



REQUEST FOR APPLICATION

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

HOMELESS YOUTH AND EXPLOITATION (HX) PROGRAM

Release Date: April 14, 2022

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

PROGRAM SYNOPSIS

Program Description:

The purpose of the HX Program is to provide comprehensive services to help homeless youth, as defined in [Government Code §12957](#), exit street life, with additional focus on providing specialized services for youth experiencing sexual exploitation. Services provided under the HX Program include: access to food; shelter/housing; counseling; outreach services; screening/providing for basic health needs; linkage to other services offered by public and private agencies; long-term stabilization planning; and follow-up services.

Eligibility:

The only eligible Applicants are the HX Program Subrecipients funded in the prior fiscal year.

Grant Subaward Performance Period:

July 1, 2022 – June 30, 2023

Submission Deadline:

Wednesday, May 18, 2022



3650 SCHRIEVER AVENUE, MATHER, CA 95655

(916) 845-8264 TELEPHONE

[CalOES Website](#)

HOMELESS YOUTH AND EXPLOITATION (HX) PROGRAM

TABLE OF CONTENTS

PART I – OVERVIEW	1
A. PUBLIC RECORDS ACT NOTICE	1
B. CONTACT INFORMATION	1
C. SUBMISSION DEADLINE AND INSTRUCTIONS.....	1
D. PROGRAM ELIGIBILITY	1
E. GRANT SUBAWARD PERFORMANCE PERIOD.....	2
F. FUNDING INFORMATION	2
G. PROGRAMMATIC INFORMATION	5
PART II – RFA INSTRUCTIONS.....	13
A. SUBRECIPIENT HANDBOOK	13
B. APPLICATION FORMS.....	13
1. Grant Subaward Face Sheet (Cal OES Form 2-101)	13
2. Grant Subaward Contact Information (Cal OES Form 2-102)	13
3. Grant Subaward Signature Authorization (Cal OES Form 2-103).....	13
4. Grant Subaward Certification of Assurance of Compliance & VOCA Federal Fund Grant Subaward Assurances (Cal OES Forms 2-104 & 2-109a) .	14
5. Grant Subaward Budget Pages (Cal OES Form 2-106a)	14
6. Grant Subaward Programmatic Narrative (Cal OES Form 2-108)	17
7. Subrecipient Grants Management Assessment.....	21
8. Grant Subaward Service Area Information (Cal OES Form 2-154)	21
9. Organizational Chart	21
10. Additional Forms/Documents	21
C. BUDGET POLICIES	22
D. ADMINISTRATIVE REQUIREMENTS	23
PART III – CHECKLIST	24

HOMELESS YOUTH AND EXPLOITATION (HX) PROGRAM

PART I – OVERVIEW

- A. PUBLIC RECORDS ACT NOTICE
 - B. CONTACT INFORMATION
 - C. SUBMISSION DEADLINE AND INSTRUCTIONS
 - D. ELIGIBILITY
 - E. GRANT SUBAWARD PERFORMANCE PERIOD
 - F. FUNDS
 - G. PROGRAMMATIC INFORMATION
-

A. PUBLIC RECORDS ACT NOTICE

Grant Subaward 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. The Applicant's 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:

Nicole Kriger, Program Specialist
Nicole.Kriger@caloes.ca.gov - (916) 845-8264

C. SUBMISSION DEADLINE AND INSTRUCTIONS

Applications must be emailed to VSapplications@caloes.ca.gov by 11:59 pm on Wednesday, May 18, 2022.

D. PROGRAM ELIGIBILITY

The only eligible Applicants are the HX Program Subrecipients funded in the prior fiscal year.

Before the HX Program Grant Subaward performance period begins, Applicants:

- Must have a Unique Entity Identifier (Unique Entity ID) registered in the federal System for Award Management (SAM). Applicants who do not currently have a Unique Entity ID will need to register at SAM.gov to obtain one.
- Must not have an exclusion record in SAM. 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.](#)
- Must be registered with the California Department of Justice's Registry of Charitable Trusts with a "current," "exempt," or "pending" status. [Check nonprofit status.](#)

E. GRANT SUBAWARD PERFORMANCE PERIOD

The Grant Subaward performance period is July 1, 2022 – June 30, 2023.

F. FUNDING INFORMATION

There is \$1,088,310 available for the Program for the Grant Subaward performance period. **Funding is contingent upon availability of funds and passage of the 2022-23 Budget Act.**

1. Funding Amount

Applicants may apply for up to the amount listed below, for the 12-month Grant Subaward performance period.

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

Subrecipient	Grant Subaward Number	19VOCA	22HY05 (for 19VOCA match)	22HY05	21VCGF	22HY00	Total
San Diego Youth Services	HX22211093	\$48,539	\$12,135	\$73,865	\$48,538	\$0	\$183,077
Children's Hospital Los Angeles	HX22211185	\$48,539	\$12,135	\$73,865	\$48,539	\$213,963	\$397,041
Larkin Street Youth Services	HX22211352	\$48,539	\$12,135	\$73,865	\$48,539	\$142,037	\$325,115
Bill Wilson Center	HX22211430	\$48,538	\$12,135	\$73,865	\$48,539	\$0	\$183,077
Totals		\$194,155	\$344,000		\$194,155	\$356,000	\$1,088,310

2. Funding Sources

Detailed information on all VS Branch federal fund sources can be found in the [VS Branch Federal Fund Information Guide](#). Applicants are **strongly encouraged** to review this document to familiarize themselves with the requirements for all fund sources that support this Program.

The Program is supported through the following funds:

- a. Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program (Formula Grant Program)
 - Supports eligible crime victim assistance programs.
 - Requires a cash and/or in-kind match equal to 20 percent of the total project cost. **All match required for VOCA funds on the HX Program will be met using state penalty funds; see funding chart above for additional information.**
 - Cal OES's four-character code for this federal fund is VOCA. This code will be in the drop-down on the Grant Subaward Face Sheet (Cal OES Form 2-101).
 - The federal award number is 2019-V2-GX-0053.

b. State General Funds/Homeless Youth

- State General Funds were first appropriated to the former Office of Criminal Justice Planning (OCJP) to provide services to homeless youth as a part of the Homeless Youth Act of 1985, through Assembly Bill 1596 (Chapter 1445 of the Statutes of 1985). Senate Bill 507 (Chapter 288, Statutes of 1988) extended the Homeless Youth Act of 1985 permanently, deleting the reference to pilot projects.
- There is no match requirement for this funding source.
- Cal OES's four-character code for this state fund is HY00. This code will be in the drop-down on the Grant Subaward Face Sheet (Cal OES Form 2-101).

c. State Penalty Funds/Child Sexual Abuse & Exploitation

- Legislation passed in 1979, SB 383 (Chapter 713, Statutes of 1979), states that a person convicted of a crime of violence in California pays a fine commensurate with the offense in addition to other penalties. These funds are then deposited into the Indemnity Fund of the State Treasury.

In 1981, AB 698 (Chapter 166, Statutes of 1981) created a Victim Witness Assistance Fund in the State Treasury to be dispensed by the former OCJP. AB 698 mandated funding for Rape Crisis Centers and Victim/Witness Assistance Centers be provided from this fund. AB 1485 (Chapter 1092, Statutes of 1983) increased the size of the fund by increasing penalty assessments.

SB 588 (Chapter 1062, Statutes of 1981) amended Penal Code (PC) §13837 to authorize the former OCJP to provide grants to the new projects and to existing local child sexual abuse and child sexual exploitation counseling centers and prevention programs.

In 1982, the first legislative appropriation was made from the Victim Witness Assistance Fund to implement the statute, which funded child sexual abuse prevention programs. Additional funds were allocated in fiscal year 1987-88 to provide services to child sexual exploitation victims. State

General Funds were also appropriated to the HX Program in 1987.

In 2017, due to a drastic reduction to the Victim Witness Assistance Fund, the Budget Act (Assembly Bill 97, Chapter 14, Statutes of 2017) moved the appropriation from the Victim Witness Assistance Fund to State Penalty Funds.

- There is no match requirement for this funding source.
- Cal OES's four-character code for this state fund is HY05. This code will be in the drop-down on the Grant Subaward Face Sheet (Cal OES Form 2-101).

d. State General Fund/Victims of Crime Act Supplemental

- One-time allocation approved by the legislature in fiscal year 2021-22 to offset cuts to the VOCA Victims Assistance Formula Grant Program.
- There is no match requirement, however these funds can be used to match federal funds.
- Cal OES's four-character code for this state fund is VCGF. This code will be in the drop-down on the Grant Subaward Face Sheet (Cal OES Form 2-101).

G. PROGRAMMATIC INFORMATION

1. Background Information

In 2002, the former OCJP (whose administrative duties are now under Cal OES), combined the Child Sexual Exploitation Intervention Program and the Homeless Youth Emergency Services Program creating the Homeless Youth and Exploitation (HX) Program. This programmatic change was made due to a formal recommendation by the State Advisory Committee (SAC) on Sexual Assault Victim Services which, pursuant to Penal Code (PC) Section 13836, provides oversight over grants administered by the former OCJP for local rape, exploitation, and child sexual abuse victim counseling centers and prevention programs.

Since 2017, California has implemented the Housing First Model as defined in [Welfare and Institutions \(W&I\) Code Section 8255](#) to address

the prevalence of homelessness in California. The Housing First Model is an approach to connect individuals and families experiencing homelessness quickly and successfully to permanent housing without preconditions and barriers to entry, such as sobriety, treatment, or service participation requirements.

In fiscal year 2021-22, W&I Code Section 8255 was amended and the language to exempt “programs that fund state shelters” was removed. Therefore, shelter programs such as the HX Program are required to adopt guidelines and regulations of the Housing First Model (see [W&I Code Section 8255](#) for the core components of Housing First).

The HX Program encompasses the requirements of Welfare and Institutions (W&I) Code Sections 13700, 13701, and 13703 and Penal Code (PC) Section 13837. The HX Program is a comprehensive program to help homeless youth exit street life.

2. Programmatic Description

The HX Program offers comprehensive services to help homeless youth, as defined in in [Government Code §12957](#), exit street life, with additional focus on providing specialized services for youth experiencing sexual exploitation. Services provided under the HX Program include: access to food; shelter/housing; counseling; outreach services; screening/providing for basic health needs; linkage to other services offered by public and private agencies; long-term stabilization planning; and follow-up services.

3. Programmatic Components

The required Programmatic Components below were established in alignment with [Welfare & Institutions Code §13701](#), and [Penal Code §13837](#). Subrecipients must emphasize client choice through collaborative decision making when implementing the Programmatic Components for the HX Program:

a. Provide Food/Meals

The Subrecipient must provide food/meals to homeless youth.

b. Provide Access to Shelter

The Subrecipient must provide shelter services to homeless youth. This includes immediate emergency shelter, and if possible, access to and coordination with medium to long-term shelter facilities, which provide more structure and independent living arrangements, such as subsidized apartments and transitional housing. The shelter must have a staff-to-youth ratio that is sufficient to ensure adequate supervision and treatment. Transportation to the shelter should be available, as needed, and barriers to entry should be low enough that it is easily accessible to youth.

c. Provide Counseling to Address Immediate Emotional Crises or Problems

- The Subrecipient must provide counseling, or mental health counseling, to include immediate crisis counseling to address homeless youths' immediate issues. Crisis counseling refers to crisis intervention, emotional support, guidance, and counseling provided by advocates, counselors, mental health professionals, or peers. The Subrecipient must also provide ongoing crisis intervention, emotional support, guidance, and counseling provided by advocates, counselors, mental health professionals, or peers. This can include professional psychological and/or psychiatric treatment, suicide intervention, drug abuse counseling, or other types of individual counseling sessions as appropriate. The Subrecipient should provide case management services to assess the needs of youth, schedule necessary appointments and coordination of services.
- In addition, the Subrecipient must provide in-person counseling to sexually exploited youth to include ongoing therapy to help the youth overcome related issues, as well as other mental health issues. Therapy refers to intensive professional psychological and/or psychiatric treatment for youth, which should also be aimed at providing emotional support.

Sexual exploitation of a youth up to age 18 includes "survival sex," exchanging sexual favors for money or other payments

to include shelter, clothing, or other goods and services, and commercial exploitation such as stripping and pornography.

- This objective is to be measured by the number of sexually exploited youth who receive in-person ongoing counseling. To determine if a youth meets eligibility criterion for being sexually exploited, the counselor/case manager must document in the case file the reason as to why the counselor/case manager believes the youth has been sexually exploited. The number should be an unduplicated measurement; each sexually exploited youth should be counted only once regardless of the number of sessions attended.

d. Provide Outreach Services

The Subrecipient must provide outreach services to locate homeless youth and link them with services and drop-in facilities to make services accessible to the street population. Drop-in centers offer low barrier-type of community-based services and can be a first step toward engaging homeless youth into more intensive services.

e. Screening/Providing for Basic Health Care Needs

The Subrecipient must be able to screen for basic health care needs of homeless youth, and provide basic health care services (e.g., basic medical services, HIV tests and pregnancy tests). The Subrecipient should also provide transportation services to ensure the youth access the services.

f. Linkage to Other Services Offered by Public and Private Agencies

The Subrecipient must have a referral system, as demonstrated through Operational Agreements (OA)/Second-tier Subawards, established with other public and private agencies providing services appropriate for homeless youth. At a minimum, this referral system must include coordination with employment services agencies; law enforcement agencies; social service agencies; schools; mental health and health care providers; and the local Victim/Witness Assistance Center. The Subrecipient should also provide transportation and follow-up services to ensure the youth follows through with the referral.

g. Provide Long-Term Stabilization Planning

The Subrecipient must be able to provide homeless youth with long-term stabilization planning to help them exit street life. Long-term stabilization planning includes planning so the youth may return home under circumstances favoring long-term reunification with the family, or so the youth can be suitably placed in a situation outside the family when family reunification is not possible. Activities under this objective may include providing counseling services to the youth so the youth can return home, or developing an individualized plan to help the youth prepare for emancipation, which may include employment training; educational services to aid youth in obtaining a high school diploma or GED certificate; household management skills; and personal health education.

h. Provide Follow-Up Services

The Subrecipient must provide follow-up services to ensure the return of the youth to the family or the placement outside the family is stable. Follow-up refers to in-person contacts, telephone contacts, and written communications with the youth.

i. Homeless Management Information System (HMIS)

In accordance with requirements described in [Welfare & institutions Code § 8261\(a\)\(2\)\(B\)](#), sharing among state and county agencies and service providers is a condition of receipt of any state funding for programs related to youth homelessness and its prevention. All recipients of such funds are required to share any relevant data from their HMIS with the California Interagency Council on Homelessness when requested. Data collection and sharing shall be conducted and maintained in accordance with all applicable state and federal privacy and confidentiality laws and regulations.

j. Assistance with California Victim Compensation Board Claims

Subrecipients are strongly encouraged to assist victims with applying for compensation benefits through the California Victim Compensation Board. Activities may include:

- Advising of the availability of such benefits

- Assisting with application forms and understanding procedures
- Obtaining necessary documentation to support the claim
- Monitoring claim status

Subrecipients are also strongly encouraged to allocate funds for tablets or mobile communication devices and cellular service to swiftly facilitate the on-line application process in the office or in the field.

k. California Victims Resource Center

Subrecipients are strongly encouraged to utilize the California Victims Resource Center (CVRC) when assisting victims.

At the CVRC, Pacific McGeorge School of Law students and attorneys provide victims, their families, and service providers with information about victims' legal rights in the criminal and civil justice systems and provide tailored resource referrals. Upon request, the CVRC provides publications on victims' rights, legal research on victims' rights to service providers, and educational presentations.

Services are free and can be accessed through the CVRC's confidential, toll-free hotline: 1-800-VICTIMS (842-8467), or through the www.1800victims.org website.

l. Operational Agreements/Second-Tier Subawards

The Subrecipient must have a goal of ensuring the congruency of services, consistency of care, and reduction of duplication of services. The Subrecipient must demonstrate the ability to collaborate with other service providers, including local colleges, serving the needs of homeless youth in the Subrecipient's service area.

Subrecipients are required to enter into either Operational Agreements (OAs) or Second-Tier Subawards with the following agencies:

- California Coalition for Youth

- Employment services agency(ies)
- Local law enforcement agency(ies)
- Social services agency(ies)
- K-12 schools (local McKinney-Vento liaison)
- Local colleges
- Mental health and healthcare provider(s)
- Local Victim/Witness Assistance Center(s)

These are in addition to OAs and/or Second Tier Subawards the Subrecipient may need to have with homeless youth service providers (in the Subrecipient’s service area) to provide the required services, if applicable.

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. The following reports are required:

a. Cal OES Progress Reports

There are four Cal OES Progress Reports required for the Program. See the chart for report periods and due dates.

Report	Report Period	Due Date
1 st Report	July 1, 2022 – September 30, 2022	October 31, 2022
2 nd Report	October 1, 2022 – December 31, 2022	January 30, 2023
3 rd Report	January 1, 2023 – March 31, 2023	May 1, 2023
Final Report	April 1, 2023 – June 30, 2023	July 31, 2023

b. Office for Victims of Crime (OVC) Reports

There are two, on-line OVC reports Subrecipients will also need to complete:

1) Subgrant Award Report (SAR)

This on-line report must be completed by both the Subrecipient and Cal OES within 90 days of the beginning of the Grant Subaward performance period. Cal OES will initiate access and the Subrecipient will have **60 days to complete** the remainder of the report in the OVC Performance Measurement Tool. Then, Cal OES will have 30 days to either approve the SAR, or work with the Subrecipient on corrections, and then approve the SAR.

2) Subgrantee Report

Subrecipients receiving Victims of Crime Act funds must complete this report no later than two weeks following the end of each federal fiscal year quarter. Subrecipients will report data directly into the OVC PMT database no later than the due dates listed, unless otherwise instructed by your Program Specialist.

Report Period	Due Date (on or about)
July 1, 2022 – September 30, 2022	October 14, 2022
October 1, 2022 – December 31, 2022	January 13, 2023
January 1, 2023 – March 31, 2023	April 14, 2023
April 1, 2023 – June 30, 2023	July 14, 2023

* Exact due dates will be provided by your Program Specialist at the end of each quarter.

For technical assistance, issues or questions regarding the OVC PMT database, please contact the OVC PMT Help Desk at ovcpmt@csrincorporated.com or call toll-free (844) 884-2503.

HOMELESS YOUTH AND EXPLOITATION (HX) PROGRAM

PART II – RFA INSTRUCTIONS

- A. SUBRECIPIENT HANDBOOK
 - B. APPLICATION FORMS
 - C. BUDGET POLICIES
 - D. 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 an application, including a Glossary of Terms.

B. APPLICATION FORMS

The Applicant must use the forms provided on our website. **Applicants may not alter the formatting of any forms, including the Grant Subaward Programmatic Narrative ([Cal OES Form 2-108](#)) – with a revision date of 4/2021 or later.**

Applicants must complete and submit all required forms. All forms have written instructions. General information regarding each form is below. The Checklist in Part III 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 & VOCA Federal Fund Grant Subaward Assurances (Cal OES Forms 2-104 & 2-109a)

These forms are a binding affirmation that the Subrecipient will comply with the following regulations and restrictions:

- State and federal civil rights laws
- Drug Free Workplace Act of 1990
- California Environmental Quality Act
- Federal grant fund requirements
- Lobbying restrictions
- Debarment and Suspension requirements
- Proof of Authority documentation from the city council/governing board

Subrecipients may be asked to sign and submit an updated VOCA Federal Fund Grant Subaward Assurances (Cal OES Form 2-109a) once in Grant Subaward. Every year, Cal OES updates the VOCA Federal Fund Grant Subaward Assurances (Cal OES Form 2-109a) 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 2-106a)

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 2-106a) 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 2-106a) 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 2-106a) 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 costs.**

The Grant Subaward Budget Pages (Cal OES Form 2-106a) should:

- Cover the entire Grant Subaward performance period;
- Include costs related to the objectives and activities of the Grant Subaward;
- Strictly adhere to required and prohibited costs;
- Include costs in the correct category (i.e., Personnel Costs, Operating Costs, and Equipment Costs – see below); and
- Contain a detailed description of each line item.

Include **only** those items to be 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 on the Grant Subaward Budget Pages (Cal OES 2-106a) matching funds (if applicable) in excess of the required match.

a. Personnel Costs – Salaries/Employee Benefits

1) Salaries

Personnel includes Grant Subaward services performed by 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 @ \$3,500/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 allocated as a part of salaries. If the Applicant's personnel have accrued sick leave or vacation time prior to the approval 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 costs 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 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 Costs 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 (\$4,999 or less)
- Indirect costs (*SRH Section 4.045*)
- Insurance (e.g., vehicle, fire, bonding, theft, 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
- Vehicle maintenance

Additional information on Operating Costs 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 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

Please provide any significant changes or updates regarding homeless and/or exploited youth, or the service provisions of your program since the last RFA was submitted. If you do not have any updates or changes, a Problem Statement is not required.

b. Plan

In narrative form, address the following:

- 1) Describe how your agency practices and procedures align or will adapt to follow the Housing First Model as outlined in Welfare and Institutions Code Section 8255.
- 2) Describe the plan for addressing how the mandated components, listed below and described in Part I, G, 3, will be accomplished. For each component, provide a quantified estimate of the services to be provided, discuss the manner in which those services will be provided, and the activities to be performed to support those services. The information provided for each component must describe the source documentation collected and maintained to measure results and demonstrate proof of successful objective measurement. Source documentation is defined as records used to validate project activities and achievements as pertaining to the components via the use of intake logs, client files, progress notes, attendance rosters, and sign-in sheets. Explain any significant increases or decreases in your targeted numbers for the components.

The mandated Program Components for this grant are:

Component A: Provide food/meals to ____ homeless youth.

Component B: Provide shelter to ____ homeless youth.

Component C: Provide counseling to ____ homeless youth.

Component D: Provide outreach services to ____ homeless youth.

Component E: Screen/provide basic health care to ____ homeless youth.

Component F: Provide linkage to other services offered by public and private agencies, as appropriate, to ____ homeless youth.

Component G: Provide long-term stabilization planning to ____ homeless youth.

Component H: Provide follow-up services to ____ homeless youth.

Component I: Describe the recordkeeping and management process of accessing records; note-taking practices; and how records will be filed, maintained, secured, and shared with your local HMIS

c. Capabilities

In narrative form, address the following:

1) Paid Staff and Volunteers

Subrecipients must describe how they will perform a criminal record check on paid staff and volunteers working with youth. The criminal record check must be done before the staff and/or volunteers begin face-to-face contact with the youth. Paid staff and volunteers must meet the following criteria:

- Complete a formal application which includes three references checked by Subrecipient staff.
- Agree, in writing, to a criminal records check, and complete the check prior to providing services to youth.
- Receive a minimum of 40 hours of formalized training on the issues of homeless and exploited youth, substance abuse, sexually transmitted diseases, crisis intervention, and child abuse reporting law.
- Comply with PC Section 11165.7 regarding mandated reporters.
- Be supervised by Subrecipient's paid staff.

If HX Program staff and volunteers have resided in California less than three years, an out-of-state criminal history check (FBI check) is required also. For information on guidelines please go to the Attorney General's Office [website](#).

A policy must be in place on how negative background checks are handled; this policy shall be made available to Cal OES upon request.

2) Personnel Records

The Subrecipient and subcontractors must have on file personnel records for project staff (and volunteers, if applicable) which should include, but is not limited to:

- Copies of applicable licenses and degrees.
- Documentation of special training specific to the services performed on this grant.
- Documentation of hours worked or volunteered on the grant.
- Documentation of the completion of background checks/clearances, including the results and applicable waivers such as:
 - Written application and reference checks;
 - Department of Justice Criminal History Check and Clearance;
 - Department of Motor Vehicles Clearance, if applicable;
 - Copy of signed mandated reporter agreement; and
 - Copy of the signed confidentiality agreement.

Personnel files must be made available for review by Cal OES program staff during a technical assistance visit, performance assessment site visit and/or compliance assessment site visit of the HX Program.

3) Client Confidentiality

Federal statute explicitly recognizes the privacy needs of victims. Following that statutory precedent, Subrecipients must protect the privacy and confidentiality of clients. This protection should include, but is not limited to, the maintaining of confidential client files in a locked filing cabinet in a locked room (office, storage room or facility) for a period of no less than three (3) years. Additionally, Subrecipients are obligated to maintain written protocols ensuring the confidentiality of client information from the point of collection to the point of destruction.

7. 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.

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

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

9. 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 on the Grant Subaward Budget Pages (Cal OES Form 2-106a) and Grant Subaward Budget Narrative (Cal OES 2-107) (if required).

10. Additional Forms/Documents

The following are required only if applicable:

- Operational Agreements Summary Form (Cal OES Form 2-160)

This form lists the OAs a Subrecipient has with participating agencies/organizations. OAs are required per Part I, Subpart G of this RFA.

- Petty Cash Victim Fund Certification (Cal OES Form 2-153)

This form is required only if the Applicant proposes to have a line item on their Grant Subaward Budget Pages (Cal OES Form 2-106a) that meets the definition of Petty Cash in *SRH Section 4.040*.

- 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) 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 an Applicant is requesting approval for an exemption for lodging costs per *SRH Section 4.065*.

C. BUDGET POLICIES

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

- 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*)

- Travel (*SRH Section 4.065*)

D. ADMINISTRATIVE REQUIREMENTS

Subrecipients must administer their Grant Subaward 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 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*)
- Records Requirements (*SRH Part 12*)

HOMELESS YOUTH AND EXPLOITATION (HX) PROGRAM

PART III – CHECKLIST

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

- 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
- VOCA FEDERAL FUND GRANT SUBAWARD ASSURANCES ([Cal OES FORM 2-109a](#)) – Signed by the Official Designee who signed the Grant Subaward Face Sheet
- GRANT SUBAWARD BUDGET PAGES (EXCEL SPREADSHEET FORMAT) ([Cal OES FORM 2-106a](#)) Budget Pages Multiple Fund Source
- GRANT SUBAWARD PROGRAMMATIC NARRATIVE ([Cal OES FORM 2-108](#))
 - PROBLEM STATEMENT (IF UPDATES ARE PROVIDED)
 - PLAN
 - CAPABILITIES
- [SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT](#)
- GRANT SUBAWARD SERVICE AREA INFORMATION ([Cal OES FORM 2-154](#))
- ORGANIZATIONAL CHART
- ADDITIONAL FORMS, IF APPLICABLE
 - OPERATIONAL AGREEMENTS SUMMARY FORM ([Cal OES FORM 2-160](#))
 - PETTY CASH VICTIM FUND CERTIFICATION ([Cal OES FORM 2-153](#))
 - 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](#))