- E. 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 any funds until the budget is passed and the Grant Award Agreement is fully executed. When the executed grant is received, and the State Budget is finalized, authorized expenditure reports may be submitted for reimbursement of grant funds.

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. 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 any other requirements deemed necessary by OES.

3. 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.

4. Grant Award Amounts

When the amount of funds available is limited, it may be necessary for OES to 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 “Plans and Publications, *Recipient Handbook*.” The *Recipient Handbook* contains administrative information and requirements necessary to implement the project. Recipients must administer their grants in accordance with the *Recipient Handbook* requirements. OES also retains the right to modify this handbook when necessary, upon approval of the Executive Director and with appropriate notice to the recipient. 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* by referencing the Handbook section (RH) 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 their progress in achieving the objectives. These records must be kept by the project for a period of three years. During programmatic 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. All government and education agencies receiving funds will be required to report on a quarterly basis. This form is due within 30 calendar days at the end of the reporting period and must be submitted whether or not the project has incurred expenses. Delays in submitting these forms will result in the withholding of funds and may result in the termination of the grant award.

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

Each project receiving funds is 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 technical experts on the criminal justice system and in the administrative execution of Grant Award Agreements. They are available to assist the project in the successful implementation of the project and in meeting the administrative requirements of the Grant Award Agreement. 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.

Projects must submit a request for approval for any changes to their project to the program specialist.

5. **Monitoring Requirements (RH 10400)**

A monitoring visit is an onsite assessment by the OES Monitoring and Audits Branch staff to determine if the project is in compliance with the Grant Award Agreement, the Program Guidelines, the RFA/RFP, and the *Recipient Handbook*. The goal of the monitoring process is to support program branches in helping projects achieve their goals. Projects will be monitored on a random or as-needed basis. The monitoring will cover all areas of project operation and will review the project's source documentation as substantiation for project goals, objectives, and activities.

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

All 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 all officials and employees of OES-funded projects within 60 days of the signed Grant Award Agreement. Failure to comply with this requirement may result in the withholding of grant funds or termination of the Grant Award Agreement. The beneficiary named on the bond or an endorsement must include the "State of California, Governor's Office of Emergency Services" and include the Grant Award number for identification purposes.

The time period covered by the bond must include the effective date and total time period of the grant, including any extensions. The bond must be in an amount equal to 50 percent 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 Section 2234 of the *Recipient Handbook*.

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

OES owns all 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)

Grant 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 they pertain to the objectives outlined in the Grant Award Agreement. Projects 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. Projects will be required to have written job descriptions on file for all 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. The applicant can select “Plans and Specifications, *Recipient Handbook*.”

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. Potential supplanting will be the subject of application review, post-award monitoring, and audit. The rules on supplanting are discussed at length in Section 1313 of the *Recipient Handbook*.

2. Project Income (RH 6610)

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

3. Contract and Procurement (RH 3000)

A competitive bid process is required to purchase equipment or consultant services with grant funds. Noncompetitive bid contracts are disfavored, and noncompetitive bid request approval is required prior to the purchase of equipment in excess of \$5,000 without using a competitive bid process, or to hire a specific consultant charging over \$5,000 without using

a competitive bid process. Local units of government may use their approved procurement policy except for contracts over \$50,000, which require 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.

4. 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 review by the Program Specialist.

2) Mileage

When a privately owned vehicle is utilized on project-related business, a maximum of 44.5 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

Statewide, the maximum allowed lodging expense is \$84.00, plus applicable taxes, (except as noted below). Reimbursement for lodging is not authorized without a receipt.

5) Special Lodging Rates

Allowable maximum lodging expenses increase to \$110, plus applicable taxes, with receipt in Los Angeles and San Diego counties. Maximums for Alameda, San Francisco, San Mateo and Santa Clara counties are \$140, plus applicable taxes.

6) Other

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

5. Participating Staff

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

6. Consultant Services (RH 3710)

Consultant services are provided on a contractual basis by individuals or organizations that are 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 that are directed toward the financial success or direction of the agency.

a. **Rates**

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

1) Independent Contractors Employed by State and Local Government

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

b. **Expert Witness Fees (RH 3710.2)**

Prosecution or criminal defense 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 county is required to cover. The maximum allowable rate for such witness fees is \$250 per hour up to \$2,000 per day. The total amount budgeted for expert witness fees must not exceed ten percent 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).

7. 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 any other source.

8. Rented or Leased Equipment (RH 2233)

If equipment is to be rented or leased, an explanation and cost analysis will be required if the application is selected for funding. 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 any rental or lease agreement.

9. 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 of personnel salaries (excluding benefits and overtime) or five percent of total direct project costs (excluding equipment) may be budgeted by the applicant for indirect costs if allowable by the funding source.

10. Audits (RH 8150)

An audit is required for all OES recipients expending \$25,000 or more of OES grant awards. The applicant 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 applicant 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 applicant may budget up to one and a half percent (1.5%) of the total grant for financial audit costs.

11. 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 \$1,000 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 used solely for project activities may be budgeted if it is essential to the implementation of the project. Grant funds may not be used to reimburse the recipient for equipment already purchased.

Rented or leased equipment must be budgeted as an operating expense. Lease-to-purchase agreements are generally not allowable. If a lease-to-purchase is requested, the project will be required to submit justification, including cost-effectiveness. Prior approval by OES is required.

Equipment purchased in whole or in part with state or federal grant funds is the property of the state or the federal government. However, under certain conditions, equipment may be transferred to the recipient at the end of the grant period. Satisfactory compliance with the Grant Award Agreement will be reviewed in considering the transfer of equipment.

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. Justification will be required if the application is selected for funding. OES will evaluate the proposed purchase on the basis of grant-related need. Prior approval by OES is required.

2) Units of Government (RH 2342.2)

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

3) Computer Purchase Justification (RH 2341)

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

c. Automobiles (RH 2331)

Automobiles are not allowable budget items, unless permitted in the RFA Instructions. If a vehicle 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 a vehicle, including the size of service area and the need to provide direct service away from the office, and the reason why the agency will not allow personal vehicle usage during working hours. A cost analysis for vehicle purchase as compared to other options, including lease and personal vehicle use with mileage, must be conducted and kept on file for review by OES during a site visit, monitoring visit and by the auditor during the required annual audit.

12. Prohibited Expense Items (RH 2240)

The following is a list of prohibited items:

a. Lobbying (RH 2242)

OES grant funds cannot be used for lobbying 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 is not an allowable expenditure unless it is part of a governmental negotiated benefit package or is specifically authorized in the RFA instructions.

g. Membership Dues (RH 2248)

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

Depreciation charges are not allowable expenditures.

GLOSSARY OF TERMS

Term	Definition
Activity	The specific steps or actions that a project takes to achieve a measurable objective.
Administrative Agency or Recipient	The agency or organization designated on the Grant Award Face Sheet which is the programmatic recipient of the grant funds and will accomplish the planned objectives and program goals (e.g., County of Alameda, City of Fresno, State Department of Justice, Fairfield Youth Services Bureau).
Application	Once selected for funding, the original application and additional forms as required by OES becomes the application. This application, once signed by 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 nonprofit, public benefit corporation as described in <i>Section 501(c)(3)</i> of the <i>Internal Revenue Service Code</i> .
Competitive Bid	A contract process used when the required number of suppliers are equally or nearly equally qualified to provide the services.
Equal Employment Opportunity Plan (EEOP)	A comprehensive plan analyzing the agency's workforce and 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 final agreement between OES and the local government agency or organization authorized to accept grant funding
Grant Award Forms Package	The package to be sent to projects selected for funding containing forms needed for the final Grant Award Agreement.
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.

Term	Definition
Grant Funding Period	The period of time, determined by the Request for Proposal (RFP) or the Request for Application for (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).
Recipient Handbook	This handbook outlines the terms and conditions required of grant projects. Funded projects must administer their grants in accordance with these administrative and fiscal conditions. The <i>Recipient Handbook</i> is accessible on the Internet website at www.oes.ca.gov . The applicant can select “Plans and Publications, <i>Recipient Handbook</i> .”
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).
Memorandum of Understanding (MOU)	This term is used interchangeably with Operational Agreement. A formal agreement between two agencies, which specifies the responsibilities of each agency in implementing the project.
Noncompetitive Bid (NB)	A contract for goods or services, where only a single source that can provide the services or goods is afforded the opportunity to offer a price for the specified services or goods. (Contracts sometimes include goods as well as services, and this definition will also apply to those circumstances.)
Nonprofit Organization	A nonprofit, public benefit corporation as described in <i>Section 501(c)(3)</i> of the <i>Internal Revenue Service Code</i> . The term is used synonymously with CBO.
Objectives	A set of quantifiable projections to be carried out in order to accomplish the program goals.
Operational Agreement (OA)	This term is used interchangeably with Memorandum of Understanding. A formal agreement between two agencies, which specifies the responsibilities of each agency in implementing the project.
Program	A specific set of goals and objectives established pursuant to legislative, congressional, or administrative action identifying an unmet need of the law enforcement or victim services and supported by a set appropriation from state or federal funding sources.

Term	Definition
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 requested information and packet of forms requested by the RFP and submitted to OES, which specifies the priorities, strategies and objectives of the applicant.
Request for Application (RFA)	A noncompetitive application issued by OES.
Request for Proposal (RFP)	Issued by OES to solicit competitive proposals relating to new funding
Supplanting	To reduce federal, state, or local funds due to the existence of OES funds. Supplanting occurs when a recipient deliberately replaces its non-OES funds with OES funds, thereby reducing the total amount available for the stated purpose.