



Proposal Cover Sheet

RFP PROCESS

Sexual and Domestic Violence Prevention (SD) Program

Submitted by:

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



REQUEST FOR PROPOSAL

The California Governor's Office of Emergency Services (Cal OES), Victim Services (VS) Branch, is soliciting proposals for the following program:

SEXUAL AND DOMESTIC VIOLENCE PREVENTION (SD) PROGRAM

Release Date: December 8, 2021

This Request for Proposal (RFP) provides detailed information and forms necessary to prepare a proposal for Cal OES grant funds. The terms and conditions of this RFP supersede previous RFPs and conflicting provisions stated in the [Subrecipient Handbook \(SRH\)](#).

PROGRAM SYNOPSIS

Description:

The purpose of the SD Program is to prevent sexual and domestic violence through primary and secondary prevention efforts, prioritize marginalized/underserved populations within communities, and build the capacity of local organizations.

Eligibility:

Applicants must be a non-profit organization. Additional eligibility requirements are outlined on page two of this RFP.

Grant Subaward Performance Period:

May 1, 2022 – April 30, 2024

Available Funding:

Individual Applicants may request up to \$300,000.

Submission Deadline:

Wednesday, February 09, 2022



SEXUAL AND DOMESTIC VIOLENCE PREVENTION (SD) PROGRAM

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PART I – OVERVIEW

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A. PUBLIC RECORDS ACT NOTICE

Proposals are subject to the California Public Records Act, Government Code Section 6250, *et seq.* Do not put any personally identifiable information or private information on this proposal. If you believe that any of the information you are putting on this proposal is exempt from the Public Records Act, please indicate what portions of the proposal and the basis for the exemption. Your statement that the information is not subject to the Public Records Act will not guarantee that the information will not be disclosed.

B. CONTACT INFORMATION

Questions concerning this RFP, the proposal process, or programmatic issues must be submitted in writing by email to:

Thai Thao, Program Specialist
Thai.Thao@caloes.ca.gov

Cal OES staff cannot assist the Applicant with the actual preparation of their proposal. Cal OES can only respond to technical questions about the RFP during the period of time between the publication date and completion of the RFP process.

C. SUBMISSION DEADLINE AND REQUIREMENTS

Proposals must be emailed to VSapplications@caloes.ca.gov by **11:59 pm on Wednesday, February 09, 2022**. Proposals must be attached as a single document (e.g., PDF) and contain the forms outlined in Part II - RFP Instructions. Emails should identify the name of the RFP in the Subject line.

D. ELIGIBILITY

For a proposal to be accepted for consideration (i.e., read and rated):

1. The Applicant must be a non-profit organization.
2. The Focus Area Certification Form (Attachment A) must be completed and included in the proposal.
3. The Proposal must be submitted per the instructions in C. SUBMISSION DEADLINE AND REQUIREMENTS.
4. The Grant Subaward Programmatic Narrative (Cal OES 2-108) and Grant Subaward Budget Narrative (Cal OES 2-107) must be submitted **unaltered** and in accordance with the instruction in Part II – Section B of this RFP (e.g., adhering to page limits). Cal OES cannot accept alternate or modified forms, without undermining its neutral competitive selection process and will not read pages more than the maximum allowed.

Please Note: proposals that do not meet the above requirements will be disqualified and not read and rated.

To be eligible to receive funding, if selected:

1. Applicants must: (1) have a DUNS number issued by Dun & Bradstreet, and (2) must not have an exclusion record in the federal System for Award Management (SAM) by the beginning of the Grant Subaward performance period.

An exclusion record in the SAM indicates that a contractor (agency) is listed in the (federal) government-wide system for debarment and suspension. An agency that is debarred or suspended is excluded from activities involving federal financial and nonfinancial assistance and benefits. [Check SAM status.](#)

2. Applicants that are non-governmental organizations must be registered with the California Department of Justice's Registry of Charitable Trusts with a "current," "exempt," or "pending" status. [Check nonprofit status](#) by the beginning of the Grant Subaward performance period.

3. Receive a minimum of 50% of available points on the Rating Sheet.

Only one proposal indicating one focus area per Applicant will be eligible to receive funding. If an Applicant submits more than one proposal, only the highest scoring proposal, meeting the criteria above, will be considered for funding.

E. GRANT SUBAWARD PERFORMANCE PERIOD

The Grant Subaward performance period is May 1, 2022 – April 30, 2024. This is one-time funding.

F. FUNDING INFORMATION

There is \$13,650,000 available for the SD Program for the Grant Subaward performance period.

1. Funding Amount

Applicants may apply for up to \$300,000, for the 24-month Grant Subaward performance period.

Please see the chart for the breakdown of the fund source (by four-digit code) and match.

2021 DSVP	MATCH	TOTAL PROJECT COST
\$300,000	\$0	\$300,000

2. Funding Source(s)

The Program is supported through the 2021 State General Fund.

- The purpose of this funding is to expand domestic and sexual violence prevention efforts in California.
- There is no match required for this fund source.

G. PROGRAMMATIC INFORMATION

1. Background

The 2021 State Budget Act included funding for Cal OES “to administer grants that support domestic and sexual violence prevention efforts.”

Prior to the availability of this funding, Cal OES had developed the Intimate Partner Violence Prevention (FD) Program that is supported with federal grant funds. Although the FD Program focuses solely on intimate partner/domestic violence, the purpose and components are aligned with this SD Program and can be combined into one robust prevention effort at the local level. It should be noted Cal OES does not know if additional funding will be available to support the SD past the identified Grant Subaward performance period, however we do anticipate the FD Program continuing for at least five consecutive 12-month Grant Subaward performance periods.

2. Program Description and Information

The purpose of the SD Program is to prevent sexual and domestic violence through primary and secondary prevention efforts, prioritize marginalized/underserved populations within communities, and build the capacity of local organizations.

The following definitions of prevention have been adapted:

- Primary prevention: Approaches that take place before sexual and/or domestic violence has occurred to prevent initial perpetration or victimization.
- Secondary prevention: Immediate responses after sexual and/or domestic violence has occurred to deal with the short-term consequences of violence.
- Tertiary prevention efforts are not allowable.

For the purposes of the Program, evidence-informed prevention strategies and approaches from the Centers for Disease Control and Prevention (CDC) will be applied.

- Strategy: The preventative direction or actions to achieve the goal of preventing sexual and domestic violence.
- Approach: The specific ways to advance the strategy. This can be accomplished through programs, policies, and practices.

Preventing Sexual Violence	
Strategy	Approach
Promote Social Norms that protect against violence	<ul style="list-style-type: none"> • Bystander approaches • Mobilizing men and boys as allies

Teach skills to prevent sexual violence	<ul style="list-style-type: none"> • Socio-emotional learning • Teaching healthy, safe dating and intimate relationship skills to adolescents • Promoting healthy sexuality • Empowerment-based training
Provide opportunities to empower and support girls and women	<ul style="list-style-type: none"> • Strengthening leadership and opportunities for girls
Create protective environments	<ul style="list-style-type: none"> • Improving safety and monitoring in schools • Establishing and consistently applying workplace policies • Addressing community-level risks through environmental approaches
Preventing Intimate Partner (Domestic) Violence	
Strategy	Approach
Teach safe and healthy relationship skills	<ul style="list-style-type: none"> • Socio-emotional learning programs for youth • Healthy relationship programs for couples
Engage influential adults and peers	<ul style="list-style-type: none"> • Men and boys as allies in prevention • Bystander empowerment and education • Family based programs
Disrupt the developmental pathways toward partner violence	<ul style="list-style-type: none"> • Early childhood home visitation • Preschool enrichment with family engagement • Parenting skill and family relationship programs
Create protective environments	<ul style="list-style-type: none"> • Improve school climate and safety • Improve organizational polices and workplace climate • Modify the physical and social environments of neighborhoods

The following links to the CDC technical packages can be used for in-depth descriptions of these evidence-informed approaches that align with the strategies in the chart: [Preventing Intimate Partner Violence Across the Lifespan: A Technical Package of Programs, Policies, and Practices](#), and the [STOP SV: A Technical Package to Prevent Sexual Violence](#) (cdc.gov). In addition, the CDC uses the [Social-Ecological Model](#) when discussing prevention strategies.

3. Programmatic Components

a. Prevention Staff

Subrecipients must commit a minimum of one full-time equivalent staff to accomplish the goals of the Program. The prevention staff person must:

- Have at least one year of experience doing primary and/or secondary prevention work.
- Attend skill-based training, on-going technical assistance, and/or networking opportunities offered through ValorUS, the Partnership, or the California Department of Public Health that are available for sexual and/or domestic violence prevention.

b. Access to Victim Services

Direct Services for victims cannot be funded through this Program. However, Subrecipients must be able to connect victims to services, as needed.

c. Implementation of Prevention Program

Subrecipients must:

- Select an area of focus (solely sexual violence, solely domestic violence, or combined sexual and domestic violence).
- Identify a marginalized/underserved population to prioritize when developing the prevention plan.
- Select one or more evidence-informed prevention strategy(ies) and approaches from the Prevention Strategy and Approach List (see page 5).
- Identify community resources and include community stakeholders in the process.
- Customize prevention materials/curriculum to meet the needs of the local service area.
- Disseminate prevention materials/curriculum.
- Implement the prevention strategies in the local service area.

d. Operational Agreements/Second-Tier Subawards

Although not required by the SD Program, Applicants may choose to enter into an Operational Agreement (OA) and/or a Second-Tier Subaward with one or more participating agencies to assist with the implementation of their Grant Subaward.

An OA is a formal agreement, without the exchange of money, between an implementing agency and one or more participating agencies (SRH Section 7.005). A Second-Tier Subaward is a formal agreement that includes the exchange of money between an implementing agency and a participating agency to further the goals of the Grant Subaward (SRH Section 7.010).

4. Reporting Requirements

Progress Reports serve as a record for the implementation of the Grant Subaward. Statistics for Progress Reports must be collected on a quarterly basis, even when reporting occurs less frequently. There are four Progress Reports required for the SD Program. See the chart below for report periods and due dates.

Report	Report Period	Due Date
1 st Report	May 1, 2022 – October 31, 2022	November 30, 2022
2 nd Report	November 1, 2022 – April 30, 2023	May 31, 2023
3 rd Report	May 1, 2023 – October 31, 2023	November 30, 2023
Final Report	November 1, 2023 – April 30, 2024	May 31, 2024

SEXUAL AND DOMESTIC VIOLENCE PREVENTION (SD) PROGRAM

PART II – RFP INSTRUCTIONS

- A. SUBRECIPIENT HANDBOOK
 - B. FORMS
 - C. SPACE LIMITATIONS
 - D. PROPOSAL COMPONENTS
 - E. BUDGET POLICIES
 - F. ADMINISTRATIVE REQUIREMENTS
-

- A. SUBRECIPIENT HANDBOOK

Applicants are strongly encouraged to review the [SRH](#). The SRH outlines the terms and conditions that apply to Cal OES VS Branch Grant Subawards and provides helpful information for developing a proposal, including a Glossary of Terms.

- B. FORMS

Applicants must use the forms provided on our website. The forms must be printed on plain white 8½" x 11" paper and single sided. **Applicants may not alter the formatting of any forms, including the Grant Subaward Programmatic Narrative (Cal OES Form 2-108) and the Grant Subaward Budget Narrative (Cal OES Form 2-107). No tables, charts, or changes to the margins are allowed.**

- C. SPACE LIMITATIONS

If a space limitation is specified under the Programmatic Narrative section, strict adherence to the space limitation is required. **Information included beyond the space limitation and/or unrequested attachments will not be considered in the rating process.**

- D. PROPOSAL COMPONENTS

Applicants must complete and submit all required forms. All forms have written instructions. General information regarding each form is below. The Checklist in Part V is included to ensure Applicants submit all required components.

1. Grant Subaward Face Sheet (Cal OES Form 2-101)

This form is the title page of the Grant Subaward that is signed by the Official Designee (*SRH Section 3.030*) and the Cal OES Director (or designee).

2. Grant Subaward Contact Information (Cal OES Form 2-102)

This form provides Cal OES with contact information for all relevant Subrecipient personnel. Information for each individual should be direct contact information.

3. Grant Subaward Signature Authorization (Cal OES Form 2-103)

This form provides Cal OES with signatures of authorized signers and who they authorize to sign on their behalf for all Grant Subaward-related matters.

4. Grant Subaward Certification of Assurance of Compliance (Cal OES Form 2-104)

This form is a binding affirmation that the Subrecipient will comply with the following regulations and restrictions:

- State and federal civil rights laws;
- Drug Free Workplace;
- California Environmental Quality Act;
- Federal grant fund requirements;
- Lobbying restrictions;
- Debarment and Suspension requirements; and
- Proof of Authority documentation from the city council/governing board.

Subrecipients may be asked to sign and submit an updated Grant Subaward Certification of Assurance of Compliance (Cal OES Form 2-104) once in Grant Subaward agreement. Every year, Cal OES updates each Grant Subaward Certificate of Assurance of Compliance (Cal OES Form 2-104) to ensure that any new conditions placed upon the federal award are passed down to Subrecipients. Subrecipients will be notified if this change is needed.

5. Grant Subaward Budget Pages (Cal OES Form 2-106b)

This form demonstrates how the Applicant will implement the proposed plan with the funds available through this Program. This is the basis for management, fiscal review, and audit. **Grant Subaward Budget Pages (Cal OES Form 2-106b) are subject to Cal OES modifications and approval.** Failure of the Applicant to include required items does not eliminate responsibility to comply with those requirements during the implementation of the Grant Subaward.

The Grant Subaward Budget Pages (Cal OES Form 2-106b) automatically calculate the subtotal at the end of each budget category and provide the total of the three spreadsheets at the bottom of the Equipment Costs page. Applicants may add additional columns to the Grant Subaward Budget Pages (Cal OES Form 2-106b) when necessary.

Cal OES requires the Applicant to develop a line-item budget that includes a **calculation and justification in the left column for all expenses.**

The Budget Pages should:

- Cover the entire Grant Subaward performance period;
- Include costs related to the objectives and activities of the Grant Subaward;
- Strict adherence to required and prohibited expenses; and
- Include costs in the correct category (i.e., Personnel Costs, Operating Costs, and Equipment Costs – see below).

Include **only** those items covered by Grant Subaward funds, including match funds, when applicable. Applicants may supplement Grant Subaward funds with funds from other sources. However, since approved line items are subject to audit, Applicants should not include matching funds (if applicable) in excess of the required match on the Grant Subaward Budget Pages (Cal OES Form 2-106b).

a. Personnel Costs – Salaries/Employee Benefits

1) Salaries

Personnel includes Grant Subaward services performed by Grant Subaward staff **directly employed by the Applicant**

(not a contract or Participating Agency) and must be identified by position, cost and time spent on allowable activities for the Grant Subaward (e.g., Clerical Staff @ \$20/hour x 980 hours; or Victim Advocate @ \$1,500/month x 12 months x .50 FTE). Personnel may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must also be budgeted as a part of salaries. If the Applicant's personnel have accrued sick leave or vacation time prior to the approval of the Grant Subaward, they may not take time off using Grant Subaward funds.

2) Benefits

Employee benefits must be identified by type and percentage of salaries. The Applicant may use fixed percentages of salaries to calculate benefits. Allocated 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. Benefits, such as uniforms or California Bar Association dues, are allowable budget items if negotiated as a part of an employee benefit package.

A line item is required for each different position/classification, but not for each individual employee. If several people will be employed full-time or part-time in the same position/classification, provide the number of full-time equivalents (e.g., three half-time clerical personnel should be itemized as 1.5 clerical positions).

Additional information on Personnel Expenses can be found in *SRH Part 3*.

b. Operating Costs

Operating costs are defined as necessary expenditures other than personnel salaries, benefits, and equipment. The costs must be Grant Subaward-related (i.e., to further the Program objectives as

defined in the Grant Subaward) and be encumbered during the Grant Subaward performance period.

Examples of common operating costs include, but are not limited to:

- Audit costs (*SRH Section 14.035*);
- Computers with an acquisition cost of \$4,999 or less;
- Computer equipment rentals;
- Consultant services (*SRH Section 6.050*);
- Equipment service and maintenance agreements;
- Financial Assistance for clients (*SRH Section 4.040*);
- Furniture and office equipment with an acquisition cost of \$4,999 or less;
- Indirect costs (*SRH Section 4.045*);
- Insurance (e.g., vehicle, fire, bonding, theft, malpractice, and liability);
- Internet access;
- Office supplies;
- Office rental space (*SRH Section 4.055*);
- Postage;
- Printing;
- Second-Tier Subawards (*SRH Section 7.010*);
- Software;
- Training materials;
- Travel and per diem (*SRH Section 4.065*);
- Utilities; and
- Vehicle maintenance.

Additional information on Operating Expenses can be found in *SRH Part 4*.

c. Equipment Costs

Equipment is defined as nonexpendable tangible personal property having a useful life of more than one year and a cost of \$5,000 or more per unit (excluding tax).

A line item is required for different types of equipment, but not for each specific piece of equipment (e.g., three copy machines must be one line item, not three).

Additional information on Equipment Costs can be found in *SRH Part 5*.

6. Grant Subaward Budget Narrative (Cal OES Form 2-107) – Maximum Three Pages

The Budget Narrative should describe the following:

- a. How the proposed budget supports the objectives and activities.
- b. How funds are allocated to minimize administrative costs and support direct services.
- c. How shared costs are allocated.
- d. How Grant Subaward-funded staff duties and time commitments support the proposed objectives and activities.
- e. The necessity for subcontracts and unusual costs.
- f. Need for mid-year salary range adjustments.

7. Grant Subaward Programmatic Narrative (Cal OES Form 2-108)

This form is the main body of information describing the problem to be addressed, the plan to address the identified problem through appropriate and achievable objectives and activities, and the ability of the Applicant to implement the proposed plan.

a. Problem Statement – Maximum Two Pages

In narrative form, address the following based on your chosen focus area:

- 1) Identify the specific marginalized/underserved population to focus on and why they were selected.
- 2) Describe the demographics of the service area, emphasizing the identified marginalized/underserved population.
- 3) Describe the challenges in providing effective primary and/or secondary prevention efforts in your community for the identified marginalized/underserved population.

b. Plan – Maximum Six Pages

In narrative form, address the following based on your chosen focus area:

- 1) Describe the minimum qualifications of the one FTE prevention staff, and their expected roles and responsibilities.
- 2) Identify the prevention strategy(ies) and approach(es) the Applicant plans to implement.
- 3) Describe how the proposed program fits into one or more evidence-informed strategy(ies) and approach(es).
- 4) Identify and describe the level of prevention (primary and/or secondary) that will be applied to the chosen strategy(ies).
- 5) Describe the timeline for implementing the prevention strategy(ies) and approach(es) selected.
- 6) Describe how the prevention strategy(ies) is anticipated to improve primary and/or secondary prevention efforts in the Applicant's community and the identified marginalized/underserved population.
- 7) Describe how the Applicant will customize and disseminate prevention materials/curriculum to meet the needs of the local service area.

c. Capabilities – Maximum Four Pages

In narrative form, address the following:

- 1) Describe the Applicant's experience with sexual and/or domestic violence primary and/or secondary prevention efforts.
- 2) Describe the Applicant's experience engaging stakeholders to prevent sexual and/or domestic violence.
- 3) Describe the Applicant's experience engaging with the identified marginalized/underserved population.

- 4) Describe the Applicant's capabilities needed to successfully implement the chosen prevention strategy(ies) and approach(es).

8. Subrecipient Grants Management Assessment

Per title 2 CFR § 200.331, Cal OES is required to evaluate the risk of noncompliance with federal statutes, regulations, and terms and conditions posed by each Subrecipient of pass-through funding. The assessment is made in order to determine and provide an appropriate level of technical assistance, training, and oversight to Subrecipients.

9. Grant Subaward Service Area Information (Cal OES Form 2-154)

This form identifies the counties, cities, and congressional districts served by the Grant Subaward.

10. Organizational Chart

The Organizational Chart should clearly depict the structure of the Applicant organization and the specific unit within the organization responsible for the implementation of the Grant Subaward. This chart should also depict supporting units within the organization (e.g., the Accounting Unit) and the lines of authority within the organization. Job titles on the Organizational Chart must match those in the Grant Subaward Budget Pages (Cal OES Form 2-106b) and Grant Subaward Budget Narrative (Cal OES Form 2-107).

11. Additional Forms/Documents

The following are required only if applicable:

- Operational Agreement(s)/Second-Tier Subawards

Applicants must submit copies of Operational Agreements/Second-Tier Subawards if utilizing to assist with the implementation of their Grant Subaward.

- Non-Competitive Procurement Request (Cal OES Form 2-156)

This form is required only if the Applicant proposes a line item on their Grant Subaward Budget Pages (Cal OES Form

2-106a-b) that meets the criteria for a Non-Competitive Procurement Request per *SRH Section 6.045*.

- Independent Contractor/Consultant Rate Exemption Request (Cal OES Form 2-164)

This form is required only if the Applicant is requesting an exemption to the maximum rate for an independent contractor/consultant of \$650 per eight-hour day or \$81.25 per hour per *SRH Section 6.050*.

- Out-of-State Travel Request (Cal OES Form 2-158)

This form is required only if the Applicant proposes a line item for out-of-state travel per *SRH Section 4.065*.

- Lodging Rate Exemption Request (Cal OES Form 2-165)

This form is required only if the Applicant is requesting approval for an exemption to lodging costs per *SRH Section 4.065*.

- Payee Data Record (STD 204)

This form is required only if the Applicant has not previously received a Grant Subaward from Cal OES.

E. BUDGET POLICIES

The following sections of the [SRH](#) may be helpful in developing the Grant Subaward Budget Pages (Cal OES 2-106b) and Grant Subaward Budget Narrative (Cal OES 2-107):

- Additional Rental Space (*SRH Section 4.055*);
- Audit Costs (*SRH Section 14.055*);
- Automobiles (*SRH Section 5.020*);
- Contracting and Procurements Requirements (*SRH Part 6*);
- Equipment and Equipment Costs Requirements (*SRH Part 5*);
- Expert Witness Fees (*SRH Section 6.050*);
- Independent Contractor/Consultant (*SRH Section 6.050*);
- Indirect Cost or Facilities and Administration (*SRH Section 4.045*);
- Match Requirements (*SRH Section 9.060*);
- Facility Rental (*SRH Section 4.055*);
- Prohibited Operating Costs (*SRH Section 4.070*);

- Grant Subaward and Other Income (*SRH Section 9.075*);
- Supplanting Prohibited (*SRH Section 1.065*); and
- Travel (*SRH Section 4.065*).

F. ADMINISTRATIVE REQUIREMENTS

Subrecipients must administer their Grant Subawards in accordance with all [SRH](#) requirements. Failure to comply with these requirements can result in the withholding or termination of the Grant Subaward. The following section may be helpful for developing a proposal and for planning purposes:

- Audit Requirements (*SRH Part 14*);
- Communication and Internet Access (*SRH Section 1.070*);
- Intellectual Property, Copyright, and Patent Requirements (*SRH Part 8*);
- Fidelity Bond/Certificate of Insurance (*SRH Section 2.015*);
- Monitoring (*SRH Part 13*);
- Report of Expenditures and Request for Funds (*SRH Section 9.025*); and
- Records Requirements (*SRH Part 12*).

SEXUAL AND DOMESTIC VIOLENCE PREVENTION (SD) PROGRAM

PART III – SELECTION AND FINALIZING THE GRANT SUBAWARD

- A. SELECTION OF PROPOSAL FOR FUNDING
 - B. FINALIZING THE GRANT SUBAWARD
-

A. SELECTION OF PROPOSAL FOR FUNDING

1. Proposal Rating

Eligible proposals received by the deadline are generally evaluated by a three-member team. The rater scores are averaged and then ranked numerically. Proposals are only evaluated numerically; no notes are taken during the evaluation. The Rating Sheet used for this process is included in Part IV of this RFP and is for informational purposes only.

2. Funding Decision

A proposal must receive a minimum score of 50% of available points on the Rating Sheet to be considered for funding.

Final funding decisions are made by the Director of Cal OES. Funding decisions are based on the following:

- The ranked score of the proposal;
- Consideration of priorities or geographical distribution specific to this RFP; and
- Prior negative administrative and programmatic performance, if applicable.

Subrecipients previously funded by Cal OES will be reviewed for poor past compliance, including fiscal management, progress and annual reports, audit reports, and other relevant documentation or information. This review may result in one or more of the following actions:

- The Subrecipient may not be selected for funding;
- The amount of funding may be reduced; and
- Grant Subaward Conditions may be placed on the Grant Subaward.

3. Notification Process

All Applicants will be notified in writing, via electronic communication, of the results of the rating process. The notification will be sent only to the Official Designee (the person authorized to sign the Grant Subaward Face Sheet).

Applicants will receive one of the following:

- Letter of Congratulation to Applicants selected for funding;
- Letter of Denial to Applicants not selected for funding, including the Applicant's scores and information regarding the appeal process;
or
- Letter of Ineligibility to Applicants whose proposals were not read and rated or who scored less than the required 50% of points possible, including Information regarding the appeal process.

Cal OES can only respond to technical questions about the RFP during the period of time between the RFP release date and completion of the RFP process. Requests for records must be made through a Public Records Act request at PRA@caloes.ca.gov.

B. FINALIZING THE GRANT SUBAWARD

1. Grant Subaward Application

Once selected for funding, Cal OES may require additional documentation to finalize the Grant Subaward Application package. The Program Specialist identified in your Award Letter can provide technical assistance in completing these components.

2. Grant Subaward

A copy of the executed Grant Subaward and pertinent attachments will be sent to the Grant Subaward Director. The Applicant is not authorized to incur costs against the grant until a copy of the fully executed Grant Subaward is received. When the executed Grant Subaward is received, a Report of Expenditures and Request for Funds (Cal OES Form 2-201) may be submitted for reimbursement.

a. Grant Subaward Conditions

Cal OES may add conditions to the Grant Subaward in order to execute the Grant Subaward. If conditions are added, these will be discussed with the Subrecipient and a copy of the conditions will be sent to the Subrecipient when the conditions are made part of the Grant Subaward.

b. Grant Subaward Amounts

When the amount of funds available is limited, Cal OES may reduce the amount of the Grant Subaward from the amount requested by the Applicant. In addition, Cal OES reserves the right to negotiate budgetary changes with the Applicant prior to executing the Grant Subaward. If either of these actions is required, Cal OES will notify the Applicant prior to executing the Grant Subaward.

3. Standard Grant Subaward Funding Authority

Cal OES does not have the authority to disburse funds until the State Budget is passed, and the Grant Subaward is fully executed. Expenditures incurred prior to authorization are made at the Subrecipient's own risk and may be disallowed. Cal OES employees are not able to authorize an Applicant to incur expenses or financial obligations prior to the execution of a Grant Subaward. However, once the Grant Subaward is finalized the Subrecipient may claim reimbursement for expenses incurred on, or subsequent to, the start of the Grant Subaward performance period.

If, during the term of the Grant Subaward, the state and/or federal funds appropriated for the purposes of the Grant Subaward 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, Cal OES may immediately terminate or reduce the Grant Subaward by written notice to the Subrecipient.

Cal OES Grant Subawards are subject to applicable restrictions, limitations, or conditions enacted by the California Legislature and/or the United States Government, subsequent to the execution of the Grant Subaward.

SEXUAL AND DOMESTIC VIOLENCE PREVENTION (SD) PROGRAM

PART IV – RATING SHEET

Control # _____
Rater # _____
Applicant _____
Funds Requested: _____

<u>CATEGORY</u>	<u>TOTAL POINTS POSSIBLE</u>
1. PROBLEM STATEMENT	<u>60</u>
2. PLAN	<u>140</u>
3. CAPABILITIES	<u>80</u>
4. BUDGET PAGES AND NARRATIVE	<u>80</u>
5. COMPREHENSIVE ASSESSMENT	<u>60</u>
TOTAL	<u>420</u>

Each of the above categories contain questions assigned a point value. The point scale is divided into five columns labeled **I, II, III, IV, and V**. The Applicant's response to each question is evaluated on the following criteria:

- I. ABSENT:** The response does not address the specific question or a response was not provided.
- II. UNSATISFACTORY:** The response does not completely address the question. The information presented does not provide a good understanding of Applicant's intent, does not give the detailed information requested by the RFP, and/or does not adequately support the proposal or the intent of the Program.
- III. SATISFACTORY:** The response addresses the question and provides a good understanding of the Applicant's intent. The response adequately supports the proposal and the intent of the Program.
- IV. ABOVE AVERAGE:** The response is above average and provides a clear and detailed understanding of the Applicant's intent. The response presents a persuasive argument that supports the proposal and the intent of the Program.
- V. EXCELLENT:** The response is outstanding, with clear, detailed, and relevant information. The response presents a compelling argument that supports the proposal and the intent of the Program.

PROGRAMMATIC NARRATIVE	I	II	III	IV	V
a. Problem Statement (Maximum Two Pages) How well does the proposal:	0	5	10	15	20
1) Identify the specific marginalized/underserved population to focus on and why they were selected?					
2) Describe the demographics of the service area, emphasizing the identified marginalized/underserved population?					
3) Describe the challenges in providing effective primary and/or secondary prevention efforts in your community for the identified marginalized/underserved population?					
b. Plan (Maximum Six Pages) How well does the proposal:	0	5	10	15	20
1) Describe the minimum qualifications of the one FTE prevention staff, and their expected roles and responsibilities?					
2) Identify the prevention strategy(ies) and approach(es) the Applicant plans to implement?					
3) Describe how the proposed program fits into one or more evidence-informed strategy(ies) and approach(es)?					
4) Identify and describe the level of prevention (primary and/or secondary) that will be applied to the chosen strategy(ies).?					
5) Describe the timeline for implementing the prevention strategy(ies) and approach(es) selected?					
6) Describe how the prevention strategy(ies) is anticipated to improve primary and/or secondary prevention efforts in the Applicant's community and the identified marginalized/underserved population?					
7) Describe how the Applicant will customize and disseminate prevention materials/curriculum to meet the needs of the local service area?					

PROGRAMMATIC NARRATIVE	I	II	III	IV	V
c. Capabilities (Maximum Four Pages) How well does the proposal:	0	5	10	15	20
1) Describe the Applicant's experience with sexual and/or domestic violence primary and/or secondary prevention efforts?					
2) Describe the Applicant's experience engaging stakeholders to prevent sexual and/or domestic violence?					
3) Describe the Applicant's experience engaging with the identified marginalized/underserved population?					
4) Describe the Applicant's capabilities needed to successfully implement the chosen prevention strategy(ies) and approach(es)?					
BUDGET PAGES & NARRATIVE (Maximum Three Pages)	0	5	10	15	20
1) How well do the proposed Budget Pages & Narrative support the objectives and activities?					
2) How well are funds allocated to minimize administrative costs and support direct services?					
3) How well do Grant Subaward-funded staff duties and time commitments support the proposed objectives and activities?					
4) How well do the proposed Budget Pages & Narrative support the necessity for subcontracts and unusual expenditures?					
COMPREHENSIVE ASSESSMENT	0	15	30	45	60
How well does this proposal support the overall intent, goals, and purpose of the SD Program?					

SEXUAL AND DOMESTIC VIOLENCE PREVENTION (SD) PROGRAM

PART V – CHECKLIST

This checklist is provided to ensure that a complete proposal is submitted to Cal OES.

- PROPOSAL COVER SHEET – Please complete and attach to the front of the proposal.
- FOCUS AREA CERTIFICATION FORM (Attachment A)
- GRANT SUBAWARD FACE SHEET ([Cal OES FORM 2-101](#)) – Signed by the Official Designee authorized to enter into the Grant Subaward.
- GRANT SUBAWARD CONTACT INFORMATION ([Cal OES FORM 2-102](#))
- GRANT SUBAWARD SIGNATURE AUTHORIZATION ([Cal OES FORM 2-103](#))
- GRANT SUBAWARD CERTIFICATION OF ASSURANCE OF COMPLIANCE ([Cal OES FORM 2-104](#))– Signed by the Official Designee who signed the Grant Subaward Face Sheet and by the official delegating that authority.
- GRANT SUBAWARD BUDGET PAGES (EXCEL SPREADSHEET FORMAT) (Cal OES FORM 2-106b. Budget Pages with One Funding Source)
- UNALTERED** GRANT SUBAWARD BUDGET NARRATIVE ([Cal OES FORM 2-107](#))
- UNALTERED** GRANT SUBAWARD PROGRAMMATIC NARRATIVE ([Cal OES FORM 2-108](#))
 - PROBLEM STATEMENT
 - PLAN
 - CAPABILITIES
- [SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT](#)
- GRANT SUBAWARD SERVICE AREA INFORMATION ([Cal OES FORM 2-154](#))
- ORGANIZATIONAL CHART
- ADDITIONAL FORMS, IF APPLICABLE
 - OPERATIONAL AGREEMENT(S)/SECOND-TIER SUBAWARDS
 - NON-COMPETITIVE PROCUREMENT REQUEST ([Cal OES FORM 2-156](#))
 - INDEPENDENT CONTRACTOR/CONSULTANT RATE EXEMPTION REQUEST ([Cal OES FORM 2-164](#))
 - OUT-OF-STATE TRAVEL REQUEST ([Cal OES FORM 2-158](#))
 - LODGING RATE EXEMPTION REQUEST ([Cal OES FORM 2-165](#))
 - PAYEE DATA RECORD – Please complete if Applicant has not previously received a Grant Subaward from Cal OES ([Std. 204](#))



Focus Area Certification Form Attachment A

Instructions: Answer questions 1-3 and submit completed form with your proposal in order to be eligible to be read and rated for the Sexual and Domestic Violence Prevention (SD) Program Request For Proposal.

1. Agency Name:

2. Focus Area:

**3. Marginalized/Underserved
Population to be Prioritized:**
