

California Department of Corrections and Rehabilitation

Office of Victim and Survivor Rights and Services 9266 Laguna Springs Dr, Building F Elk Grove, CA 95758

# **Request for Application**

# Victim Offender Dialogue Program Grants California Department of Corrections and Rehabilitation

Funding from Fiscal Year 2026-2027, 2027-2028

Grant Period: July 1, 2026 – June 30, 2028

#### **IMPORTANT DATES:**

Application Packet Released
Applicants Conference Call
Applications Due by 11:59 p.m. PST

November 26, 2025 December 10, 2025 January 9, 2026

In addition to the grant application, this Request for Application (RFA) packet includes important information about funding provisions, grant eligibility, and application submission requirements.

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#### **INTRODUCTION**

This Request for Application (RFA) provides the information necessary to prepare a proposal to the California Department of Corrections and Rehabilitation (CDCR) for grant funds available for the Victim Offender Dialogue Program<sup>1</sup>.

#### **CONTACT INFORMATION**

The CDCR staff cannot assist the applicant with the actual preparation of the application. Any questions concerning the RFA, the application process, or technical issues should be emailed to:

Office of Victim and Survivor Rights and Services – VOD Program

EMAIL: OVSRS VOD@cdcr.ca.gov

#### **APPLICANTS CONFERENCE CALL**

An applicant conference call will be conducted on December 10, 2025 via Microsoft Teams for the purpose of answering general questions about the application process. Specific details about time and call in information can be found at <a href="https://www.cdcr.ca.gov/victim-services/grant-programs/">https://www.cdcr.ca.gov/victim-services/grant-programs/</a>. Participation in this call is not mandatory.

#### APPLICATION DUE DATE

Applications will only be accepted via online submission. All applications must be submitted by 11:59 p.m. January 9, 2026. The <u>online application link</u> can be found at the end of the RFA document. Note: Only one application is to be submitted by each organization.

Applications received after 11:59 p.m. on the due date will be deemed ineligible.

#### PROGRAM DESCRIPTION

This project will provide \$1 million in grants per year for two years (\$2 million total) to eligible nonprofit organizations to provide facilitation services within the CDCR VOD program. The grant period begins on July 1, 2026 and ends on June 30, 2028.

<sup>&</sup>lt;sup>1</sup> The program is titled the Victim Offender Dialogue Program, however, the term "incarcerated person(s)" is referenced throughout this RFA. As part of the California Model, CDCR uses person centric language because it reflects current professional standards in corrections and reentry. The terminology is intended to describe an individual by their current status rather than a permanent label and aligns CDCR with national practice.

The Victim-Offender Dialogue (VOD) is a victim-centered, incarcerated person-sensitive facilitated preparation and dialogue process typically involving victims or the surviving family members, the incarcerated person who committed the offense and a facilitator. VOD supports personal justice and healing by empowering victims to meet with the incarcerated person in a safe and secure environment and address the personal impacts of violent crimes. VOD also encourages interested incarcerated persons to express remorse, develop empathy and accept full responsibility for the harm caused to the victims and their family. The VOD facilitator will arrange individual preparatory meetings over the course of several months with the victim and incarcerated person separately to prepare them for the face-to-face meeting.

#### **PROGRAM OBJECTIVES**

The purpose of the Victim Offender Dialogue Program Grants is to provide grants to eligible nonprofit organizations to provide facilitation services within the CDCR VOD program. The funding is designed to help maintain and increase the number of facilitators to sustain quality and restorative justice opportunities for California crime victims.

Applicants must develop a specific plan designed to meet the unique needs and requirements of the VOD program as defined in the CDCR Victim Offender Dialogue Operational Guidelines (<a href="Attachment D">Attachment D</a>. The plan must thoroughly describe the organizations experience with restorative justice practices, including but not limited to, Victim Offender Dialogues. In addition, applicants are required to define the variables that will be evaluated and outcomes that will be measured during the grant period. At a minimum, this must include recruitment process for new VOD facilitators, training of new VOD facilitators, the number of victims and incarcerated persons participating in the program, and how the program impacted those who participated.

To meet the purposes of this grant, the program's experience should demonstrate all of the following criteria:

- A focus on recognized restorative justice principles;
- Experience with helping those responsible for harm realize the impact of crime which includes awareness, accountability, and remorse; and,
- A victim-centered approach to healing and providing survivors a safe opportunity to voice their trauma and experiences.

### **PROGRAM LOCATION(S)**

Applications will be accepted for all locations listed in <a href="Attachment A">Attachment A</a> <a href="\$\bar{\Bar{B}}\$</a>.

Applicants must serve a minimum of 5 facilities and should designate these locations in the application packet. Applications submitted for more than five may receive additional points per facility during the application review process based on an operational needs factor.

#### **In-Person VOD Program Relocation**

In the event the VOD location is changed due to an incarcerated person's transfer, release, or closure of the facility, the program must contact OVSRS immediately to determine the next steps of the case process.

#### Virtual VOD

All programs are encouraged to offer virtual VOD opportunities to expand the reach of the program to facilities and victims in more underserved and unserved areas.

#### **GRANT FUNDING**

The 2025-26 Budget provides \$1 million per year from the Inmate Welfare Fund to fund grants for the Victim Offender Dialogue Program. The grants will be awarded for a two-year period for a total of \$2 million.

Individual grants are limited to no more than \$500,000 per grant (25% of \$1 million annual grant authority). Applicants should only request the amount of funds needed to support their proposal and not base their request on the total amount of grant funding available. The allowable costs are defined in the budget proposal section in this RFA. The CDCR reserves the right to negotiate final budget and program prior to making final awards. For more information see the Grant Award section of this RFA.

#### **Availability**

Grant funding is available for the following:

- To fund new VOD programs that have not received any prior OVSRS VOD Grant funding,
- To continue an existing program that is already in place and has not received any prior OVSRS VOD Grant funding,
- To fund existing programs that have been previously funded through OVSRS VOD grants.

#### **Dual Funding**

Programs that are currently receiving other CDCR funding to support or facilitate Victim Offender Dialogues with incarcerated or previously incarcerated persons under CDCR jurisdiction are not eligible to apply. Other CDCR funding includes, but is not limited to, all sources of funding from the CDCR, Division of Rehabilitative Programs, or Division of Adult Parole Operations (DAPO) where VOD is a designated line item of the award or funding source. This does not include programs that received a previous OVSRS grant or other funding that will end prior to the beginning of the Victim Offender Dialogue Grant period (July 1, 2026).

#### **Additional Grant Funding**

Once contracted and grant funding has been approved and awarded to a program, additional funding from this grant period shall not be provided. This is to ensure the integrity and fairness for all grant applicants during the RFA process.

#### **GRANT ELIGIBILITY AND REQUIREMENTS**

#### **Eligibility**

Eligible 501(c)(3) nonprofit community-based organizations are those currently offering, or have experience with, Victim-Offender Dialogue/Mediation or other restorative justice practices that include participation from both the victim and person who caused the harm within the criminal justice process. Organizations that do not have nonprofit status may operate under the sponsorship of a fiscal sponsor with nonprofit status for purposes of grant eligibility. If the applicant is a multi-state organization with headquarters in another state, the applicants must have a physical office in California and currently provide services to California residents.

#### **Fiscal Sponsor**

For the purposes of the grant, individuals or organizations that do not have their own nonprofit status shall operate under a fiscal sponsor with nonprofit status. Any program awarded a Victim Impact grant under a fiscal sponsor and chooses to obtain a 501(c)(3) non-profit status during the grant period may terminate their fiscal sponsorship by submitting a fiscal sponsor change request. This process may require four (4) to six (6) months to be completed. The fiscal sponsor will remain the sponsor of the grant program and the payee for grant payments until the fiscal sponsor change has been completed

#### **Eligible Grant Expenditures**

Program costs must be directly related to the objectives and activities of the program. Grant funds can be used for the following items:

- a. Salaries and benefits
- b. Operating Costs:
  - Equipment (Computers, Office Equipment)
  - Instructional Materials and Supplies
  - Consulting/Subcontracted services (Reporting, Analyses, Technology)
  - Office Supplies
  - Travel
  - Training
  - Overhead (not to exceed 15 percent of total Operating Costs)

Grant funds may not be used for the following items:

- Bonuses or Commissions
- Lobbying
- Fundraising
- Real Property and Improvements
- Finance Charges
- Research
- Fees/Penalties

- Membership Dues
- Professional Licenses
- Annual Professional Dues/Fees
- Incarcerated individual pay

#### **Grant Payments**

All payments will be in compliance with California Government Code Section 11019.3.

#### **Compliance Agreement**

In performing any programming under this grant award, the awarding entity agrees to comply with all applicable rules, regulations and laws, including but not limited to all relevant sections of the California Penal Code, such as <u>PEN § 3, Title 7, Chapter 18 [7460 - 7467]</u>, the <u>CDCR</u> <u>Department Operations Manual</u>, and the California Code of Regulations, Title 15.

#### **REPORTING REQUIREMENTS**

There are several reporting requirements required under this RFA. Failure to submit any of the reports on time will be deemed as non-compliance with the grant requirements and CDCR will take immediate steps to address any such breach.

#### **Monthly Case Status Reports**

To ensure, consistent oversight, accurate tracking, transparency and accountability, OVSRS will require VOD facilitators to complete Monthly Case Status Reports. A Monthly Status Report provides a structured overview of all active and completed cases, highlighting progress made, challenges experienced, and next steps needed to advance the dialogues progress. This helps create a clear, dependable schedule by the facilitator, fostering consistent communication, accurate data collection, and reliable record of the facilitator's performance.

The Monthly Status Reports are mandatory and must be conducted by all grantees. A link to the online Monthly Status Report form and instructions will be provided by OVSRS and will be made available to grantees following the award of the grant. Monthly Case Status Reports will be due the <u>first Monday of every month</u>. See the chart below for report due dates. Grantees will be notified in writing if there are any changes to reporting requirements during the performance period.

#### **MONTHLY REPORT DUE DATES**

2026 2027		2028	
	January 11, 2027	January 10, 2028	
	February 1, 2027	February 7, 2028	
	March 1, 2027	March 6, 2028	
	April 5, 2027	April 3, 2028	
	May 3, 2027	May 1, 2028	

	June 7, 2027	June 5, 2028
July 6, 2026	July 5, 2027	July 3, 2028
August 3, 2026	August 2, 2027	August 7, 2028
September 7, 2026	September 6, 2027	September 4, 2028
October 5, 2026	October 4, 2027	October 2, 2028
November 9, 2026	November 8, 2027	November 6, 2028
December 7, 2026	December 6, 2027	December 4, 2028

## **Progress Reports**

Progress Reports are a critical component of the Victim Offender Dialogue Grant (VOD), as they provide ongoing documentation of the program's implementation, successes, and challenges. These reports allow grant administrators and oversight agencies to assess whether the facilitator is meeting its stated objectives, adhering to restorative justice principles, and using resources effectively. By tracking metrics such as the number of dialogues conducted, participant satisfaction, and measurable outcomes, progress reports demonstrate accountability and transparency. They also serve as a tool for continuous improvement, helping address obstacles, and adjust strategies to better meet the need of victims, incarcerated people, and the community.

For a VOD grant, Progress Report requirements should include a detailed breakdown of each case and its current status, outlining where the case is in the dialogue process and any outcomes achieved. This level of detail ensures transparency and allows funders to monitor both progress and challenges in real time. Progress Reports should also document the specific outreach steps the facilitator has taken to help the community educate themselves about the VOD program. Additionally, the Progress Report should note the number of staff currently employed by the facilitator, as these levels directly impact the program capacity and effectiveness. Finally detailing the steps taken toward sustainability, including training programs, and resource allocation strategies.

These Progress Reports are mandatory and must be conducted by all grantees. A link to the Progress Report form and instructions will be provided by OVSRS and will be made available to grantees following the award of the grant. Progress Reports will be due no later than 30 days following the end of each reporting period of the grant period. See the chart for report periods and due dates. Grantees will be notified in writing if there are any changes to reporting requirements during the performance period.

Report	Report Period	Due Date
1 <sup>st</sup> Report	July 1, 2026 – December 31, 2026	January 31, 2027
2 <sup>nd</sup> Report	January 1, 2027 – June 30, 2027	July 31, 2027
3 <sup>rd</sup> Report	July 1, 2027 – December 31, 2027	January 31, 2028
Final Report	January 1, 2028 – June 30, 2028	July 31, 2028

#### Mandatory notification of upcoming VOD

All facilitators are required to notify the OVSRS VOD Coordinator via email (OVSRS VOD@cdcr.ca.gov) as soon as a dialogue is scheduled. The notice shall include the date, time, location, and any special needs or requests for the meeting.

#### **Evaluations**

Within 10 days after the completion of the dialogue, grantees must submit an evaluation to OVSRS which summarizes and assesses the completed VOD case. Grantees will be provided a link where they can upload the evaluations. Grantees can use their own evaluation form or request a template from OVSRS.

CDCR OVSRS will also conduct separate evaluations with the victim and incarcerated person to provide OVSRS with feedback on the VOD facilitator and VOD preparation.

#### **MANDATORY MEETINGS**

#### **Quarterly 1:1 OVSRS- Grantee Meetings**

Quarterly one-on-one meetings between each grantee and the OVSRS team are mandatory. These meetings will be an opportunity for the grantee to provide case reviews, address challenges, and ensure alignment with program goals and grant requirements. These meetings offer the grantees the opportunity to receive guidance, share updates, and discuss strategies for effective case management. Regular scheduled check-ins strengthen accountability and help maintain the quality and consistency of the VOD process. At the outset of the grant agreement, OVSRS and the grantees will schedule quarterly 1:1 meetings.

Victim Offender Dialogue (VOD) facilitators are expected to provide full status updates on their overall caseload, including open, closed, and in-progress cases. Facilitators must also report any trainings completed, outreach efforts, as well as ideas for expanding and improving the program, and ideas on efforts to strengthen long term sustainability.

#### Biannual Roundtables with All Grantees

Mandatory meetings will be held every six months with all Victim Offender Dialogue (VOD) programs to review the program's overall goals, assess progress, and address collective needs. The main contact person from each funded program should be present or they can send a designated representative with knowledge of the day-to-day operations. This will provide a collaborative forum to share successes, identify challenges, and discuss strategies. By bringing all facilitators together, the program fosters consistency, encourages peer learning, and ensures that resources, training, and support are aligned with both facilitator needs and the mission of the VOD program. These meetings will be held the first week of June and the first week of December.

Winter 2026 Roundtable - December 3, 2026

Summer 2027 Roundtable - June 3, 2027 Winter 2027 Roundtable - December 2, 2027 Summer 2028 Roundtable - June 8, 2028

Facilitators must adhere to the expectations of both the quarterly one-on-one meetings as well as, the six-month group meetings.

#### **REVIEW OF FINANCIAL AND OPERATIONAL PERFORMANCE ASSESSMENT**

#### **Purpose**

The purpose of the Performance Assessment is to assess a grant recipient's compliance with Grant requirements. Grant requirements include but are not limited to: Applicable state statutes, financial and operational tracking and reporting requirements, and compliance with the VOD Operational Guidelines.

#### **Process**

During the grant performance period, OVSRS may conduct a site visit at the program's main location of operation to review program records, assess compliance and perform a check-in to assist with program questions and/or concerns. Grantees will receive a notification for required Performance Assessment. The notification email provides confirmation and requirements for the scheduled Performance Assessment and include:

- Performance Assessment Document Request List,
- Date, time and location of site visit, and
- Current list of CDCR case assignments and status verification

OVSRS VOD Coordinators will review all documents received to determine whether the grantee complies with requirements. The Site Visit Performance Assessment will consist of:

- Entrance Meeting
- Review of Performance Assessment documents
- Review of any pre-site visit non-compliance findings and/or concerns
- Exit Meeting

Grantees will receive a Performance Assessment Report. Should the Performance Assessment result in non-compliance findings, the letter will identify the areas of non-compliance with explanation about the requirements and instruction on how to come into compliance. Instructions for corrective action are included in the Performance Assessment Report. Grantees have a specified amount of time to submit a Corrective Action Plan (CAP) and/or dispute findings. Grantees must respond in writing, outlining the steps and timeframe for correcting the non-compliance and/or to dispute finding(s) by including an explanation and documentation to support that the finding is in error.

OVSRS will review the CAP and/or dispute of findings from the grantee and send written

notification regarding the CAP acceptance and approval. Grantees have a 60-days from the CAP approval notification to fully implement the corrections. OVSRS may conduct a follow-up inquiry to verify implementation of the CAP.

#### RECORD KEEPING AND SOURCE DOCUMENTATION

#### 1. OPERATIONAL TRACKING AND REPORTING REQUIREMENTS

#### CASE INFORMATION TRACKING SYSTEM

Grantees are required to maintain an internal system of tracking all contact information and status of VOD cases assigned to the grantee by OVSRS. The tracking system shall include, but is not limited to:

- Names and contact information of participating parties
- Facilitator(s) assigned to the case
- Current updated status of case
- Log of all visits, meetings, correspondence with participating parties which includes the date, location, and duration of contact

#### 2. FINANCIAL TRACKING AND REPORTING REQUIREMENTS

#### **Accounting System and Structure**

Grantees must establish and maintain a system of internal accounting control adequate to safeguard Grant Award assets, review the Grant Award accounting and financial data for accuracy and reliability, and promote operational efficiency. The accounting system must include a general ledger accounting structure, subsidiary accounting records, and procedures that define how, and by whom, the funds are handled.

The accounting system must:

- Include records that identify the receipt and the expenditure of all Grant Award costs,
- Fully record the amount and disposition of all Grant Award costs,
- Show receipt of grant funds and all costs/expenditures of grant funds, and
- Provide accurate and current financial reporting information. All accounting records and supporting documentation must maintain a clear audit trail.

#### **General Ledger Account Structure**

Costs/expenditures of Grant funds must be recorded in the general ledger. All

general ledger account entries must be supported by subsidiary records and original source documentation. The format of the subsidiary records is determined by the Grantee. Grantees must be able to produce documentation (i.e., work sheet) that general ledger entries can be reconciled to Progress Reporting.

#### **Payroll Records**

Subrecipients must maintain the following records for all personnel:

- W-2 or W-4,
- Personnel action forms (i.e., approved pay rates by the Governing Board or appropriate personnel agency, promotions, terminations, etc.),
- Cumulative earnings records,
- Leave records,
- Employee authorized deduction forms (i.e., health insurance), and
- Paid invoices submitted by employees for reimbursement of benefit costs.

#### PREPARING THE APPLICATION

Applications will only be accepted via online submission. All applications must be submitted by 11:59 p.m. on January 9, 2026. The online application link can be found at the end of the RFA document. Note: Only one application is to be submitted per program.

#### Applications received after 11:59 p.m. on January 9, 2026 will not be accepted.

The applicant must complete each component of the online application as follows:

- Victim Offender Dialogue Grant (2026-2028) Application
- Proposal Narrative (in PDF format)
- Proposed Budget for Grant Program (Attachment B)
- Payee Data Record (STD 204)
- Supplement Vendor Payee Data Record
- Proof of non-profit status Letter of Determination from IRS
- Fiscal Sponsor Agreement (if applicable)
- Darfur Contracting Act (OBS 1500)
- California Civil Rights Laws Certification (OBS 1510)
- Generative Artificial Intelligence (GenAI) Reporting and Factsheet (OBS 1000)
- Proof of Workers Compensation Insurance or Exemption (if applicable)
- Secretary of State Certification

Any costs incurred to develop and submit the application are entirely the responsibility of the applicant and shall not be charged to the State of California.

#### 1. Project Narrative

The Project Narrative is the applicant's description of the proposed Victim-Offender Dialogue facilitation to be provided in a correctional setting and the plan for providing VOD facilitators and operating the program at numerous prison locations. The Project Narrative may not exceed a total of ten (10) pages and must be submitted in PDF format. Please utilize Arial 12-point black font, double space, 1-inch margins, and number all pages.

The Project Narrative must address sections I through VI indicated below. Please follow the instructions provided. Each section must be titled and presented in order.

#### Section I - Need and Benefits of Program (30 points)

- a. Provide a brief description of the applicant organization and current involvement with a restorative justice programs. Describe benefits of the Victim-Offender Dialogue Program for victims, incarcerated persons and the community and the unique benefits that the applicant currently provides for participants and facilitators. Unique benefits may include additional support for victims, incarcerated persons and compassion fatigue courses for facilitators.
- b. Provide a description of applicant's proposed plan for providing facilitated dialogues within the OVSRS VOD program. Provide a description of how the proposed plan will increase the number of facilitators (full-time/part-time), proposed institutions, maximum number of cases per facilitator, types of cases organization can facilitate (crime types), and locations at which organization is willing to facilitate cases.

#### Section II - Longevity and Fiscal Resources (15 points)

- a. Provide information about the history of your program, including how long it has been providing facilitation for a Victim-Offender Dialogue or other restorative justice practices.
- b. Address the likelihood that the program will continue to operate after state grant funding ends, including your demonstrated history of maximizing federal, state, local, and/or private funding sources to address the needs of the grant service population.

#### Section III - Program Evaluation and Outcomes (15 points)

- a. Identify the project goals and measurable objectives that will be implemented with the grant funds.
- b. Identify strategies for determining program effectiveness (determining success/failure). At a minimum, this must include projected number of facilitators and trainings offered

to facilitators, and final evaluation of victim and incarcerated person.

#### **Section IV - Implementation Plan (15 points)**

- a. Thoroughly describe the specific sequence of steps that will be used to implement the expansion of facilitators for the Victim-Offender Dialogue program, including a detailed timeline for the proposed plan and all project activities.
- b. Provide a description of facilitator recruitment, screening, and training. The training description should include the process, training methods, source of curriculum/materials, and duration. Additionally, the narrative should include a description of any requirements, timelines, processes or curriculums for on-going training of established organization facilitators.

#### Section V - Project Management Capability and Qualifications (10 points)

a. Provide names of all known individuals who will be involved in project management, oversight, and decision-making processes. Describe their education, qualifications, restorative justice practices training, experience and overall capability to lead the project. Identify the desired education and relevant experience of other facilitators who will be involved in the Victim-Offender Dialogue program, and their history in similar programs.

## Section VI - Cost/Value Effectiveness and Budget Review (15 points)

- a. Provide a description of the cost/value effectiveness of the proposed program, including reasons for the amount of funding requested how the funding will cover the entire grant period, and the reasonableness of the funding request. In addition, this section should include:
  - i. How the project's proposed budget supports the Program's objectives and activities;
  - ii. How funds are allocated to minimize administrative costs and support direct services;
  - iii. The duties of project-funded staff, including qualifications or education level necessary for the job assignment (this does not take the place of the brief justification required in the line-item budget);
  - iv. How project-funded staff duties and time commitments support the proposed objectives and activities;
  - v. Proposed staff commitment/percentage of time to other efforts, in addition to time allocated to this project;
  - vi. The necessity for subcontracts and unusual expenditures; and
  - vii. The mid-year salary range adjustments.

(Note that this is in addition to the information required in Item 2 – Proposed Budget, which addresses what each of the budget expenditures will actually be used for.)

#### 2. Proposed Budget

Each applicant must provide a completed <u>Proposed Budget For Grant Program (Attachment B)</u>. All program costs must be directly related to the objectives and activities of the program. The budget must cover the entire grant project cycle of July 1, 2026 through June 30, 2028. Grant funds can be used for the following items:

#### Salaries and Benefits

- a. Salaries and Benefits: Provide the job classifications, number of positions, monthly salary rate, percentage of project time, actual monthly salary, number of months, and staff benefits amount for all personnel required for the program. Staff benefits included in the grant budget must reflect the actual benefits that will be provided to staff employed by the grantee. All staff benefits must be substantiated.
- b. Independent Contractor/Consultant/Volunteer: Services may be provided on a contractual, salary or volunteer basis by individuals or organizations that are not employees of the grantee. Independent contractors/consultants/ volunteers are defined as individuals or organizations that:
  - Provide a specific service related to VOD training or facilitation;
  - Work on specific/specialized VOD cases;
  - Provide services for a limited number of hours or period of time.

There must be a signed, written agreement between the organization and independent contractor/consultant/volunteer specifying the contract period, compensation rate, duties or obligations, and any other conditions of employment.

#### **Operating Costs**

- a. Equipment: Computers and/or other office equipment necessary to perform program activities
- b. Instructional Materials and Supplies: Instructional materials, program supplies
- c. Office Supplies: General office supplies not directly related to program.
- d. Travel: Mileage, air fare, lodging, etc., related to provision of the program.
  - All programs are required to account for all victim travel to/from institutions/location for VOD in their budget
  - All programs must use the State travel and per diem rates for mileage, meals, incidentals, and transportation. When State lodging rates are not available, programs may use General Services Administration (GSA) rates for lodging at

https://www.gsa.gov/travel/plan-book/per-diem-rates. When lodging rates exceed amounts identified by GSA, programs must receive approval from CDCR prior to incurring lodging costs for these costs to be allowable.

- Programs must keep records of all travel related expenses
- Invoices submitted to CDCR must separate victim travel from program staff travel
- e. Training for new facilitators
- f. Overhead (not to exceed 15% of total Operating Costs): Ongoing operational expenses incurred by the grantee not listed above. Overhead may include expenses such as rent, taxes, insurance, utilities, and other miscellaneous office expenses incurred by the grantee. Overhead may not exceed 15% of total Operating Costs, and must be substantiated.

#### **Prohibited Costs**

Grant funds must not be used for the following items:

- Bonuses or Commissions
- Research
- Lobbying
- Fundraising
- Real Property and Improvements
- Finance Charges, Fees, and Penalties
- Research
- Membership Dues
- Professional License
- Annual Professional Dues or Fees

# 3. Payee Data Record Form (STD 204)

Each applicant shall provide a completed Payee Data Record (STD 204) Form.

The name and address indicated on the STD 204 must match the Secretary of State certification records. A physical address for the delivery of funds must be provided. A P.O. Box cannot be utilized. This form is required and is available on the <a href="CDCR website">CDCR website</a>.

# 4. <u>Supplement Vendor Payee Data Record</u> (<u>Supplement</u>) (if applicable)

This form is only required when there is a supplemental or P.O. Box address required for the delivery of funds. Provide a physical and mailing address on this form. This form is required and is available on the CDCR website.

#### 5. Proof of active non-profit 501(c)(3) Status

Provide/upload a letter of determination from the IRS. This letter identifies a 501(c)(3) status. If utilizing a fiscal sponsor, the letter must identify the status of the fiscal sponsor. A copy of this

letter can be found on the IRS website by searching your organization name or EIN Number.

#### 6. Fiscal Sponsor Agreement (if applicable)

If utilizing a fiscal sponsor, a copy of the fiscal sponsor agreement must be uploaded.

# 7. Darfur Contracting Act (OBS 1500)

This form is the certification required by the Darfur Contracting Act relating to business activities/operations outside of the United States. This form is required and is available on the <a href="CDCR website">CDCR website</a>.

# 8. California Civil Rights Laws Certification (OBS 1510)

This form is the California Civil Rights Laws Certification. This form is required and is available on the <u>CDCR website</u>.

# 9. Generative Artificial Intelligence (GenAI) Reporting and Factsheet (OBS 1000)

This form is the Generative Artificial Intelligence (GenAI) Reporting and Factsheet. This form is required and is available on the <u>CDCR website</u>.

## 10. Proof of Workers Compensation Insurance or Exemption

A copy of a Certificate of Insurance or a completed Workers Compensation Exemption Form

#### 11. Secretary of State Certification

A copy of the certificate is required. A screenshot of the program's status from the <u>Secretary of State official website</u> is acceptable.

#### **APPLICATION REVIEW AND AWARD**

#### **Technical Application Review**

The CDCR staff will review each application to determine if it meets all eligibility and technical compliance requirements. The review will include verification of the following:

- Applicant is a nonprofit organization currently providing Victim-Offender Dialogues in a correctional setting.
- The application package contains all required components.
- The Applicant Information Form contains all required information and is complete.
- The Proposal Narrative meets all format requirements.
- The Proposed Budget for Grant Program contains all required information.
- The Payee Data Record (STD 204) and Supplement Vendor Payee Data Record Form are complete.

To avoid having otherwise worthy proposals eliminated from consideration due to relatively minor and easily correctable errors/omissions, applicants will be afforded one opportunity to

respond to deficiencies identified during this review process and to make non-substantive changes that would bring the proposal into technical compliance.

Applications that fail to meet all technical requirements by the end of the technical review period on January 16, 2026 will be excluded from further consideration for funding.

#### **Merit Application Review**

All applications that are found to meet all technical requirements will be reviewed and rated by an Application Review Committee. The Application Review Committee will consist of three to five representatives from the OVSRS and the Division of Rehabilitative Programs. Applicants are not to contact members of the rating committee, the Chief of OVSRS, or the Office of the Secretary of the CDCR about their application. Any applications submitted by an applicant making such prohibited contact may be rejected.

The rating factors that will be used and the maximum rating points allocated to each factor are shown below. Omission or lack of clarity for any section is likely to result in a reduction of allowable points.

Following this review process, the review committee will forward funding recommendations to the Chief of the OVSRS, and subsequently to the Secretary of the CDCR, who will have final approval authority on the grants to be awarded.

Application Review Fact	ors	
Section I	Need and Benefits of Program	Maximum of 30
Section II	Longevity and Fiscal Resources	Maximum of 15
Section III	Program Evaluation and Outcomes	Maximum of 15
Section IV	Implementation Plan	Maximum of 15
Section V	Project Management Capability, Qualifications and Readiness to Proceed	Maximum of 10
Section VI	Cost/Value Effectiveness and Budget Review	Maximum of 15
Possible Points	·	Maximum 100

#### **Award of Grants**

Grants will be awarded based on a combination of points received, and department operational needs, subject to the maximum \$1 million in annual grants funds available.

Individual grants are limited to no more than \$500,000 per grant (25% of \$1 million annual grant authority).

The CDCR reserves the right to negotiate final budget and program prior to making final

awards. Awards will be granted until the funding limit has been reached in each category. The final successful award may be negotiated to stay within the limitations of the funding availability outlined in the RFA. This will be done at the discretion of CDCR and the successful applicant. If it is determined that the final successful applicant can implement the proposed program, as outlined in their application, with amended funding, the award amount will be amended to stay within the funding limitations outlined in the RFA.

#### **Grounds for Rejection of Application**

The CDCR reserves the right to reject any and all applications and may waive an immaterial deviation in a proposal. The CDCR's waiver of an immaterial deviation shall in no way modify the RFA document or excuse the applicant from full compliance with all requirements if awarded a grant and reserves the right not to award a grant if the applicant does not meet content eligibility requirements.

An application may be rejected if it is conditional or incomplete, or if it contains any alterations of form or other irregularities of any kind.

Additionally, an application may be rejected if:

- A determination is made that the application does not meet the program objectives, when the cost is not reasonable, or when the cost exceeds the amount expected;
- The applicant makes prohibited contact with CDCR officials or staff regarding their application;
- The application is received after the due date and time for submittal;
- The application is not complete.

No application may be rejected arbitrarily or without reasonable cause.

#### **MODIFYING THE GRANT AWARD**

All changes to the Grant Award must be approved by OVSRS. Any changes may be done only after OVSRS has approved the Grant Award.

A Grant Modification is required to:

- Modify the Budget for Grant Program, including:
- Adding a line item to any budget category
- Transferring funds from one budget category to another
- Reallocating funds, that exceed 20 percent of approved amount, from one line item to another
- Please note- modifying the budget does not add any additional funding to the program, rather it reallocates money to different line items.
- Change to key personnel listed on the Applicant Information
- Change in goals, objectives, or activities

Changes to either physical or mailing address

#### **Modifying the Budget**

Any requested changes to the <u>Proposed Budget for Grant Program (Attachment B)</u> must not be reflected on a Progress Report until a grant modification is approved by OVSRS.

#### **Modifying Grant Program Objectives, Goals or Activities**

Grant program objectives may only be modified during the first fourteen months of the original grant performance period, unless otherwise approved. Requests to modify objectives after the fourteenth month must have a justification describing the circumstances beyond the program's control, including but not limited to, the following:

- Extreme difficulties in acquiring adequate staffing
- Sudden or unexpected loss or termination of necessary personnel/volunteers
- Delays caused by acts of legislative or judicial bodies, and/or
- Natural disasters affecting grant program's performance

#### **Submission and Approval**

Changes to the grant budget must include:

- Revised Budget for Grant Program (Attachment B) identifying changes
- Revised Project Narrative

Changes to program objectives, goals and activities with no budget modification must include a revised Project Narrative.

Grantees can submit a Grant Modification after the grant award is approved by OVSRS and/or the grant performance period has begun up to two weeks prior to the end of the grant period. OVSRS cannot accept grant modifications in the final two weeks of the grant period. This is to allow OVSRS adequate time to process modifications and notify programs of their approval. Grant modifications are effective upon OVSRS approval. Oral agreements are not binding on either party.

#### **CLOSING COMMENTS**

The RFA is a competitive process issued by CDCR-OVSRS to obtain applications from applicants who are eligible to receive grant funding for the VOD Grant.

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 the application.

#### **APPLICATION LINK**

Victim Offender Dialogue (VOD) Program Grant Application

You will need to upload documents to the form.<sup>2</sup>

#### **DEFINITIONS**

**Victim-Offender Dialogue (VOD):** A face-to-face interactive dialogue between the victim(s)/ survivor(s)/next of kin and the incarcerated person, in which they discuss the impact of the crime. VOD is not "mediation." The process is not about getting to a middle ground or agreement. VOD is solely focused on meeting the needs of the victim/survivor/next of kin.

**Victim/Survivor/Next of Kin:** A person who suffers the direct impact of a criminal act by an incarcerated person.

**Surrogate Victim:** A surrogate victim is a person, appointed by the direct victim, who stands in for the actual victim in a restorative justice process to represent the harm they experienced. Their role is to provide the incarcerated person with an awareness of the impact of the crime and the victim's experience.

**Incarcerated Person:** An adult committed to the CDCR. An incarcerated person may be an inmate located at a state prison or a parolee under the supervision of CDCR Division of Adult Parole Operations (DAPO).

**VOD Facilitator:** An individual trained in facilitating victim-offender dialogues for crimes which have caused physical and/or emotional harm. The facilitator works individually with the victim(s)/survivor(s)/next of kin and incarcerated persons, in preparation for and moderation of the actual face- to-face dialogue. This individual is a volunteer who is not compensated by CDCR and has received specialized training in VOD facilitation. There may be more than one assigned facilitator to a case, as appropriate.

**Enhanced Outpatient Program (EOP):** Provides care to mentally disordered incarcerated individuals/patients who would benefit from the structure of a therapeutic environment that is less restrictive than inpatient settings. These incarcerated individuals-patients do not require continuous nursing care. Often, they are transitioning from inpatient care, or may also have a serious mental health illness that is of long duration.

**General Population (GP):** Institutions that house incarcerated individuals not assigned to Restricted Housing, Enhanced Outpatient, Sensitive Needs Yard, or Non-Designated programs;

<sup>&</sup>lt;sup>2</sup> Google account required for document upload. For any technical issues/concerns, contact us at OVSRS\_VOD@cdcr.ca.gov

that are not Reception Centers; and that are not housed in a condemned housing unit or those with inpatient medical needs.

**Minimum Support Facility (MSF):** A sub-facility of an institution housing Level I incarcerated individuals that has no secure (fenced or walled) perimeter and is normally located on the institution grounds.

**Non-Designated Programming Facility (NDPF):** Facilities that do not identify as SNY or GP. NDPF's are intended to provide an environment for incarcerated individuals demonstrating positive programming efforts and a desire to not get involved in the destructive cycles of violence. These facilities will allow for greater access to work assignments and programming opportunities with enhanced privileges.

**Nonprofit Organizations:** A nonprofit, public benefit corporation as defined in the federal regulation of 28 C.F.R. Part 38, Department of Justice. This modifies the need to be recognized by the Internal Revenue Service as a 501(c) (3) for victim impact organizations. All organizations may qualify for nonprofit status utilizing any one of the four following methods:

- 1. Proof that the Internal Revenue Service recognizes the applicant has the status of a 501(c) (3).
- 2. A statement from a state taxing body or the state Secretary of State certifying that the Organization is a nonprofit organization operating within the state; and no part of its' net earnings may lawfully benefit any private shareholder or individual.
- 3. A certified copy of the Applicant's certificate of incorporation or similar document that clearly establishes the nonprofit status of the Applicant.
- 4. Any item described in (1) through (3) if that item applies to a state or national parent organization, together with a statement by the state or parent organization that the Applicant is a local nonprofit affiliate.

#### **Security Levels:**

Level I – Facilities and Camps consist primarily of open dormitories with a low security perimeter.

Level II – Facilities consist primarily of open dormitories with a secure perimeter, which may include armed coverage.

Level III – Facilities primarily have a secure perimeter with armed coverage and housing units with cells adjacent to exterior walls.

Level IV – Facilities have a secure perimeter with internal and external armed coverage and housing units or cell block housing with cells non-adjacent to exterior walls.

**Sensitive Needs Yard (SNY):** Houses incarcerated individuals with safety concerns in settings similar to, but separate from, a General Population and Non-Designated facilities.

# **SUMMARY OF KEY EVENTS**

Activity	Date
	(36 Month Total Grant Period)
Release Request for Application	November 26, 2025
Applicants Conference Call	December 10, 2025
Grant Application Due	January 9, 2026
Technical Application Review	January 12 – January 16, 2026
Merit Application Review	January 19 – January 30, 2026
OVSRS Chief Review/Approval	February 2 – February 6, 2026
Secretary Review/Approval	February 9 – February 13, 2026
Notification of Intent to Award Grants	February 16 – February 20, 2026
Grant Agreement Processing	February 23 – June 30, 2026
Begin Grant Period – Year 1	July 1, 2026
Grantee Conference/ New Volunteer	July 8, 2026
Orientation	
End Grant Period – Year 1	June 30, 2027
Begin Grant Period – Year 2	July 1, 2027
End Grant Period – Year 2	June 30, 2028

Request for Application Victim Offender Dialogue Grants 2026-2028