



REQUEST FOR APPLICATION

The California Governor's Office of Emergency Services (Cal OES), Victim Services and Public Safety Branch, is soliciting applications for the following program:

FAMILY JUSTICE CENTER (FJ) PROGRAM

Release Date: October 2, 2018

This Request for Application (RFA) provides detailed information and forms necessary to prepare an application for Cal OES grant funds. The terms and conditions of this RFA supersede previous RFAs and conflicting provisions stated in the [Subrecipient Handbook \(SRH\)](#).

PROGRAM SYNOPSIS

Program Description:

This Program is to improve capabilities for established Family Justice Centers (FJC).

Eligibility:

FJCs, as defined in California Penal Code §13750, and identified on pages two and three of this RFA.

Grant Subaward Performance Period:

January 1, 2019 – December 31, 2020

Submission Deadline:

Monday, November 05, 2018



3650 SCHRIEVER AVENUE, MATHER, CA 95655
(916) 845-8121 TELEPHONE
www.CalOES.ca.gov

FAMILY JUSTICE CENTER (FJ) PROGRAM

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PART I – OVERVIEW

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 - E. GRANT SUBAWARD PERFORMANCE PERIOD
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 - G. PROGRAM INFORMATION
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A. PUBLIC RECORDS ACT NOTICE

Grant applications 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 application. If you believe that any of the information you are putting on this application is exempt from the Public Records Act, please indicate what portions of the application 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 RFA, the application process, or programmatic issues should be submitted to:

Gina Avelar, Program Specialist
Gina.Avelar@caloes.ca.gov
[\(916\) 845-8647](tel:(916)845-8647)

C. SUBMISSION DEADLINE AND OPTIONS

One original application must be delivered to Cal OES by the date and time below. Submission options are: postmarked or hand-delivered, to the address below, by 5:00 pm on Monday, November 05, 2018.

California Governor's Office of Emergency Services
Victim Services and Public Safety Branch
3650 Schriever Avenue
Mather, CA 95655
Attn: Family Justice Center (FJ) Program
Criminal Justice Unit

D. ELIGIBILITY

Family Justice Center (FJ) Program Subrecipients identified in this RFA are the only eligible Applicants.

E. GRANT SUBAWARD PERFORMANCE PERIOD

The Grant Subaward performance period is January 1, 2019 – December 31, 2020.

F. FUNDS

There is \$8,800,000 is available for the Program for the Grant Subaward performance period.

1. Source of Funds

The Program is supported through 2018-19 State General Funds (FJC0).

2. Funding Amount

Applicants may apply for up to the amount identified in the chart below, for the one-time, 24-month Grant Subaward performance period.

Family Justice Center	Award
Alameda County Family Justice Center	\$ 442,800
West Contra Costa Family Justice Center	\$ 349,430
Central Contra Costa Family Justice Center	\$ 349,430
San Joaquin County Family Justice Center	\$ 365,263
Imperial County Family Justice Center	\$ 316,396
Kern County Family Justice Center	\$ 376,104
Strength United	\$ 742,272
New Star Family Justice Center	\$ 742,272
Orange County Family Justice Center	\$ 577,060
Riverside Family Justice Center	\$ 369,269
Southwest Family Justice Center	\$ 369,269
Indio Family Justice Center	\$ 369,269
Sacramento Regional Family Justice Center	\$ 431,558
San Diego Family Justice Center	\$ 587,067
Family Justice Center South County	\$ 356,098
Family Justice Center Central County	\$ 356,098
Family Justice Center North County	\$ 356,098
One Safe Place	\$ 315,334

Solano Family Justice Center	\$ 337,828
Family Justice Center Sonoma County	\$ 343,294
Stanislaus County Family Justice Center	\$ 347,791
Total	\$ 8,800,000

G. PROGRAM INFORMATION

1. Background Information

The 2018-19 California State Budget designated \$10,000,000 of General Fund Money for a one-time Program for grants to Family Justice Centers, \$8,800,000 of which will be distributed noncompetitively. The [California Penal Code §13750](#) defines FJCs.

2. Program Description

This Program is to improve capabilities for established FJCs.

3. Program Components

a. Victim Services

FJCs shall provide services to victims of one or more of the following:

- Domestic violence
- Sexual assault
- Elder or dependent adult abuse
- Human trafficking

b. Personnel

FJCs should utilize direct service personnel including, but not limited to the following:

- Law enforcement personnel
- Medical personnel
- District attorneys and city attorneys
- Victim/Witness Program personnel
- Domestic violence shelter service staff
- Rape crisis advocates
- Domestic violence advocates
- Human trafficking advocates
- Social service agency staff members

- Child welfare agency social workers
- County health department staff
- Welfare and public assistance workers
- Nonprofit agency counseling professionals
- Civil legal service providers
- Volunteers from partner agencies

c. Community Collaboration

FJCs should have established, working relationships with governmental and/or non-governmental community organizations which are demonstrated through Operational Agreements. These documents must demonstrate a formal system of networking and coordination with other agencies and the Applicant. At a minimum, the FJC must have an OA with the following organizations within their service area:

- Domestic Violence Agency
- Sexual Assault Agency
- Elder or Dependent Adult Abuse Agency
- Human Trafficking Agency

d. Planning

FJCs must have policies and procedures to ensure coordinated services are provided to victims to enhance the safety of victims and service providers who participate in affiliated survivor-centered support or advocacy groups.

e. Training

FJCs may provide training to staff members on subjects, including, but not limited to, privilege and confidentiality, information sharing, risk assessment, safety planning, victim advocacy, and high-risk response.

4. Reporting Requirements

Progress Reports serve as a record for the implementation of the project. 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 Program. See the chart below for report periods and due dates. The Progress Reports can be accessed on the Cal OES website.

Report	Report Period	Due Date
1 st Report	January 1, 2019 – June 30, 2019	July 31, 2019
2 nd Report	July 1, 2019 – December 31, 2019	January 31, 2020
3 rd Report	January 1, 2020 – June 30, 2020	July 31, 2020
Final Report	July 1, 2020 – December 31, 2020	January 31, 2021

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PART II – RFA INSTRUCTIONS

- A. SUBRECIPIENT HANDBOOK
 - B. FORMS
 - C. APPLICATION COMPONENTS
 - D. BUDGET POLICIES
 - E. ADMINISTRATIVE REQUIREMENTS
-

A. SUBRECIPIENT HANDBOOK

Applicants are strongly encouraged to review the [Subrecipient Handbook \(SRH\)](#). The *SRH* outlines the terms and conditions that apply to the Cal OES, Victim Services and Public Safety grants and provides helpful information for developing an application, including a Glossary of Terms.

B. FORMS

The Applicant 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 Project and Budget Narratives. No tables, charts, or changes to the margins are allowed.**

C. APPLICATION COMPONENTS

Applicants must complete and submit all required components. Specific information for each component is included next. The Checklist in Part VI is included to ensure Applicants submit all required components.

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

The Grant Subaward Face Sheet is the title page of the Grant Subaward that is signed by the Subrecipient and the Cal OES Director (or designee). Instructions are included on the form.

2. Project Contact Information (Cal OES 2-102)

The Project Contact Information form provides Cal OES with all relevant Subrecipient personnel. Information for each individual should be direct contact information. Instructions are included on the form.

3. Signature Authorization (Cal OES 2-103)

The Signature Authorization form provides Cal OES with signatures of authorized signers and who they authorize to sign on their behalf for all grant-related matters. Instructions are included on the form.

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

Cal OES is required by law to obtain written certifications of compliance. The Certification of Assurance of Compliance 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
- Proof of Authority documentation from the city council/governing board

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

The Budget demonstrates how the Applicant will implement the proposed plan with the funds available through this Program. The budget is the basis for management, fiscal review, and audit. **Budgets are subject to Cal OES modifications and approval.** Failure of the Applicant to include required budget items does not eliminate responsibility to comply with those requirements during the implementation of the project.

The Budget Pages 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 page. Applicants may add additional columns to the Budget Pages 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 project
- Strictly adhere to required and prohibited expenses
- Include expenses in the correct category (i.e., Personal Services, Operating Expenses, and Equipment – see below)

Include **only** those items covered by grant funds, including match funds, when applicable. Applicants may supplement grant funds with funds from other sources. However, since approved line items are subject to audit, Applicants should not include in the Project Budget matching funds (if applicable) in excess of the required match.

a. Personal Services – Salaries/Employee Benefits

1) Salaries

Personal services include services performed by project staff **directly employed by the Applicant** (not a contract or participating agency) and must be identified by position and percentage of salaries. They may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must 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 grant funding, they may not take time off using project 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. 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. 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).

b. Operating Expenses

Operating expenses are defined as necessary expenditures other than personal salaries, benefits, and equipment. The expenses must be grant-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 an Operating Expense line-item include, but are not limited to:

- Consultant services such as subcontractors
- Indirect cost allowance
- Salaries of participating staff who are not employed by the Applicant
- Travel
- Office supplies
- Training materials
- Equipment maintenance
- Software equipment rental/lease
- Telephone, postage
- Printing
- Facility rental
- Vehicle maintenance
- Furniture and office equipment with a cost of less than \$5,000 (excluding tax) and/or with a useful life of less than one year

Salaries for staff not directly employed by the Applicant must be shown as consultant and/or participating staff costs and must be supported by an Operational Agreement (OA), which must be kept on file by the Subrecipient and made available for review during audits or at the request of Cal OES (SRH 3710 and 4500).

c. Equipment

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 laser jet printers must be one line item, not three).

6. Budget Narrative (Cal OES 2-107)

The Budget Narrative should describe the following:

- a. How the project's 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 project-funded staff duties and time commitments support the proposed objectives and activities.
 - e. The necessity for subcontracts and unusual expenditures.
7. Project Narrative (Cal OES 2-108)

The Project Narrative 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

In narrative form, address the following:

- 1) Describe the geographic service area and the demographics of the victim population, and address unique characteristics of the victim service population.
- 2) Describe the gaps that exist for serving victims of crime within the service area and how the needs for services were identified.
- 3) Identify what victim-centered, trauma-informed, and culturally inclusive service needs exist in the service area.
- 4) Describe the need to expand collaborative efforts with service providers in the service area and how those efforts will enhance victim services.
- 5) Identify training needs for core service providers and volunteers.

b. Plan

In narrative form, address the following:

- 1) Describe the improvements to victim services that will be implemented through the Program.
- 2) Describe how the gaps in victim services will be addressed.
- 3) Describe a timeline for implementation of Program activities.
- 4) Describe the plan for collaborating with service providers.

- 5) Describe the plan for training core service providers and volunteers.
- 6) Describe how services will be sustained after the Program ends.

c. Capabilities

In narrative form, address the following:

- 1) Describe the services currently provided within the service area to victims and how services are accessed.
- 2) Describe the organization's expertise in implementing victim service programs effectively.
- 3) Describe the organization's experience in administering grant funding effectively.
- 4) Describe the organization's experience collaborating with victim service providers in the community.

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 grant 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 grant oversight to Subrecipients. Instructions are included on the form.

9. Project Service Area Information (Cal OES 2-154)

The Project Service Area Information form identifies the counties, cities, and congressional districts served by the project. Instructions are included on the form.

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 project. 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 Budget Pages and Budget Narrative.

11. Additional Forms/Documents

The following are required only if applicable:

- Petty Cash Victim Fund Procedures (Cal OES 2-153)

This form is required only if the Applicant proposes to have a line-item in their Budget that meets the definition of Petty Cash in *SRH 2235.1*. Instructions are included on the form.

- Noncompetitive Bid Request Checklist (Cal OES 2-156)

This form is required for each proposed line-item in their Budget that meets the criteria for a Non-Competitive Bid Request per *SRH 3510*. Instructions are included on the form.

- Computers and Automated Systems Purchase Justification Guidelines (Cal OES 2-157)

This form is required only if the Applicant proposes a line-item in their Budget for computers or automated equipment that require a justification per *SRH 2341*. Instructions are included on the form.

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

This form is required only if the Applicant proposes a line-item for out-of-state travel per *SRH 2236.1.1*. Instructions are included on the form.

- Payee Data Record (Std. 204)

This form is required for all Applicants not previously awarded grant funds by Cal OES.

- Operational Agreement(s)

Only if Operational Agreements are required per Part I, Subpart G of this RFA.

D. BUDGET POLICIES

The following sections of the [*SRH*](#) may be helpful in developing the Budget Pages and Budget Narrative.

- Contracting and/or Procurement (*SRH 3400*)
- Audit Costs (*SRH 8150*)
- Automobiles (*SRH 2331*)

- Cash Match (*SRH 6511*)
- Computers and Automated Equipment (*SRH 2340*)
- Equipment (*SRH 2300*)
- Expert Witness Fees (*SRH 3710.2*)
- Facility Rental (*SRH 2232*)
- Independent Contractor/Consultant (*SRH 3710*)
- Indirect Cost Rate Proposal (ICRP) (*SRH 2180 & SRH 2188*)
- In-Kind Match (*SRH 6512*)
- Match Requirements (*SRH 6500*)
- Participating Staff (*SRH 4500*)
- Prohibited Expense Items (*SRH 2240*)
- Project Income (*SRH 6610*)
- Rental Space for Training, Shelter, Counseling Rooms, and Other Required Space (*SRH 2232.1*)
- Rented or Leased Equipment (*SRH 2233*)
- State Funds Matching State or Federal Funds (*SRH 6522*)
- Supplanting Prohibited (*SRH 1330*)
- Travel and Per Diem (*SRH 2236*)

E. ADMINISTRATIVE REQUIREMENTS

Subrecipients must administer their grants 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 an application and for planning purposes:

- Audit Requirements (*SRH 8100*)
- Communications (*SRH 11500*)
- Copyrights, Rights in Data, and Patents (*SRH 5300-5400*)
- Fidelity Bond (*SRH 2160*)
- Monthly Report of Expenditures and Request for Funds (*SRH 6310*)
- Monitoring (*SRH 10400*)
- Programmatic Technical Assistance and Site Visit Performance Assessment (*SRH 10200-10300*)
- Source Documentation (*SRH 10111*)

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PART III – CHECKLIST

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

- ☐ GRANT SUBAWARD FACE SHEET ([Cal OES 2-101](#)) – Signed by the official authorized to enter into the Grant Subaward.
- ☐ PROJECT CONTACT INFORMATION ([Cal OES 2-102](#))
- ☐ SIGNATURE AUTHORIZATION ([Cal OES 2-103](#))
- ☐ CERTIFICATION OF ASSURANCE OF COMPLIANCE Type the name of the cert needed here. ([Cal OES 2-104](#)) – Signed by the official who signed the Grant Subaward Face Sheet and by the official delegating that authority.
- ☐ BUDGET PAGES (EXCEL SPREADSHEET FORMAT) ([Cal OES 2-106b](#) - Budget Pages with One Funding Source)
- ☐ BUDGET NARRATIVE ([Cal OES 2-107](#))
- ☐ PROJECT NARRATIVE ([Cal OES 2-108](#))
 - PROBLEM STATEMENT
 - PLAN
 - CAPABILITIES
- ☐ [SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT](#)
- ☐ PROJECT SERVICE AREA INFORMATION ([Cal OES 2-154](#))
- ☐ ORGANIZATIONAL CHART
- ☐ ADDITIONAL FORMS, IF APPLICABLE
 - ☐ PETTY CASH VICTIM FUND PROCEDURES ([Cal OES 2-153](#))
 - ☐ NONCOMPETITIVE BID REQUEST CHECKLIST ([Cal OES 2-156](#))
 - ☐ COMPUTERS AND AUTOMATED SYSTEMS PURCHASE JUSTIFICATION GUIDELINES ([Cal OES 2-157](#))
 - ☐ OUT-OF-STATE TRAVEL REQUEST ([Cal OES 2-158](#))
 - ☐ PAYEE DATA RECORD ([Std. 204](#))
 - ☐ OPERATIONAL AGREEMENT SUMMARY FORM ([Cal OES 2-160](#))