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TO: LAW ENFORCEMENT/VICTIM SERVICE GRANT RECIPIENTS

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SUBJECT: 2006 RECIPIENT HANDBOOK

The *2006 Recipient Handbook* is now available on the OES website at www.oes.ca.gov. The Handbook, Appendices, and Forms now have their own link on the Law Enforcement and Victim Services (LEVS) page of that website. This new link provides easy access for recipients to the Handbook, Forms and Appendices needed to administer grants. There are three versions available of the *2006 Recipient Handbook* and Appendices on the website:

- a downloadable fully interactive electronic version for your computer desktop;
- a print-friendly version formatted for duplex (two-sided) printing; and
- a print-friendly single sided version.

The duplex printing option saves space and is formatted to print correctly when the duplex printing option is selected. The Appendices (and Forms) are now available in both Word and Acrobat fillable versions. We hope that these electronic documents prove to be user-friendly and beneficial in the administration of OES grants.

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

Section 1311, Responsible Agency: This section has been added to clarify that the recipient is responsible for any liability arising out of the performance of the grant, and that the recipient may not transfer the Grant Award Agreement to another agency.

Section 1400, Fund Availability: This section clarifies that, in the event that the Grant Award Agreement is finalized after the official start date of the grant, the recipient may claim reimbursement for expenses incurred subsequent to the start date of the grant award period.

Section 2115, Additional Signature Authority: This section has been added to clarify the requirements for additional signatories to a Grant Award Agreement. This section has also removed the requirement to submit a Grant Award Modification Form (OES 223) in order to submit an Additional Signature Authority Form.

Section 2150, Certification of Assurance of Compliance: This section has been rewritten for clarity, and now exempts state agencies from the requirement for an authorizing signature.

Section 2232, Facility Rental: This section includes new language clarifying the definition of the term “employee”, so that recipients can claim documented volunteers as employees when calculating allowable space.

Section 2236.2, Travel & Per Diem Policies: This section clarifies the State Travel Policy, and increases the allowable mileage rate from 34 cents per mile to 44.5 cents per mile.

Section 2310, Equipment Definition: This section clarifies that the cost of items defined as equipment has been raised from \$1,000 to \$5,000 to comply with federal standards. Also, all equipment is now deemed to be the property of the recipient at the time of acquisition.

Section 2360 and 2380, Title and Transfer of Title: These sections have been deleted because OES no longer claims to hold the title of equipment purchased by the recipient. However, recipients are still held accountable for equipment by Section 2370, which requires recipients to safeguard equipment and to report lost, stolen, or destroyed equipment to OES in writing.

Section 4500, Participating Staff: This is a new section for the purpose of defining and clarifying the term “participating staff”. These are staff working under an Operational Agreement between the recipient and a participating agency. The purpose of this section is to clarify the distinction between participating staff and consultants.

Section 5200, Credits & Disclaimers: This section clarifies the requirements for credits and a disclaimer on publications produced with grant funds, and refers the recipient to their assigned OES Program Specialist to coordinate the appropriate credit reference.

Section 6311, Advance Payments: This section reflects changes in procedures for liquidating advance payments. Advance payments are now liquidated as designated by the recipient on the Report of Expenditures and Request for Funds (OES 201).

Section 6330.2, Five Percent Hold: This section has been deleted because OES no longer automatically holds 5% of the grant until the final payment.

Section 6511, Cash Match: This section contains new language requiring that all cash match be specifically identified by line item in the grant award budget.

Section 6570, Match Reporting: This section has deleted old language concerning the previous practice of deducting match on a percentile basis. Match is now deducted as designated by the recipient on the Report of Expenditures and Request for Funds (OES 201).

Sections 8103, 8104, and 8105, Audit Plan: These sections have been deleted as recipients are no longer required to submit an audit plan.

Section 11350, Equipment: This section no longer requires OES Property Stickers, but refers to Section 2350, which requires that equipment must be noted in a log with a unique identification number affixed to the equipment.