



CRIMINAL JUSTICE PROGRAMS DIVISION
GOVERNOR'S OFFICE OF EMERGENCY SERVICES

P.O. BOX 419047
RANCHO CORDOVA, CALIFORNIA 95741-9047
(916) 324-9100
FAX: 327-5674



August 26, 2004

TO: ALL DOMESTIC VIOLENCE ASSISTANCE PROGRAM (DVAP)
PROJECT DIRECTORS

RE: **FY 2004/05 DVAP RFA**

The Office of Emergency Services Domestic Violence Section is pleased to announce the allocation of \$15.8 million to the Domestic Violence Assistance Program (DVAP) for FY 2004/05. This allocation is subject to the availability of funds and final executive approval.

Attached are the instructions and forms for submitting your application for funding. Please note that funding is contingent upon project performance and compliance with grant requirements.

There are no changes to the 2004/05 RFA objectives, with the exception of a minor clarification to objective 5 (see below). However, please be reminded that our office will be looking at revising the objectives for 2005/06 after we confer with our federal funders and the field. A few notable items appearing in this year's RFA are as follows:

- Change in Grant Period. The DVAP grant period for FY 2004/05 is October 1, 2004 through June 30, 2005. The change in grant period was decided based on clarification of requirements for expenditures of State monies. Our office was recently informed that all State funds must be fully expended by each recipient (grantee) no later than the last day of each State Fiscal Year, i.e., June 30. In 2004/05, each DVAP recipient will have 12 months of funds to spend in a 9-month period in 2004/05, with objectives projected for a 9-month period.

Note: This is a one-time only situation and care should be taken when developing your FY 2004/05 grant budget. Permanent, ongoing expenses, such as new staff positions, are discouraged since the grant period reverts to a 12-month time frame effective July 1, 2005. This is an excellent opportunity, however, to include one-time expenditures, e.g., equipment, printing, brochures, manuals, audiovisual training materials and tools, conference attendance and training costs, in the budget.

Beginning in FY 2005/06 and thereafter, the DVAP grant period will be July 1 through June 30. It will be a 12-month grant period, with 12-month objectives and a 12-month budget.

- Budget. Unlike the FY 2003/04 RFA, there is **no** requirement for a minimum .5 full-time equivalent (FTE) children's counseling position for the purpose of enhancing counseling services for battered women and their children.

- Objective 5: A minor clarification was made by changing this objective to read “food **and/or** clothing.”
- Use of Funds. All recipients are again advised that written policies pertaining to the provision of all DVAP services, e.g., shelter intake, be **inclusive** of all victims and their dependents. As an example, a policy statement should not read “no acceptance” of male dependent children (or other uniquely-situated victims and their dependents). Such policies are in direct conflict with government regulations prohibiting discrimination based on age, gender, ethnicity, religion, sexual orientation, etc. All recipients are required to provide services on site or provide **alternative** shelter and other services (motel vouchers; **referrals**; etc.) to the best of their abilities to all victims served under the DVAP.
- 40-Hour Training. As has been well-publicized in recent months through earlier communiqués with all DVAP recipients and through discussions at local and regional meetings conducted across the State, the Domestic Violence Training Committee has been working on a Domestic Violence Training Outline and Domestic Violence Curriculum and Resource Guide. Continued work on this project is planned during the 2004/05 grant period, with the completion and dissemination of both documents planned well before implementation of revised training requirements commences in FY 2005/06. All DVAP recipients will continue to be kept apprised of developments on this project.
- Project Directors/Financial Officers Trainings. A Project Directors/Financial Officers two-day training (at an as-yet-undetermined location) will be held during the 2004/05 grant period. A registration fee covering food and beverage, i.e., lunch, will be assessed. All additional per diem and travel expenses should be budgeted for this meeting for a minimum of two staff. (**Note**: A comprehensive overview will be provided at this meeting of the new DVAP training requirements (with Domestic Violence Curriculum and Resource Guide) for 2005/06.)
- Program Summary: All DVAP recipients are asked to complete the Program Summary form found in the Application Appendix.
- Part IV of the RFA may be disregarded in its entirety. This section has been included since it provides valuable information for those individuals who are new or less than thoroughly familiar with the preparation of OES program applications.

It is necessary to complete the enclosed materials and submit them to the OES Domestic Violence Section by 5 p.m. on October 4, 2004. The application should be addressed to:

Office of Emergency Services
P. O. Box 419047
Rancho Cordova, California 95741-9047
Attn: Domestic Violence Section (DVAP)

Please feel free to contact Ann Saldubehere by e-mail at ann.saldubehere@oes.ca.gov or by fax at 916-327-5674 or your Domestic Violence Section Program Specialist if you have any questions or need further assistance.

Sincerely,

JOHN ISAACSON, Chief
Domestic Violence Section

Enclosures

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
CRIMINAL JUSTICE PROGRAMS DIVISION**

**DOMESTIC VIOLENCE ASSISTANCE PROGRAM
REQUEST FOR APPLICATION**



FY 2004/05

**GOVERNOR’S OFFICE OF EMERGENCY SERVICES
CRIMINAL JUSTICE PROGRAMS DIVISION**

**DOMESTIC VIOLENCE ASSISTANCE PROGRAM (DVAP)
REQUEST FOR APPLICATION**

TABLE OF CONTENTS

I. INFORMATION

A. INTRODUCTION.....	1
B. CONTACT INFORMATION.....	1
C. APPLICATION DUE DATE	1
D. ELIGIBILITY	2
E. FUNDING CYCLE AND DURATION	2
F. PROGRAM INFORMATION	2
G. PREPARING AN APPLICATION	4

II. INSTRUCTIONS

A. THE PROJECT NARRATIVE	5
1. Problem Statement.....	5
2. Plan and Implementation.....	5
B. THE PROJECT BUDGET	12
1. The Budget Narrative	13
2. Specific Budget Categories	13
C. THE APPLICATION APPENDIX.....	15

III. FORMS

REQUEST FOR APPLICATION CHECKLIST AND REQUIRED SEQUENCE	16
APPLICATION COVER SHEET	17
GRANT AWARD FACE SHEET INSTRUCTIONS.....	18
GRANT AWARD FACE SHEET (FORM A301)	19
CERTIFICATION OF ASSURANCE OF COMPLIANCE	20
THE PROJECT NARRATIVE	24

III. FORMS (cont'd.)

THE PROJECT BUDGET – BUDGET NARRATIVE25

BUDGET PAGES

- Personal Services – Salaries/Employee Benefits.....26
- Operating Expenses27
- Equipment.....28

THE APPLICATION APPENDIX29

OPERATIONAL AGREEMENTS (OA) SUMMARY FORM.....30

SAMPLE OPERATIONAL AGREEMENT31

PROJECT SERVICE AREA INFORMATION.....32

PROJECT CONTACT INSTRUCTIONS33

PROJECT CONTACT INFORMATION.....34

PROJECT SUMMARY INSTRUCTIONS.....35

PROJECT SUMMARY.....36

PROGRAMMATIC PURCHASE JUSTIFICATION.....38

EMERGENCY FUND PROCEDURES.....39

SOLE/SINGLE SOURCE JUSTIFICATION – CONTRACTS FOR SERVICES CHECKLIST40

SOLE SOURCE JUSTIFICATION – CONTRACTS FOR GOODS CHECKLIST41

ADDITIONAL SIGNATURE AUTHORIZATION INSTRUCTIONS.....42

ADDITIONAL SIGNATURE AUTHORIZATION.....43

IV. ADDITIONAL INFORMATION

- A. Finalizing the Grant award Agreement44
- B. Administrative Requirements45
- C. Budget Policy47
- D. Glossary of Terms.....55

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
CRIMINAL JUSTICE PROGRAMS DIVISION**

**DOMESTIC VIOLENCE ASSISTANCE PROGRAM (DVAP)
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 *Grantee Handbook*. However, the *Grantee Handbook* provides helpful information you may wish to consult while developing your application. A copy can be obtained from website, www.oes.ca.gov. Applicant can select "Plans and Publications, RFA/RFP Grantee Handbook" to access the *Grantee Handbook*.

B. CONTACT INFORMATION

ANN SALDUBEHERE

Senior Program Specialist
916-324-9225 (office)
916-327-5674 (fax)
ann.saldubehere@oes.ca.gov

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

C. APPLICATION DUE DATE

To submit an application, applicant must deliver the application to OES **by 5:00 p.m.** on the due date, or mail the application postmarked by the due date.

The Due Date Is: October 4, 2004

Applicant must submit **one original and one copy** of the application to:

Governor's Office of Emergency Services
Criminal Justice Programs Division
P.O. Box 419047
Rancho Cordova, CA 95741-9047
Attn: DVAP RFA – Domestic Violence Section

or

If sending application by **overnight delivery**, submit to:

Governor's Office of Emergency Services
Criminal Justice Programs Division
3650 Schriever Avenue
Mather, CA 95655
Attn: DVAP – Domestic Violence Section

If the application will be **hand-delivered**, it should be delivered to the Governor's Office of Emergency Services at 1130 K Street, Suite 300, Sacramento. Please note the following: 1130 K Street is located at the southwest corner of the intersection of 12th and K Streets. A Bank of America is located on the first floor of this building. Please note that K Street is a pedestrian mall. Indoor parking structures are located on the east side of 12th Street between K and L Streets (connected to the Hyatt Regency Hotel), and on 10th Street between K and L Streets. Street parking is limited and requires quarters for parking meters. Once you enter the building at 1130 K Street, take the elevator to the third floor and proceed straight down the hall to the Receptionist Office behind the double wooden doors labeled "State of California: Governor's Office of Emergency Services." The application will be date stamped and you may request a receipt.

D. ELIGIBILITY

The projects identified in Attachment A of this RFA (at the end of Part II) (which include all 75 currently funded OES Domestic Violence Assistance Program (DVAP) recipients and the 10 shelters previously funded through AB 664) are eligible to apply for this continuation funding.

A recipient that is a Community Based Organization (CBO) must be an active California nonprofit corporation in good standing. It is the recipient's responsibility to file a yearly Statement of Officers form *with the Secretary of State*. Recipients are also responsible for filing the following documents annually:

- IRS Form 990; and
- State of California, Franchise Tax Board Form 199; or
- State of California, Board of Charitable Trusts Form CT2.

The Application Appendix must include a copy of the most recently filed version of one of the above forms. If an extension of any of these tax forms has been required, applicants must submit a copy of the extension request and a copy of the prior year's tax form(s). The project is also responsible for keeping copies of these forms on file at the administrative office and having the tax forms available for review by OES upon request.

E. FUNDING CYCLE AND DURATION

Projects must budget funds for a 9-month period. The grant period will begin on October 1, 2004 and end on June 30, 2005.

F. PROGRAM INFORMATION

1. 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); and the federal Health and Human Services Family Violence Prevention and Services Act (FVPSA).

2. Allocation of Funds

The amount of funds available for each project is listed on the FY 2004/05 DVAP Funding Chart (Attachment A). The funding sources and all required match amounts are listed on this chart for each DV project.

3. Use of Funds

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 or other uniquely-situated victims and their dependents. 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 services on site **or** provide **alternative** shelter and other services through motel vouchers; **referrals**; etc. to the best of their abilities to all victims served under the DVAP.

a. State General Funds – SDVAP

A cash and/or in-kind match is 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 is 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.
- Compliance with the National Historic Preservation Act is required. The National Historic Preservation Act (16 U.S.C. Section 470, et seq., as amended) states prior to the use of grant funds to renovate, alter, or otherwise improve the exterior or interior of a building, applicants must notify OES for approval. Applicants must also maintain records establishing if any of the proposed renovation work is on a structure which is less than 50 years old or 50 years and older.

c. Federal Funds - FVPSA

Title III of the Child Abuse Amendments of 1984, now called the Family Violence Prevention and Services Act (FVPSA), was first implemented in Fiscal Year (FY) 1986. It was authorized and amended most recently by Public Law 104-235, the Child Abuse Prevention and Treatment Act (CAPTA) of 1996. 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. Reimbursement is allowed for direct service and administrative costs.

- A cash and/or in-kind match is required to equal twenty (20) percent of the funds requested.
- A cash match must include a minimum of twenty-five (25) percent from private sources and may not include federal funds.
- Funded projects are required to develop procedures to assure confidentiality of records pertaining to persons receiving assistance.
- There is a reporting requirement for victims of family violence and their dependents who are homeless or institutionalized as a result of the violence and abuse experienced.
- The address or location of any shelter facility assisted (funded) under FVPSA must not be made public, except with written authorization of the person or persons responsible for the operation of such shelter.

Funded projects must comply with the requirements of the Pro-Children Act of 1994 (Act). The Act prohibits smoking in facilities (in some cases portions of facilities) in which certain Federally funded children's services are provided on a routine or regular basis. The provisions apply if funds are being provided through an applicable Federal grant, loan, loan guarantee, or contract. The law went into effect December 26, 1994.

G. PREPARING AN APPLICATION

For clarity, the forms in Part III 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 (Form A301);
- Certificate of Assurance of Compliance;
- The Project Narrative;
- The Budget Narrative;
- Project Budget (Forms A303a-c); and
- Application Appendix.

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
CRIMINAL JUSTICE PROGRAMS DIVISION**

**DOMESTIC VIOLENCE ASSISTANCE PROGRAM (DVAP)
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.

Applicant must use the forms provided or computer-generated forms, and plain 8½" x 11" white paper for the project narrative sections. If computer-generated forms are used, they must duplicate the OES forms.

Application must be typed with characters no smaller than standard 12-pitch font. **Applicant must double-space all narrative sections of the application.**

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

A. THE PROJECT NARRATIVE

The project narrative is the main body of information describing the problem to be addressed, the plan to address that problem through appropriate and achievable objectives and activities, and the ability of the applicant to implement the plan.

1. Problem Statement

A problem statement is not required for this application.

2. Plan and Implementation

PLAN

There are no changes to the 2004/05 RFA objectives. However, please be reminded that our office will be looking at revising the objectives for 2005/06 after OES confers with its federal funders and the field.

Objectives and activities must be updated for FY 2004/05. The specific wording for the *thirteen (13)* mandatory objectives is provided in this section. The following thirteen (13) objectives and activities are requirements established by legislative mandate as referenced in the DVAP Program Guidelines. The specific wording for the optional objective (#14) is also provided in this section. Use a separate page to describe the activities for each objective. On the bottom of the page complete the Service Goal information for each objective.

ALL OBJECTIVES ARE DUPLICATE COUNTS UNLESS OTHERWISE NOTED

(NOTE: IF ANY OF THE ORIGINAL OBJECTIVES, ACTIVITIES, OR NARRATIVE STATEMENTS HAVE NOT CHANGED FROM LAST YEAR'S APPLICATION, THE

APPLICANT MAY PHOTOCOPY THE PREVIOUSLY SUBMITTED SECTIONS AND INCLUDE THEM IN THIS RFA. PLEASE IDENTIFY ALL UNCHANGED OBJECTIVE PAGES WITH THE WORD "COPY" IN THE UPPER RIGHT HAND CORNER.)

OBJECTIVE 1: To maintain a 24-hour crisis hotline.

a. Management Procedures

Describe how DV victims' calls are handled:

- provide a detailed description of procedures employed to provide 24-hour crisis intervention and assistance (i.e., 2:00 a.m. call vs. 10:00 a.m. call);
- how the crisis hotline is staffed and what supervision is provided; what backup procedures are utilized; and
- what quality control measures are in place.

Discuss documentation procedures.

Provide Hotline Number(s): _____.

b. Service Goal

_____ Total **number of Hotline Calls** (all crisis calls and information/referral calls identified within this service goal, below) to be received by the agency during the grant period.

_____ **Number of DV Crisis Calls** to be handled through the hotline during the grant period.

_____ **Number of DV Information/Referral Calls** to be handled through the hotline during the grant period.

OBJECTIVE 2: To provide counseling to adult DV victims.

a. Management Procedures

Describe individual and group counseling provided to DV victims; the staff responsible for their direct service provision; supervision staff; and the location(s) where counseling takes place. If DV victims are referred outside the project to receive individual counseling, discuss the referral systems with other service providers; the required current operational agreements the project has with the service providers; the referral process; and why referrals are necessary.

Discuss documentation procedures.

b. Service Goal

Individual Counseling

(1) _____ **Number** of DV victims who will receive Individual Counseling by a domestic violence counselor (pursuant to Evidence Code Section 1037.2 (Attachment B)), *specifically a licensed clinician or master's level counselor*, during the grant period. **(Unduplicated)**

(2) _____ **Number** of DV victims who will receive Individual Counseling by a domestic violence counselor (pursuant to Evidence Code Section 1037.2 (Attachment B)) *other than a licensed clinician or master's level counselor*, during the grant period. **(Unduplicated)**

(3) _____ Total **number** of Individual Counseling Sessions to be handled (all sessions identified within this service goal (2.b.(1) & (2), above).

- (4) _____ **Number** of DV victims who will be **referred** for any individual counseling outside the DV project during the grant period. **(Unduplicated)**

Group Counseling

- _____ **Number** of DV victims who will receive Group Counseling by the DV project during the grant period. **(Unduplicated)**
- _____ **Number** of Group Counseling sessions to be held during the grant period.
- _____ **Number** of DV victims who will be referred for Group Counseling outside the DV project during the grant period. **(Unduplicated)**

OBJECTIVE 3: To maintain a business center that is open during routine business hours Monday through Friday and accessible to DV victims not in need of shelter.

a. Management Procedures

Describe the business center: the services provided there; how it is staffed; and specify office hours. If the business center has a walk-in location during business hours, describe how coverage is provided during lunchtime and staff meetings. If the address of the business center is confidential, discuss the arrangements that have been made to provide an interim location until the client can get to the business center or shelter.

Discuss documentation procedures.

b. Service Goal

_____ Total **number** of persons to be served at the business center during the grant period, in person and by telephone.

_____ **Number** of persons to be served **in person** at the business center during the grant period. **(Unduplicated)**

_____ **Number** of persons to be served **by telephone** at the business center during the grant period. **(Unduplicated)**

OBJECTIVE 4: To provide emergency shelter services to DV victims and their children.

a. Management Procedures

Describe how 24-hour emergency shelter services are provided.

Discuss the client screening process and eligibility requirements.

Provide a brief description of the shelter facility, and services provided there.

Discuss staff coverage of the shelter, and specify the average length of stay.

Specify if “interim shelter” is ever provided in motels/hotels or non-DV shelters, and what circumstances would require this to occur.

Discuss policies regarding the sheltering of children/dependents of DV victims.

Describe children’s services provided (describe children’s counseling under Objective 9), system of schooling while in the shelter, and protocol for reporting suspected child abuse.

Discuss documentation procedures.

b. Service Goal

_____ / _____ **Number** of DV victims/DV victims’ children to be sheltered by the DV project during the grant period. **(Unduplicated)**

- _____ / _____ **Number** of DV victims/victims' children to be **referred** for shelter outside of the DV project during the grant period. **(Unduplicated)**
- _____ **Number** of person shelter days (bed nights) provided by the DV project during the grant period. **(Number of beds occupied x number of days)**

OBJECTIVE 5: To provide emergency food and/or clothing for DV victims and their children.

a. Management Procedures

Describe how food and/or clothing are provided to DV victims and their children while in the shelter, and what arrangements are made for DV victims and their children not in need of shelter. If DV victims are referred outside the project to receive emergency food and/or clothing, discuss the referral systems with other service providers and the required current operational agreements the project has with the service providers.

Discuss documentation procedures.

b. Service Goal

_____ / _____ **Number** of DV victims/victims' children to receive emergency food and/or clothing by the DV project during the grant period. **(Unduplicated)**

_____ / _____ **Number** of DV victims/victims' children to be **referred** outside the DV project for emergency food and/or clothing during the grant period. **(Unduplicated)**

OBJECTIVE 6: To provide emergency response to calls from law enforcement on a 24-hour basis.

a. Management Procedures

Describe the project's relationship with law enforcement (LE) agencies in the service area, including written operational agreements that describe how services are coordinated.

Discuss how referrals are made by LE agencies; how these referrals are addressed; and whether there is a system in place for follow-up by the DV project.

Discuss documentation procedures.

b. Service Goal

_____ **Number** of DV victims to be served by the DV project as a result of referrals received from LE agencies during the grant period. **(Unduplicated)**

_____ **Number** of times DV advocates will respond (by immediate crisis phone call or to the crime scene) to an Emergency Call from a Law Enforcement Agency.

OBJECTIVE 7: To provide 24-hour response to DV victims in hospital emergency rooms.

a. Management Procedures

Describe the project's procedures for responding to referrals from hospital emergency rooms (ERs).

Specify if the hospital ERs have established protocols for handling DV victims and for making referrals to appropriate DV services, including written operational agreements that describe how services are coordinated and whether there is a system for follow-up by the DV project.
Discuss documentation procedures.

b. Service Goal

- _____ **Number** of DV victims to be served by the DV project as a result of hospital ER referrals. **(Unduplicated)**
_____ **Number** of times DV advocates will respond (by immediate crisis phone call or to the hospital emergency room) to an Emergency Call from a hospital Emergency Room.

OBJECTIVE 8: To provide DV victims with emergency transportation to the shelter or other safe locations on a 24-hour basis.

a. Management Procedures

Discuss the applicant's policies regarding the provision of emergency transportation on a 24-hour basis.
Describe how emergency transportation is provided to ensure DV victims are transported to a safe location.
Discuss documentation procedures.

b. Service Goal

- _____ **Number** of DV victims to be provided emergency transportation by the DV project to the shelter or other safe location. **(Unduplicated)**

OBJECTIVE 9: To provide counseling to the children of DV victims.

a. Management Procedures

Discuss how counseling is provided to the children of DV victims and how the counseling is goal oriented, topic focused, and age appropriate.
Describe the qualifications of the staff providing the counseling and the staff supervision. If the children of DV victims are referred outside the project to receive counseling, discuss the referral systems with other counseling service providers and the required current operational agreements the project has with these providers.
Discuss documentation procedures.

b. Service Goal

- _____ **Number** of children of DV victims who will receive counseling during the grant period. **(Unduplicated)**
_____ **Number** of counseling sessions to be held during the grant period.
_____ **Number** of children of DV victims **referred** outside the DV project for counseling during the grant period. **(Unduplicated)**

OBJECTIVE 10: To provide court and social service advocacy for DV victims.

a. Management Procedures

Describe the project's policy regarding advocacy.
Describe how court and social service advocacy is provided for DV victims and which DV project staff is responsible for providing this service.

Discuss documentation procedures.

b. Service Goal

_____ **Number** of DV victims who will be provided **social service advocacy services** by the project during the grant period. **(Unduplicated)**

_____ **Number** of DV victims who will be provided **court accompaniment services** by the project during the grant period. **(Unduplicated)**

OBJECTIVE 11: To provide legal assistance with temporary restraining orders (TROs) and other protective and/or custody orders for DV victims.

a. Management Procedures

Describe how legal assistance is provided by the DV project, specifically how DV victims are assisted in obtaining TROs and other protective and/or custody orders.

Discuss the qualifications of project staff providing the legal assistance and the supervision received by staff. If DV victims are referred outside the project to receive legal assistance, discuss the referral systems with legal service providers and the required current operational agreements the project has with these providers.

Discuss documentation procedures.

b. Service Goal

_____ **Number** of DV victims who will receive **legal assistance with TROs, protective and/or custody orders** by the project during the grant period. **(Unduplicated)**

_____ **Number** of DV victims who will be **referred** to an outside agency for legal assistance with TROs, protective and/or custody orders by the project during the grant period. **(Unduplicated)**

OBJECTIVE 12: To establish, maintain, and participate in the local community service network to ensure appropriate response to DV victims needs.

a. Management Procedures

Discuss the project's involvement in the local DV council.

Describe the local community social service network.

Discuss the DV project's involvement and role in the network. Specify types of agencies network and the services they provide.

Discuss the project's involvement in the local DV council.

Discuss when and how DV victims are referred to agencies outside the DV project for assistance.

Discuss documentation procedures.

b. Service Goal

_____ **Number** of collaborative meetings to be attended by staff of the DV project during the grant period. **(Unduplicated)**

OBJECTIVE 13: To provide household establishment assistance to DV victims.

a. Management Procedures

Describe how the project provides assistance to DV victims attempting to establish new residence (this includes moving to transitional housing programs).
Discuss community support in this effort.
Discuss documentation procedures.

b. Service Goal

_____ **Number** of DV victims who will receive household establishment assistance by the project during the grant period. **(Unduplicated)**

OPTIONAL OBJECTIVE 14: To provide transitional housing assistance to DV victims.

a. Management Procedures

Provide a detailed description of procedures employed to assist DV victims moving to a transitional housing program and the staff responsible for the direct service provision.

Describe the transitional housing program in detail to include intake procedures, length of stay, description of the support groups, educational and employment assistance, and other services provided. If the project does not have a transitional housing component, discuss the referral procedures with transitional housing providers.

Discuss documentation procedures.

b. Service Goal

_____ **Number** of DV victims who will receive transitional housing assistance by the DV project during the grant period.
(Unduplicated)

_____ **Number** of DV victims who will be **referred** to an outside agency for transitional housing assistance during the grant period.
(Unduplicated)

IMPLEMENTATION

a. 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.

b. Operational Agreements

In addition to submitting one (1) sample of your agency's Operational Agreements, complete 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 2004/05 and the length of those agreements. *Original* Operational Agreements with agencies in the following disciplines must be on file at the project by October 1, 2004 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 and local school(s)

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 October 1, 2004 - June 30, 2005); 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, #5, #9, and/or #11, Operational Agreements are needed to document the working relationship between agencies. A Sample Operational Agreement is included in Part III - Application Forms.

- c. **Legislatively Mandated Domestic Violence Staff/Volunteer Training Plan**
Applicants must include a copy of their most recent 40-hour domestic violence training agenda in the Application Appendix. The 40-hour training agenda must show, at a minimum, 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. **If the Training Agenda remains unchanged from last year's agenda (FY 2003/2004), please mark the page "COPY" in the upper right hand corner.**

(NOTE: As has been well-publicized in recent months through earlier communiqués with all DVAP recipients and through discussions at local and regional meetings conducted across the State, the Domestic Violence Training Committee has been working on a Domestic Violence Training Outline and Domestic Violence Curriculum and Resource Guide. Continued work on this project is planned during the 2004/05 grant period. **DVAP projects will be provided a comprehensive overview of the new DVAP training requirements (to be implemented in the 2005/06 grant period) at the DVAP Project Directors/Financial Officers meeting planned during the 2004/05 grant period (date and location as-yet-undetermined).**

B. THE PROJECT BUDGET

The purpose of the Project Budget is to demonstrate how the project 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, including match funds when applicable. Projects may supplement grant funds with funds from other sources. However, since all approved line items are subject to audit, applicant should not include in the project budget matching funds (if applicable) in excess of the required match. 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 *Grantee Handbook* at www.oes.ca.gov. Applicant can select “Plans and Publications, RFA/RFP Grantee Handbook” for additional information concerning OES budget policy or to determine if specific proposed expenses are allowable. Contact the person listed on page 1, subsection B of this RFA if you have additional budget questions.

1. The Budget Narrative

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 project’s proposed budget supports the stated objectives and activities in the project.
- 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.

2. 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 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.

(NOTE: Unlike as prescribed in the 2003/04 DVAP RFA, projects are NOT required to budget for a minimum .5 full time equivalent (FTE) children’s counseling position for the purpose of enhancing counseling services for battered women and their children.)

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

1) Salaries

Personal services include all services performed by staff who are directly employed by the applicant and must be identified by position and percentage of salaries. All other persons are to be shown as consultants in the Operating Expenses Category 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. In either case, 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.

2) Benefits

Employee benefits must be identified by type and percentage of salaries. 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).

b. Operating Expenses (Form A303b):

Operating expenses are defined as necessary expenditures exclusive of personnel 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.**

(NOTE: A Project Directors/Financial Officers two-day training (at an as-yet-undetermined location) will be held during the 2004/05 grant period. A registration fee covering food and beverage, i.e., lunch, will be assessed. All additional per diem and travel expenses should be budgeted for this meeting for a minimum of two staff. A comprehensive overview of the new DVAP training requirements (with Domestic Violence Curriculum and Resource Guide) for 2005/06 will be provided at this meeting.)

c. Equipment (Form 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. THE APPLICATION APPENDIX

The Application Appendix provides OES with additional information from the applicant to support components of the application. The following must be included:

- Documentation of Non-Profit Status (see Programmatic Instructions).
- Organizational Chart.
- Operational Agreements: An Operational Agreement Summary Form and Sample Operational Agreement of your choice must be included with this request for application. 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 project. 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.
- Project Service Area Information.
- Project Contact Information.
- Project Summary.
- 40-Hour Domestic Violence Training Agenda (see Programmatic Instructions).

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
CRIMINAL JUSTICE PROGRAMS DIVISION**

**DOMESTIC VIOLENCE ASSISTANCE PROGRAM (DVAP)
REQUEST FOR APPLICATION**

PART III – FORMS

CHECKLIST AND REQUIRED SEQUENCE

This checklist is provided to assist the applicant in ensuring that a complete application is submitted to OES.

- APPLICATION COVER SHEET
- GRANT AWARD FACE SHEET – Signed by the official authorized to enter into Grant Award Agreement.
- CERTIFICATE OF ASSURANCE OF COMPLIANCE – See description under “Part IV: Additional Information, subsection B.2., Finalizing the Grant Award Agreement.”
- THE PROJECT NARRATIVE -- Plan and Implementation
- THE PROJECT BUDGET
 - The Budget Narrative
 - Budget Forms – Forms A303a, A303b, A303c
- THE APPLICATION APPENDIX

Required:

- Documentation of Non-Profit Status (see Programmatic Instructions)
- Organizational Chart (see Programmatic Instructions)
- Project Service Area Information (see Application Forms)
- Project Contact Information (see Application Forms)
- Project Summary (see Application Forms)
- Operational Agreement Summary Form and Sample Operational Agreement of your choice (see Application Forms and Programmatic Instructions)
- 40-hour Domestic Violence Training Agenda (see Programmatic Instructions)

Optional Forms:

- Request to Submit Quarterly Reports of Expenditures and Request for Funds - CBOs only (see Grantee Handbook Section 6320, Appendix G)
- Sole/Single Source Information (see Application Forms and Grantee Handbook Section 4500)
- Additional Signature Authorization (see Application Forms and Grantee Handbook 3500)
- Emergency Fund Procedures (see Application Forms and Grantee Handbook Section 2235)
- Programmatic Purchase Justification (see Application Forms and Grantee Handbook Section 2341)
- Emergency Fund Procedures



**CRIMINAL JUSTICE PROGRAMS DIVISION
GOVERNOR'S OFFICE OF EMERGENCY SERVICES**

P.O. BOX 419047
RANCHO CORDOVA, CA 95741-9047
(916) 324-9100
FAX: 324-8554



APPLICATION COVER SHEET

RFA PROCESS

DOMESTIC VIOLENCE ASSISTANCE PROGRAM RFA

Deliver to Domestic Violence Section

Submitted by:

(Place name, address, and phone number of applicant here.)

GRANT AWARD FACE SHEET INSTRUCTIONS

1. **Administrative Agency**
Enter the complete name of the unit of government applying for funding (e.g., Alameda County, City of Fresno), also referred to as the "Recipient."
2. **Implementing Agency**
Enter the complete name of the agency responsible for the day-to-day operation of the grant (e.g., Sheriff, Police Department), and the contact person's name, address, and phone number. Include an e-mail address, if you have one.
3. **Project Title**
Enter the complete title of the project. Do not use acronyms. Do not exceed 60 characters, including spaces and punctuation.
4. **Project Director**
Enter the name, title, mailing address, and telephone number of the individual ultimately responsible for the project. This information must be limited to four lines.
5. **Financial Officer**
Enter the name, title, mailing address, and telephone number of the person who will be responsible for all fiscal matters relating to the project. This person must be someone other than the project director. The reimbursement check for this project will be mailed to the address shown for the financial officer. This information must be limited to four lines.
6. **Award Number**
Leave blank (to be completed by OES).
7. **Grant Period**
Enter beginning and ending dates of funding as specified in the grant application instructions.
8. **Federal Amount**
If applicable, enter the amount of federal funds requested for the project. The amount must be consistent with the proposed budget. If not applicable, enter N/A.
9. **State Amount**
If applicable, enter the amount of state funds requested for the project. If not applicable, enter N/A.
10. **Cash Match**
If applicable, enter the amount of cash match. The amount must be consistent with the proposed budget. If not applicable, enter N/A.
11. **In-Kind Match**
If applicable, enter the amount of in-kind match. The amount must be consistent with the proposed budget. If not applicable, enter N/A.
12. **Total Project Cost**
Enter the sum of items 8, 9, 10, and 11. The amount must be consistent with the proposed budget.
13. **Official Authorized to Sign for Applicant/Recipient**
Enter the signature, name, title, address, and telephone number of the official authorized to enter into the Grant Award Agreement for the city/county or community-based organization, as stated in the language between items 12 and 13 of the Grant Award Face Sheet (Form A301). **Provide an original signature of the authorized official in blue ink.**

CERTIFICATION OF ASSURANCE OF COMPLIANCE

I, _____, hereby certify that:
(official authorized to sign grant award; same person as line 13 on Grant Award Face Sheet)

RECIPIENT: _____

IMPLEMENTING AGENCY: _____

PROJECT TITLE: _____

is responsible for reviewing the *Grantee Handbook*¹ and adhering to all of the Grant Award Agreement requirements (state and/or federal) as directed by OES including, but not limited to, the following areas:

I. **Equal Employment Opportunity – (*Grantee Handbook Section 2151*)**

It is the public policy of the State of California to promote equal employment opportunity by prohibiting discrimination or harassment in employment because of race, religious creed, color, national origin, ancestry, disability (mental and physical) including HIV and AIDS, medical condition (cancer and genetic characteristics), marital status, sex, sexual orientation, denial of family medical care leave, denial of pregnancy disability leave, or age (over 40). **OES-funded projects certify that they will comply with all state and federal requirements regarding equal employment opportunity, nondiscrimination and civil rights.**

Please provide the following information:

Affirmative Action Officer: _____

Title: _____

Address: _____

Phone: _____

Email: _____

II. **Drug-Free Workplace Act of 1990 – (*Grantee Handbook Section 2152*)**

The State of California requires that every person or organization awarded a grant or contract shall certify it will provide a drug free workplace.

III. **California Environmental Quality Act (CEQA) – (*Grantee Handbook Section 2153*)**

The State of California requires all OES-funded projects to obtain written certification that the project is not impacting the environment negatively.

¹The *Grantee Handbook* can be obtained from www.oes.ca.gov. Applicant can select "Plans and Publications, RFA/RFP Grantee Handbook" to access the *Grantee Handbook*.

IV. Lobbying – (*Grantee Handbook Section 2154*)

OES grant funds, grant property, or grant funded positions shall not be used for any lobbying activities, including, but not limited to, being paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.

V. Debarment and Suspension – (*Grantee Handbook Section 2155*) (*This applies to federally funded grants only.*)

OES-funded projects must certify that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department of agency.

VI. Proof of Authority from City Council/Governing Board

The above-named organization (applicant) accepts responsibility for and will comply with the requirement to obtain written authorization from the city council/governing board in support of this program. The applicant agrees to provide all matching funds required for said project (including any amendment thereof) under the Program and the funding terms and conditions of OES, and that any cash match will be appropriated as required. It is agreed that any liability arising out of the performance of this Grant Award Agreement, including civil court actions for damages, shall be the responsibility of the grant recipient and the authorizing agency. The State of California and OES disclaim responsibility of any such liability. Furthermore, it is also agreed that grant funds received from OES shall not be used to supplant expenditures controlled by the city council/governing board.

The applicant is required to obtain written authorization from the city council/governing board that the official executing this agreement is, in fact, authorized to do so. The applicant is also required to maintain said written authorization on file and readily available upon demand.

VII. Other OES Certifications As Applicable

Certification Regarding Environmental Tobacco Smoke Public Law 103-227, Part C-- Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act),

Requires that smoking not be permitted in any portion of any indoor routinely owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library **services** to children under the age of 18, if the **services** are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's **services** provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity.

By signing and submitting this application the applicant/recipient certifies that it will comply with the requirements of the Act. The applicant/recipient further agrees that it will require the

language of this certification be included in any subawards which contain provisions for the children's **services** and that all recipients shall certify accordingly.

National Historic Preservation Act. Requires compliance with the National Historic Preservation Act (16 U.S.C. Section 470, et seq., as amended), which states prior to the use of grant funds to renovate, alter, or otherwise improve the exterior or interior of a building, applicants must notify OES for approval. Applicants must also maintain records establishing if any of the proposed renovation work is on a structure which is less than 50 years old or 50 years and older.

All appropriate documentation must be maintained on file by the project and available for OES or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the recipient may be ineligible for award of any future grants if the OES determines that any of the following has occurred: (1) the recipient has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

CERTIFICATION

I, the official named below, am the same individual authorized to sign the Grant Award Agreement [line 13 on Grant Award Face Sheet], and hereby swear that I am duly authorized legally to bind the contractor or grant recipient to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

Authorized Official's Signature: _____

Authorized Official's Typed Name: _____

Authorized Official's Title: _____

Date Executed: _____

Federal ID Number: _____

Executed in the City/County of: _____

AUTHORIZED BY:

- City/County Financial Officer
- City Manager
- Governing Board Chair

Signature: _____

Typed Name: _____

Title: _____

**THE PROJECT NARRATIVE
GOES HERE**

No standard forms are provided for the Project Narrative.

See Instructions in Part II of this RFA for details.

THE PROJECT BUDGET
THE BUDGET NARRATIVE
GOES HERE

No standard forms are provided for the Budget Narrative.

See Instructions in Part II of this RFA for details.

BUDGET CATEGORY AND LINE-ITEM DETAIL	STATE		FVPSA		VOCA		TOTAL
	Cash	Match	Cash	Match	Cash	Match	
	A. Personal Services - Salaries/Employee Benefits						
CATEGORY TOTAL							

BUDGET CATEGORY AND LINE-ITEM DETAIL	STATE		FVPSA		VOCA		TOTAL
	Cash	Match	Cash	Match	Cash	Match	
C. Equipment							
CATEGORY TOTAL							
PROJECT TOTAL							
FUND DISTRIBUTION	FEDERAL	STATE	CASH MATCH	IN-KIND MATCH			
1. Amount of Funds							
2. Percentage of Funds							

THE APPLICATION APPENDIX

GOES HERE

See Instructions in Part II of this RFA for details.

OPERATIONAL AGREEMENTS (OA) SUMMARY FORM

October 1, 2004 – June 30, 2005 (FY 2004/05)

	List of Agencies/Organizations/Individuals	Date OA Signed	FY 2004/05 (indicate dates if different from FY listed)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

SAMPLE OPERATIONAL AGREEMENT

This Operational Agreement stands as evidence that the (applicant agency) and the (agency) intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in (jurisdiction). Both agencies believe that implementation of the (program) application, as described herein, will further this goal. To this end, each agency agrees to participate in the program, if selected for funding, by coordinating/providing the following services:

The (applicant agency) project will closely coordinate the following services with the (agency) through:

- Project staff being readily available to (agency) for service provision through (describe arrangements with the agency);
- Regularly scheduled meetings (how often) between (persons/positions) to discuss strategies, timetables and implementation of mandated services.

* Specifically:

* List specific activities that will be undertaken between the two agencies or other specifics of the agreement.

We, the undersigned, as authorized representatives of (applicant agency) and (agency), do hereby approve this document.

For _____

For _____

Date _____

Date _____

PROJECT SERVICE AREA INFORMATION

1. COUNTY OR COUNTIES SERVED: Enter the name(s) of the county or counties served by the project. Put an asterisk where the principal office of the project is located.

2. U.S. CONGRESSIONAL DISTRICT(S): Enter the number(s) of the U.S. Congressional District(s) which the project serves. Put an asterisk for the district where the principal office of the project is located.

3. STATE ASSEMBLY DISTRICT(S): Enter the number(s) of the State Assembly District(s) which the project serves. Put an asterisk for the district where the principal office of the project is located.

4. STATE SENATE DISTRICT(S): Enter the number(s) of the State Senate District(s) which the project serves. Put an asterisk for the district where the principal office of the project is located.

5. POPULATION OF SERVICE AREA: Enter the total population of the service area served by the project.

PROJECT CONTACT INSTRUCTIONS

1. Provide the name, title, address, telephone number, and e-mail address for the person having day-to-day responsibility for the project.
2. Provide the name, title, address, telephone number, and e-mail address for the person to whom the person listed in #1 is accountable.
3. Provide the name, title, address, telephone number, and e-mail address for the Chief Executive of the implementing agency.
4. Provide the name, title, address, telephone number, and e-mail address for the financial officer for the project.
5. Provide the name, title, address, telephone number, and e-mail address for the project director for the project.
6. Provide the name, title, address, telephone number, and e-mail address for the Chair of the Governing Body of the implementing agency.

PROJECT CONTACT INFORMATION

Applicant: _____ Grant Number _____
(FOR OES USE ONLY)

APPLICANT'S WEB ADDRESS (IF AVAILABLE) _____

Provide the name, title, address, telephone number, and e-mail address for the project contact persons named below. **If a section does not apply to your project, enter "N/A."**

1. The **person** having **day-to-day responsibility** for the project:

Name:	Title:	
Address:	City:	Zip:
Telephone Number: ()	Fax Number: ()	
E-Mail Address:		

2. The **person** to whom the person listed in **#1 is accountable**:

Name:	Title:	
Address:	City:	Zip:
Telephone Number: ()	Fax Number: ()	
E-Mail Address:		

3. The **executive director** of a nonprofit organization or the **chief executive officer** (e.g., chief of police, superintendent of schools) of the implementing agency:

Name:	Title:	
Address:	City:	Zip:
Telephone Number: ()	Fax Number: ()	
E-Mail Address:		

4. The **financial officer** for the project:

Name:	Title:	
Address:	City:	Zip:
Telephone Number: ()	Fax Number: ()	
E-Mail Address:		

5. The **project director** for the project:

Name:	Title:	
Address:	City:	Zip:
Telephone Number: ()	Fax Number: ()	
E-Mail Address:		

6. The **chair** of the **governing body** of the implementing agency: *(Provide address and telephone number other than that of the implementing agency.)*

Name:	Title:	
Address:	City:	Zip:
Telephone Number: ()	Fax Number: ()	
E-Mail Address:		

PROJECT SUMMARY INSTRUCTIONS

All of the necessary project information must be placed on the form in the space allowed. **Additional pages may not be added.** This is a summary of the project narrative.

1. **PROJECT YEAR:** If the project is new, check new. If the project is continuing, check the box of the proposed year of the project (i.e., Year 2) or insert the year of operation.
2. **PROJECT TITLE:** Enter the complete title. The title **MUST** describe the focus of the project. Acronyms are not acceptable. Do not exceed 60 characters, including space and punctuation.
3. **GRANT PERIOD:** Enter the beginning and ending dates of funding as specified in the grant application.
4. **APPLICANT:** Enter the name and complete address of the organization that is applying for the grant.
5. **FUNDS REQUESTED:** Enter the amount of grant funds requested. This must be the same amount used on the budget pages and on the application cover sheet.
6. **IMPLEMENTING AGENCY:** Enter the agency or organization designated on the Grant Award Face Sheet as the programmatic recipient of the grant funds who will accomplish the planned objectives and program goals.
7. **PROGRAM DESCRIPTION:** Provide a description of the specific area of service which OES is authorized to fund based upon state or federal legislation.
8. **OBJECTIVES:** Include the quantifiable measurements that define a course of action in order to accomplish the program goals.
9. **ACTIVITIES:** Describe activities you will perform to accomplish each objective (quantify where possible).
10. **PROGRAM AREA:** Check appropriate program area.
11. **NUMBER OF CLIENTS TO BE SERVED:** Enter the number of clients.
12. **PROJECTED BUDGET:** List all noted budget items. Be specific in breakdown of grant funds and all other budget sources.
13. **RESPONSIBLE OFFICIAL:** The legally responsible official for the organization should sign and date this document. The official's name and title should be typed in the space provided.

PROJECT SUMMARY

1. PROJECT YEAR

New
Year 2
Year 3
Other _____

2. PROJECT TITLE

3. GRANT PERIOD

October 1, 2004 through June 30, 2005

4. APPLICANT

Name: Phone: ()
Address: Fax #: ()

5. FUNDS REQUESTED

\$ _____

6. IMPLEMENTING AGENCY

Name: Phone: () Fax #: ()
Address:

7. PROGRAM DESCRIPTION

The Statewide Domestic Violence Assistance Program is designed to (1) 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 (2) provide local assistance for the development and establishment of DV services to currently unserved and underserved populations, including, but not limited to, rural areas, non-English speaking groups, minorities, or geographical areas without services.

8. PROGRAM OBJECTIVES

The program provides financial and technical assistance to local domestic violence centers in implementing all of the following services:

- (1) Twenty-four hour crisis hotlines.
- (2) Counseling.
- (3) Business Centers.
- (4) Emergency "safe" homes or shelters for victims and families.
- (5) Emergency food and clothing.
- (6) Emergency response to calls from law enforcement.
- (7) Hospital emergency room protocol and assistance.
- (8) Emergency transportation.
- (9) Counseling for children.
- (10) Court and social service advocacy.
- (11) Legal assistance with temporary restraining orders, devices, and custody disputes.
- (12) Community resource and referral.
- (13) Household establishment assistance.

9. ACTIVITIES

11. NUMBER OF CLIENTS TO BE SERVED

12. PROJECTED BUDGET

	Personnel Services	Operating Expenses	Equipment	TOTAL
Funds Requested				
Other Grant Funds				
Other Sources (list in-kind, fees, etc.).....				

13. NAME OF RESPONSIBLE OFFICIAL

Signature: _____

Date: _____

Typed Name: _____

Title: _____

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
CRIMINAL JUSTICE PROGRAMS DIVISION**

PROGRAMMATIC PURCHASE JUSTIFICATION

As stated in the *Grantee Handbook*, 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.

- A. In narrative form, please answer the following questions. Attach as many pages as necessary to fully answer each question.
1. What is your agency's purpose for the proposed system? Include a description of the items to be purchased and how they will be used. Also, explain how the proposed equipment and/or software will enhance the project's ability to achieve the objectives/activities of the project as specified in the Grant Award Agreement.
- B. If the request is for hardware and software in which the total costs exceed \$10,000, answer the following questions:
1. Describe the proposed design of your system and indicate whether this is a new system or an addition/enhancement of an existing one. In your description please be specific as to type and location of hardware/software and how the system will be operated and maintained.
 2. Will the proposed system design meet not only your current, but future needs? Describe in detail.
 3. Does the proposed system integrate with others within the agency? Explain both yes and no responses in detail.
 4. Do you plan on integrating this system with existing city, county, regional or statewide networks? Explain both yes and no responses in detail.
 5. For criminal justice agencies, does the proposed system meet the minimum requirements of the Statewide Integrated Narcotics System (SINS)? Contact OES for additional information regarding SINS requirements.
 6. Does the proposed system include intelligence data subject to 28 CFR Part 23 (2003)? Contact California Department of Justice at (916) 263-1182, Western States Information Network regarding these requirements and have them sign the certification of compliance.

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
CRIMINAL JUSTICE PROGRAMS DIVISION**

EMERGENCY FUND PROCEDURES

RECIPIENT NAME

GRANT NUMBER

In order for a project to develop an emergency fund with grant funds, certain criteria must be maintained. "Emergency" is defined as any immediate financial intervention in response to a victim's basic needs such as: temporary emergency shelter, food, transportation, clothing, and medical care including prescription medicine, eyeglasses, or dentures.

Because of the nature of the fund, it needs to be easily accessible. It is also necessary, however, that some safeguards and accountability of the fund be maintained. For effective management and audit purposes, the following procedures must be maintained:

1. The emergency fund and regular grant allocation must be kept separate, each with their own accounts.
2. Vouchers, receipts, and canceled checks must be maintained for audit purposes.
3. The authority to make payments from the emergency fund rests with the Chief Executive of the agency. Authority to draw on the emergency fund has been delegated by the Chief Executive to _____. In order to be valid, checks must require a counter signature. OES will be notified in writing of any changes in responsibility within ten days of the change.
4. If an imprest cash fund is used, the name, address and signature of the recipient will be maintained, as well as the date, amount and reason for the request.
5. Grant funds will not be commingled with other emergency monies.
6. As checks are drawn against the fund, a copy will be sent to the person in charge of the project's accounting.
7. This fund will be used only in the absence of another community resource, and only in the case of an emergency.
8. Verification of the crime will be made with local law enforcement. A copy of the crime report or verification slip will be kept on file.
9. Payments will be limited to payment for goods or services. A credit system, in lieu of cash payment, will be explored with local merchants. Direct cash allotments will be limited to no more than \$_____ per individual. Victims are not eligible to draw on the emergency fund for more than _____ crime incidents per year.
10. Records will reflect whether the emergency money is considered a loan and full or partial repayment is expected, or whether the money is an outright gift. Any repayments will be considered project income and must be used to reimburse the emergency fund.

**SOLE/SINGLE SOURCE JUSTIFICATION
CONTRACTS FOR SERVICES**

CHECKLIST

Has the applicant/recipient met the following requirements of the *Grantee Handbook*:

Section 4510

Yes

No

Do conditions exist that require a sole/single-source contract?

Section 4521

Is a brief description of the program or project included?

Section 4522

Was it necessary to contract noncompetitively?

Did the contractor submit his/her qualifications?

Is the reasonableness of the cost justified?

Were cost comparisons made with differences noted for similar services?

Section 4523

Is an explanation provided for the uniqueness of the contract?

Section 4524

Are there time constraints impacting the project?

Is a justification provided regarding the need for contract?

Were comparisons made to identify the time required for another contractor to reach the same level of competence?

**SOLE SOURCE JUSTIFICATION
CONTRACTS FOR GOODS**

CHECKLIST

Has the applicant/recipient met the following requirements of the *Grantee Handbook*:

Section 3510

Yes

No

Do conditions exist that require a sole/single-source contract?

Section 3520

Is a brief description of the program or project included?

Was it necessary to contract noncompetitively?

Did the contractor submit his/her qualifications?

Is the reasonableness of the cost justified?

Were cost comparisons made with differences noted for similar services?

Is an explanation provided for the uniqueness of the contract?

Are there time constraints impacting the project?

Is a justification provided regarding the need for contract?

Were comparisons made to identify the time required for another contractor to reach the same level of competence?

ADDITIONAL SIGNATURE AUTHORIZATION INSTRUCTIONS

Applicant may request signature authority in addition to the designated Project Director and/or Financial Officer by completing an Additional Signature Authority form and submitting it with the Grant Award Forms package. Space is provided for the addition of up to five (5) additional authorizations for the Project Director or Financial Officer.

No single individual may be authorized to sign for both the Project Director and the Financial Officer. **By signing the bottom of this form, the Project Director and/or Financial Officer authorize the person(s) identified on the form to act on their behalf on all grant-related matters.**

ADDITIONAL SIGNATURE AUTHORIZATION

Grant Award #: _____

Applicant: _____

Project Title: _____

Grant Period: _____ to _____

The following persons are authorized to sign for:

Project Director

Signature

Name

Financial Officer

Signature

Name

Approved By:

Project Director: _____

Date

Financial Officer: _____

Date

Regional/Local
Planning Director: _____

Date

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
CRIMINAL JUSTICE PROGRAMS DIVISION**

**DOMESTIC VIOLENCE ASSISTANCE PROGRAM (DVAP)
REQUEST FOR APPLICATION**

PART IV – ADDITIONAL INFORMATION

This section contains additional information that applicants are strongly encouraged to review in preparing their applications.

- 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 any funds until the budget is passed and the Grant Award Agreement is fully executed. Until such time, projects must refrain from incurring expenditures. Any expenditures incurred prior to authorization are made at the project's risk. When the executed grant is received, 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 that 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 Agreement.

2. Certification of Assurance of Compliance

Applicants must complete a Certification of Assurance of Compliance (Form 656), which includes details regarding Equal Employment Opportunity Program (EEOP), Drug Free Workplace Compliance, California Environmental Quality Act, Lobbying, Debarment and Suspension requirements, and Proof of Authority from City Council/Governing Board. Applicants are required to submit the necessary assurances and documentation before finalization of the Grant Award Agreement. In signing the Grant Award Face Sheet, the applicant formally notifies OES that the applicant will comply with all pertinent requirements.

Resolutions are no longer required as submission documents. OES has incorporated the resolution into the Certification of Assurance of Compliance, Section VI, entitled, "Proof of Authority from City Council/Governing Board." The Applicant is required to obtain written authorization from the city council/governing board that the official executing the agreement is, in fact, authorized to do so, and will maintain said written authorization on file and readily available upon demand.

3. 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 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.

4. Grant Award Agreements

A copy of the executed Grant Award Agreement and all the attachments will be sent to the project director. Applicants are not authorized to incur costs against the grant until they have received a copy of the fully executed Grant Award Agreement. When the executed grant is received, the Report of Expenditures and Request for Funds (Form 201) may be submitted for reimbursement.

5. Grant Award Amounts

Due to the limited amount of funds available, it may be necessary for OES to reduce the amount of the grant award from that 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

1. The Grantee Handbook

The *Grantee Handbook* is accessible on the OES Internet website at www.oes.ca.gov. An applicant can select "Plans and Publications, RFA/RFP Grantee Handbook." The *Grantee Handbook* contains administrative information and requirements necessary to implement the project. Recipient must administer their grants in accordance with the *Grantee Handbook* requirements. Failure to comply with these requirements can result in the withholding or termination of the grant award.

2. Internet Access

Funded projects are required to maintain internet access with an established e-mail address. Grant funds may be used for this purpose, unless specifically prohibited by the RFP instructions.

3. Progress Reports and Data Collection

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.

4. Monthly/Quarterly Report of Expenditures and Request for Funds (Form 201)

Community-based organizations shall submit a monthly Report of Expenditures and Request for Funds (Form 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 thirty 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.

5. Technical Assistance/Site Visits

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.

6. Monitoring Requirements

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 *Grantee 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.

7. Evaluation Component

In addition to monitoring project compliance, OES' Program Evaluation Branch (PEB) is responsible for determining program effectiveness. Program effectiveness is determined through the review, assessment, and evaluation of project performance. The determination of program effectiveness can involve either a review of process activities related to service delivery or an assessment of outcomes and the impact of the project on the service population and on the community, or both. Projects selected for funding may be required to collect data for evaluation purposes. Based on process, outcome, and impact evaluations, the PEB will be able to more accurately describe the effectiveness of programs on the community and on the state.

7. Bonding Requirements

All private nonprofit 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 sixty 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."

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 \$1,000.

A bond is not required of applicants sponsored by units of government. Nonprofit organizations sponsored by units of government may submit documentation indicating this in lieu of the bond or equivalent insurance contract, unless specifically required in the RFP instructions or grant award conditions.

8. Audit Requirements

All 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 RFP Budget Policy.

9. Copyrights, Rights in Data, and Patents

OES owns all rights of and reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, and use, in whole or in part, any material produced by activities supported by a Grant Award Agreement. These ownership rights are detailed in the *Grantee Handbook*.

10. Source Documentation

The applicant is 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 RFP instructions. 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 *Grantee Handbook*. Additional information may be obtained by accessing the *Grantee Handbook* at www.oes.ca. An applicant can select "Plans and Specifications, RFA/RFP Grantee Handbook."

1. Supplanting Prohibited

Grant funds must be used to supplement existing funds for program activities and **not replace** funds that have been 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 *Grantee Handbook*.

2. Project Income

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. Sole/Single Source Requests

A competitive bid process is required to purchase equipment or consultant services with grant funds. Noncompetitive bid contracts are disfavored, and sole/single source approval is required prior to the purchase of equipment in excess of \$2,500 without using a competitive bid process, or to hire a specific consultant charging over \$2,500 without using a competitive bid process. Local units of government may use their approved procurement policy. 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 sole/single source request will be required. OES will provide assistance in submitting a sole/single source request if OES determines it is in the best interest of the project.

4. Match Policies

The RFA instructions (Part II) may specify a cash or in-kind match. The match must be from a source other than state or federal funds that are budgeted for the project. When used to augment the project, expenditures for items such as personnel, operating expenses, or equipment are considered a 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 below. There are examples of how to calculate the match requirement in sections 6550 – 6550.2 of the *Grantee Handbook*.

5. Travel Policies

The following is OES' current travel policy:

a. Selection of Travel Policy

Applicants may prepare the budget using their 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) Private Nonprofit Organizations

A private nonprofit 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

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 will be reviewed if the applicant is selected for funding.

2) Mileage

When a privately owned vehicle is utilized on project-related business, a maximum of 34 cents per mile is allowed, unless a higher rate is justified. Documentation justifying a higher rate must be on file and available for audit, but should not be submitted with the proposal.

3) Meals and Incidentals

a) Breakfast \$6.00

Breakfast may be claimed when travel commences at or prior to 6:00 a.m. Breakfast may be claimed on the last fractional day of a trip of more than 24 hours if travel terminates at or after 9:00 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

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

4) Lodging

Reimbursement is not authorized without a receipt. Statewide with a lodging receipt is the actual lodging expense up to \$84.00, plus applicable **taxes**, (except as noted below).

5) Special Lodging Rates

These rates allow actual lodging expense up to \$110 plus applicable taxes with receipt in Los Angeles and San Diego counties. Actual lodging of up to \$140 plus applicable taxes is allowed for Alameda, San Francisco, San Mateo and Santa Clara counties.

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.

6. Consultant Services

Consultant services are provided on a contractual basis by individuals or organizations and 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 that meet 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 \$450 (excluding travel and subsistence costs) for an eight-hour day. An eight-hour day may include preparation, evaluation, and travel time in addition to the time required for actual performance. A request for compensation for over \$450 per day requires **prior approval** and additional justification.

1) Independent Contractors Employed by State and Local Government

Compensation for these independent contractors will be allowed when the unit of government will not provide their 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

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 grant may only be charged for costs above that which 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. Provide documentation of a survey of the availability of similar consultants, the current “going rate,” and the proposed rate of pay. Indicate 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).
- Indicate why this cost cannot be paid with county funds. Attach a written justification to Form A303b.

7. Facility Rental

Up to \$18 per square foot annually (\$1.50 per square foot per month) is allowed for facility rental. If the rental cost for office space exceeds this rate, it must be consistent with the prevailing rate in the local area. This documentation must be on file and available for audit and should not be submitted with the proposal.

a. Rental Space for Training and Counseling Rooms

Rental space for training and individual and/or group counseling rooms may also be charged to the grant, providing the rental charged is based on actual costs and not reimbursed by any other source.

8. Rented or Leased Equipment

If equipment is to be rented or leased, an explanation and cost analysis will be required if the proposal is selected for funding. This analysis must demonstrate that 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

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 applicants for indirect costs.

10. Audits

An audit is required for all OES recipients expending \$25,000 or more of OES grant awards. Applicants 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 \$1,500 for the financial audit costs; or
- If the total amount of the grant is greater than \$150,000, the applicant may budget up to one percent of the total grant for financial audit costs.

11. **Equipment**

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 laserjet printers must 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 applicant for equipment already purchased.

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

All 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

1) Nonprofit Organizations

Applicants from nonprofit organizations may budget up to \$25,000 in computer equipment, software, and related costs. Justification will be required if the proposal is selected for funding. OES will evaluate the proposed purchase on the basis of grant-related need. OES must give approval prior to purchase.

2) Units of Government

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

3) Computer Purchase Justification

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

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

The following is a list of prohibited items:

a. Lobbying

OES grant funds cannot be used for lobbying activities.

b. Fundraising

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

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

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

The cost of food and/or beverages at grant-sponsored conferences, meetings, or office functions is not an allowable expenditure.

f. Weapons and Ammunition

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

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

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

i. Annual Professional Dues or Fees

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

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

k. Depreciation

Depreciation charges are not allowable expenditures.

D. 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 who is the programmatic recipient of the grant funds and will accomplish the planned objectives and program goals (e.g., Alameda County, City of Fresno, State Department of Justice, Fairfield Youth Services Bureau).
Application	Once selected for funding, the original proposal plus any additional forms as required by OES becomes the application. This application, once signed by OES 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 Section 501(c)(3) of the Internal Revenue Service Code.
Competitive Bid	A contract process used when all suppliers are equally or nearly equally qualified to provide the services.
Equal Employment Opportunity Plan (EEOP)	A comprehensive plan that analyzes 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 recipient 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 (Application) between OES and the local government agency or organization authorized to accept grant funding (see Application).
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 competition. A funding cycle is typically three years.
Grant Funding Period	The period of time, determined by the RFP or the Application for Continuation Funding (REAP/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 (Form A301).
<i>Grantee Handbook</i>	This Grantee 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>Grantee Handbook</i> is accessible on the internet website at www.oes.ca.gov . An applicant can select "Plans and Publications, RFA/RFP Grantee Handbook."

Term	Definition
Implementing Agency	The agency or organization designated on the Grant Award Face Sheet that is 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 synonymously with Operational Agreement.
Nonprofit Organization	A nonprofit, public benefit corporation as described in Section 501(c)(3) of the Internal Revenue Service Code. 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)	A formal agreement between two agencies that 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 criminal justice system or victim services and supported by a set 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 forms and narrative as requested by the RFP and submitted to OES which specifies the priorities, strategies, and objectives of the applicant.
RFA	The RFA is a noncompetitive application issued by OES.
RFP	The RFP is issued by OES to solicit competitive proposals relating to new funding.
Single Source	A contract process used when one supplier can be documented as being uniquely positioned to provide the service.
Sole Source	A contract process used when a specific supplier can be identified as the only supplier able to provide the services required by the department.
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.