



REQUEST FOR APPLICATION

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

YOUTH EMERGENCY TELEPHONE REFERRAL NETWORK (YT) PROGRAM

Release Date: June 1, 2022

This Request for Application (RFA) provides detailed information on the Program and how 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 YT Program is to provide a non-threatening, toll-free hotline to connect youth in need of services to appropriate service agencies. The referral network can be accessed by youth and their families from anywhere in the State.

Eligibility:

The only eligible Applicant is the California Coalition for Youth.

Grant Subaward Performance Period:

October 1, 2022 – September 30, 2023

Submission Deadline:

Wednesday, July 27, 2022



YOUTH EMERGENCY TELEPHONE REFERRAL NETWORK (YT) PROGRAM

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YOUTH EMERGENCY TELEPHONE REFERRAL NETWORK (YT) PROGRAM

PART I – OVERVIEW

- A. PUBLIC RECORDS ACT NOTICE
 - B. CONTACT INFORMATION
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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.Kruger@caloes.ca.gov – (916) 845-8264

C. SUBMISSION DEADLINE AND INSTRUCTIONS

Applications must be emailed to VSapplications@caloes.ca.gov by 5:00 pm on Wednesday, July 27, 2022.

D. PROGRAM ELIGIBILITY

The only eligible Applicant is the California Coalition for Youth.

Before the YT 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 (applies to non-governmental organizations only). [Check nonprofit status.](#)

E. GRANT SUBAWARD PERFORMANCE PERIOD

The Grant Subaward performance period is October 1, 2022 – September 30, 2023.

F. FUNDING INFORMATION

There is \$660,339 available for the Program for the Grant Subaward performance period. **Funding is contingent upon availability of funds and passage of the 2022-23 State Budget Act.**

1. Funding Amount

The Applicant may apply for up to \$660,339, for the 12-month Grant Subaward performance period.

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

2019 VOCA	2019 VOCA MATCH	2022 VOCA	2022 VOCA MATCH	2022 YET0	TOTAL PROJECT COST
\$184,714	\$46,179	\$92,357	\$23,089	\$314,000	\$660,339

2. Funding Source(s)

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. Applicants may request a partial or full match waiver.
 - To request a match waiver, Applicants must submit the VOCA Match Waiver Request form (Cal OES Form 2-159) with their application. Up to two VOCA fund sources can be entered on one form. An additional VOCA Match Waiver Request form may be necessary when there are more than two VOCA fund sources. All sections of the form must be completed and answers to questions 6 and 7 must be specific and unique to the Applicant and Program.
 - 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 VOCA is 2019-V2-GX-0053. The federal award number for 2022 VOCA fund source is unknown at the time of release of this RFA. Contact your Program Specialist if you need this information.
- b. State General Funds/Youth Emergency Telephone Referral
 - Assists California's runaway and homeless youth in accessing basic life survival services through the establishment of a telephone referral network hotline.

- There is no match requirement for this funding source.
- Cal OES's four-character code for this federal fund is YET0. 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/Program Description

In 1984, the former OCJP and the Legislature recognized there were runaway and homeless youth living on California's streets, and in need of food, shelter, and basic life survival services. Assembly Bill (AB) 3075 (Chapter 1614 of the Statutes of 1984) legislatively established the YT Program (California Runaway Hotline).

For the purposes of the YT Program, the definition for "homeless and/or runaway youth" follows Government Code Section 12957(e).

The purpose of the YT Program is to provide a non-threatening, toll-free hotline to connect youth in need of services to appropriate service agencies. The referral network can be accessed by youth and their families from anywhere in the State.

Hotline counselors assist callers via the phone line, text, or online chat. They counsel callers and connect them to appropriate service providers, providing a warm hand-off and terminating participation in the call once a connection has been made. The hotline can also be used as a message center for parents, guardians, and/or youth who wish to communicate with each other but do not want to speak directly.

2. Programmatic Components

The Subrecipient must:

a. Operate a Non-threatening Telephone Referral Service

The Subrecipient must operate a 24-hour, non-threatening telephone referral service for homeless/runaway youth providing them with referrals for: shelter, meals, clothing, counseling, and other services necessary for their well-being.

In addition, the telephone referral service will serve as a message center for youth whose parents and/or guardians wish to communicate with them.

b. Conduct Outreach

The Subrecipient must publicize the telephone referral service through print and electronic media including, but not limited to, utilization of television and radio announcements, posters, and bumper stickers to increase awareness.

c. Employ Qualified Staff and Volunteers

Program staff and volunteers cannot have contact with callers of the YT Program until a background check has been completed and the individual designated by the Applicant agency has reviewed the results. The following must be completed:

- Written Application and Reference Checks – A formal application, including three references checked by the agency's program administrators and/or designated staff, must be completed.
- Criminal Background Checks – A criminal background check on staff and volunteers must be completed prior to contact with callers. The criminal background check includes fingerprinting and processing through the Department of Justice.
- If YT 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 fingerprinting guidelines please go to the Attorney General's Office website.

A policy must be in place on how negative background checks are handled and must be made available for review by Cal OES program staff upon request.

d. Train Staff and Volunteers

Program staff and volunteers are required to complete at least

40 hours of training (i.e., crisis intervention/counseling, suicide prevention, self-care, communication, first aid/CPR, cultural competency, sexual assault, domestic violence, adolescent development, child abuse/neglect, LGBTQ, safety, etc.).

In addition, the Subrecipient must ensure that there is direct supervision by professional staff, with expertise in the delivery of direct services to callers, available at all times.

e. Maintain Documentation for Staff and Volunteers

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

- Copies of licenses and degrees.
- Documentation of special training specific to the services performed on this Grant Subaward.
- Documentation of supervised hours.
- 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 form; and copy of the signed confidentiality agreement.

Personnel files must be made available for review by Cal OES program staff upon request.

f. Protect the Privacy and Confidentiality of Clients

Federal statute explicitly recognizes the privacy needs of victims. Following that statutory precedent, the Subrecipient 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, the Subrecipient is obligated to maintain written protocols ensuring the confidentiality of client information from the point of collection to the point of destruction.

g. Evaluate the YT Program

The Subrecipient must establish a method for clients to evaluate the Program. The evaluation should address, but not be limited to:

- How client learned about the crisis line.
- Accessibility.
- Whether needs were met.
- If crisis line counselor interacted with client in a nonthreatening manner.

h. California Victims Resource Center

The Subrecipient is 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.

i. Operational Agreements

Operational Agreements (OAs) with the agencies implementing the Homeless Youth and Exploitation (HX) Program, Homeless Youth Emergency Services (HY) Program, and the Homeless Youth Emergency Services and Housing (YE) Program are required. Those agencies include:

- Bill Wilson Center
- Center for Human Services
- Children's Hospital Los Angeles

- Community Human Services
- Family Assistance Center
- Fresno County Economic Opportunities Commission
- Interface Youth & Family Services
- Larkin Street Youth Services
- New Morning Youth and Family Services
- Orangewood Foundation
- Redwood Community Action Agency
- Ruby's Place
- San Diego Youth Services
- Volunteers of America of Los Angeles
- Waking The Village
- Women's Center Youth and Family Services

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*).

3. 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	October 1, 2022 – December 31, 2022	January 30, 2023
2 nd Report	January 1, 2023 – March 31, 2023	May 1, 2023
3 rd Report	April 1, 2023 – June 30, 2023	July 31, 2023
Final Report	July 1, 2023 – September 30, 2023	October 30, 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)
October 1, 2022 – December 31, 2022	January 11, 2023
January 1, 2023 – March 31, 2023	April 12, 2023
April 1, 2023 – June 30, 2023	July 12, 2023
July 1, 2023– September 30, 2023	October 11, 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.

YOUTH EMERGENCY TELEPHONE REFERRAL NETWORK (YT) PROGRAM

PART II – RFA INSTRUCTIONS

- A. SUBRECIPIENT HANDBOOK
 - B. APPLICATION FORMS
 - C. BUDGET POLICIES
 - D. ADMINISTRATIVE REQUIREMENTS
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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. 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](#)) – 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) must:

- 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).
- 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 Budget Narrative (Cal OES Form 2-107)

A Grant Subaward Budget Narrative (Cal OES Form 2-107) is not required; however, Applicants must provide a detailed description of each line item within the Grant Subaward Budget Pages (Cal OES Form 2-106a).

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

No Problem Statement is required, however if there have been significant changes since the original Problem Statement, please provide an update.

b. Plan

In narrative form, address the following:

- 1) Describe how the 24-hour, non-threatening telephone referral service for homeless/runaway youth works to provide referrals for shelter, meals, clothing, counseling, and other services necessary for the well-being of homeless/runaway youth.
- 2) Describe the innovative ways communication will be facilitated between homeless/runaway youth and their parents/guardians given the advances made in technology since the crisis line was established.
- 3) Describe how the 24-hour, non-threatening telephone referral service will be publicized through print and electronic media, including, but not limited to, the utilization of television and radio announcements, posters, and bumper stickers.
- 4) Describe the background check procedure utilized to screen staff and volunteers prior to their contact with homeless/runaway youth. Include how documentation is stored.
- 5) Describe the training provided to staff and volunteers. Include how documentation is stored.
- 6) Describe the written protocols being implemented to ensure that the privacy and confidentiality of clients is maintained.
- 7) Describe the method that will be established for clients to evaluate the Program.

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

11. Additional Forms/Documents

The following are required only if applicable:

- Match Waiver Request (Cal OES Form 2-159)

This form is required only if the Applicant is requesting to waive a portion, or all, of the required Match. See Part I, F., 1 for additional information.

- 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.

- 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*)

YOUTH EMERGENCY TELEPHONE REFERRAL NETWORK (YT) 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](#))
 - PLAN
- [SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT](#)
- GRANT SUBAWARD SERVICE AREA INFORMATION ([Cal OES FORM 2-154](#))
- ORGANIZATIONAL CHART
- ADDITIONAL FORMS, IF APPLICABLE
 - MATCH WAIVER REQUEST(S) ([CAL OES FORM 2-159](#))
 - OPERATIONAL AGREEMENTS SUMMARY FORM ([Cal OES FORM 2-160](#))
 - 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](#))