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TO: LAW ENFORCEMENT/VICTIM SERVICES GRANT RECIPIENTS

FROM: SCOTT FRIZZIE, Deputy Director
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SUBJECT: 2008 OES Recipient Handbook

The 2008 OES Recipient Handbook is now available on the OES Website at www.oes.ca.gov/ Law Enforcement & Victim Services Division / Recipient Handbooks.

New search features and embedded links have been added making it easier and faster to find what you need. A print button has also been added at the beginning of each section, allowing the printing of one page or the entire Handbook.

The Appendix Section of the Handbook has been replaced with links to the forms needed to administer your grants. The Handbook has been redesigned to download quickly to your computer. With a live Internet link, all the features of this Handbook are available and fulfill the requirement to have the Recipient Handbook "on-site."

The Recipient Handbook includes a detailed Revised Handbook Section, making it easier to locate and identify program changes. However, the major substantive changes are listed below. Questions concerning the use of the Handbook should be addressed to Brenda Metzger at (916) 322-9235 or at Brenda.metzger@oes.ca.gov.

Section 1200 (d.), Grant Award Components: A Signature Authorization form signed by the Project Director and Fiscal Officer is a required grant component.

Section 1320, Terms of the Program: Requests for Proposals (RFPs) and Requests for Applications (RFAs) are available for review and download on the OES website throughout the grant award period. An active internet link fulfills the requirement to have the program guidelines on-site (Section 1340).

Section 2113, Signature Authorization: The Project Director and Fiscal Officer are now required to sign a Signature Authorization Form which must be submitted along with the Grant Award Face Sheet, Project Contact Information Sheet, and Certification of Assurance of Compliance.

Section 2114, Changes in Key Personnel, To make a personnel change the submission of a new Signature Authorization form and Project Contact Information sheet is required. If there is also a fiscal or award period change, a Grant Award Modification is required.

Section 2115, Signature Authority: Recipients may request signature authority, in addition to the designated Project Director and/or Financial Officer on the Signature Authorization form and Project Contact Information sheet.

Section 2151, Civil Rights – Equal Employment Opportunity: Language has been deleted and new expanded language added to sections 2151.1 – 2151.9

Section 2350, Losses/Replacements: OES no longer requires notification of the sale of equipment purchased in part or in whole with OES grant funds.

Section 6311.1, Advance of State Funds – Expenditures on a Monthly Basis, Advance Payments: Due to the change in statute (Prompt Payment Act) OES will now liquidate advance payments over the first 3 payment periods. In addition, since OES is required to make payments promptly, it may not be necessary to request such an advance - since the timelines may be the same.

Section 6311.2, Advance of State Funds – Expenditures on a Quarterly Basis: If a CBO selects to request payment on a quarterly basis and requests an advance payment, the amount of the advance payment will be deducted from the first Report of Expenditures and Request for Funds (OES 201). If the expenditure amount on the first 201) is not enough to cover the advanced amount, the remainder of the advance payment will be deducted from subsequent 201s.

Section 8000 – 8910, Audits: This section has had extensive revision bringing OES Audit procedures into alignment with new Federal regulations. We strongly advise a thorough study of this updated section.

Section 10420, Standard Monitoring Procedures: Monitoring has updated the procedures for notification of visits and finding notification.

OES Forms: Appendices have been replaced with links to the OES standardized forms on the OES Website.