



REQUEST FOR PROPOSAL

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

CALIFORNIA FOR ALL EMERGENCY PREPAREDNESS CAMPAIGN STATEWIDE CBO PARTNERS PROGRAM

Release Date: April 8, 2019

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

PROGRAM SYNOPSIS

Program Description:

The purpose of the California For All Emergency Preparedness Campaign Statewide CBO Partners (AS) Program is to support Statewide CBO Partners that can serve any of 52 California counties, excluding Fresno, Lake, Riverside, San Bernardino, Shasta, and Tulare. The Statewide CBO Partners will provide California For All Public Outreach and Education Campaign training and resources to vulnerable and diverse populations through subgrants to local community-based organizations, referred to as Local CBOs, serving those populations in counties to be determined through a statewide competitive grant making process. These Local CBOs will leverage the power of peer-to-peer networks to organize their vulnerable and underserved communities to establish and implement tailored preparedness strategies that reflect their unique needs and challenges.

Eligibility:

To be eligible, Applicants must be a nonprofit organization with 501c(3) status serving communities in a county other than: Fresno, Lake, Riverside, San Bernardino, Shasta, and Tulare, and meet all the additional requirements in Eligibility on page 2.

Grant Subaward Performance Period:

June 1, 2019 – December 31, 2020

Available Funding

Individual Applicants may request up to the amount indicated on the AS Program Funding Chart (Attachment A).

Submission Deadline:

Monday, April 29, 2019



**CALIFORNIA FOR ALL EMERGENCY PREPAREDNESS CAMPAIGN STATEWIDE
CBO PARTNERS PROGRAM**

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**CALIFORNIA FOR ALL EMERGENCY PREPAREDNESS CAMPAIGN STATEWIDE
CBO PARTNERS PROGRAM
PART I – OVERVIEW**

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

A. PUBLIC RECORDS ACT NOTICE

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

B. CONTACT INFORMATION

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

Elizabeth Manrique, Research Data Analyst II
Elizabeth.Manrique@caloes.ca.gov

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

C. SUBMISSION DEADLINE AND OPTIONS

One original and three copies of the proposal must be delivered to Cal OES by the date and time below. Submission options are: postmarked or hand-delivered, to the address below, by 5:00 pm on Monday, April 29, 2019.

California Governor's Office of Emergency Services
Victim Services and Public Safety Branch
3650 Schriever Avenue
Mather, CA 95655
Attn: AS Program RFP
Elizabeth Manrique

D. ELIGIBILITY

To be eligible, Applicants must meet the following criteria:

1. Be a nonprofit organization with 501c(3) status serving communities in a county other than: Fresno, Lake, Riverside, San Bernardino, Shasta, and Tulare.
2. Be registered and current in reporting with the Attorney General's Registry of Charitable Trusts.
3. Be listed in good standing with both the California Secretary of State and the California Franchise Tax Board.
4. Have a minimum of three years' experience in successfully bringing together cross-sector partnerships to address community needs and experience managing a subgranting process. **The Applicant must submit a statement with their proposal, on agency letterhead, stating the county for which they are applying and demonstrating how they meet the three years' experience requirement described above.**

An Applicant may propose to serve more than one county, but must submit a separate proposal for each county.

E. GRANT SUBAWARD PERFORMANCE PERIOD

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

F. FUNDS

Approximately \$11,000,000 is available for this Program for the Grant Subaward performance period.

1. Source of Funds

The Program is supported through the State General Fund (SGF0). The SGF0 code should be selected in the drop down menu on the Grant Subaward Face Sheet.

There is no match required for this Program.

2. Funding Availability/Amount

Individual allocations are determined using a tiered base amount (per population range of the county) and \$1.67 per each individual identified as

experiencing extreme social vulnerability **up to the maximum individual county allocation of \$3,500,000.**

County population figures are determined using the Department of Finance estimate as of January 1, 2018. County populations are broken into the three tiers as follows:

Tier	Population Range	Available Base Funding
1	Under 500,000	\$500,000
2	500,001 – 1,500,000	\$1,000,000
3	Above 1,500,000	\$1,500,000

Extreme social vulnerability is defined as the number of population per county considered in extreme vulnerability associated with either fire, flood, or earthquake hazard, whichever is highest. The methodology for determining extreme vulnerability for the three hazards can be found in the 2018 State Hazard Mitigation Plan, Appendix N, “GIS Risk Exposure Analysis Methodology.”

Applicants may apply for **up to** the amount indicated on the AS Program Funding Chart (Attachment A) for the 18-month Grant Subaward performance period. Applicants are encouraged to only apply for the amount needed to implement the objectives of the Program.

Cal OES intends to fund at least the number of proposals for each tier as follows:

Tier	# of Proposals
1	5
2	2
3	1

G. PROGRAM INFORMATION

1. Background Information

Assembly Bill 72 appropriates \$50 million to fund the California For All Emergency Preparedness Campaign to bolster statewide disaster resilience, of which Cal OES will distribute \$20 million and California Volunteers will distribute \$30 million. The California For All Emergency Preparedness Campaign empowers Statewide CBO Partners to provide emergency preparedness education and resources to California’s most vulnerable communities, which can be described by social vulnerability factors including social isolation, poverty, language barriers, and other access and functional needs challenges. Statewide CBO Partners will receive emergency preparedness education and facilitate a community-wide local process to

identify gaps and solutions in local emergency plans. Working with Local CBOs, this effort will leverage the power of peer-to-peer networks to organize their vulnerable and underserved communities to establish and implement tailored preparedness approaches that reflect their unique needs and challenges.

The California For All Emergency Preparedness Campaign is comprised of multiple entities, the Statewide CBO Partners being a critical one. The other entities will all compete for other grant funding. In order for you to better understand the other roles, we have outlined them below.

- a. **Target County CBO Partner RFP recipients.** There is a separate RFP with approximately \$8 million available for Fresno, Lake, Riverside, San Bernardino, Shasta, and Tulare Counties to support the same general activities of the RFP.
- b. **The California For All Public Outreach and Education Campaign (Campaign) RFP recipient** will develop all Campaign products, including a one-hour preparedness curriculum that all CBO Partners will be utilizing (this will be available in multiple languages), messaging, and advertising for this effort. The Campaign will produce educational materials that they will provide to all CBO Partners to complement their outreach efforts. The grant budget earmarks funding for CBO Partners to tailor specific additional educational materials to the vulnerable communities in their county (see 4.b Campaign Materials).
- c. **The California For All Emergency Preparedness Campaign Support Team (Support Team) RFP recipient** will convene all Target and Statewide CBO Partners at least three times during the project to establish program parameters, provide training, and assess results. The Support Team will provide project management support and technical assistance for Target and Statewide CBO Partners. As part of this role, an Advisory Team of representatives from vulnerable communities will be available to provide additional technical support to all Target and Statewide CBO Partners during the lifetime of the project. As Target and Statewide CBO Partners develop the required program deliverables, the Advisory Team will serve as a resource for those interested in better informing their strategies to reach peer-to-peer networks and vulnerable populations.
- d. **CERT and Listos RFP recipients** will provide training resources and community engagement. In addition, Target and Statewide CBO Partners are encouraged to collaborate with Community Emergency Response Teams (CERT) and Listos programs who are available to provide emergency preparedness training in various formats and languages. CERT, a volunteer program often affiliated with public safety

agencies, provides 20 hours of classroom-based preparedness training. CERT can support Local CBOs by providing additional community education and preparedness efforts. Listos is an eight-hour family-oriented preparedness curriculum that is currently offered in Spanish and can complement the Local CBO outreach and Campaign preparedness efforts.

2. Preference Points

Preference points will be given to Applicants based on the percent of the county population that experiences extreme social vulnerability. The points given will be awarded on the average score for the proposal (see Rating Sheet – page 21). For example, if a proposal receives an average score of 400 points and the county is eligible for 5% preference points, 20 points will be added to the average total score for the proposal ($400 \times 5\% = 20$).

Extreme Population % Range	Preference Points
Less than 25%	5%
25-50%	10%
More than 50%	15%

3. Program Description

The purpose of the AS Program is to support Statewide CBO Partners that can serve any of 52 California counties, excluding Fresno, Lake, Riverside, San Bernardino, Shasta, and Tulare.

The Statewide CBO Partners will provide Campaign training and resources to vulnerable and diverse populations through subgrants to Local CBOs serving those populations in counties to be determined through a statewide competitive grant making process. These Local CBOs will leverage the power of peer-to-peer networks to organize their vulnerable and underserved communities to establish and implement tailored preparedness strategies that reflect their unique needs and challenges.

4. Program Components

a. Manage Statewide CBO Partner Grant

The Subrecipient must subgrant funds to Local CBOs who will provide emergency preparedness training and resources to vulnerable populations, and have the ability to serve as a fiscal sponsor for the selected Local CBOs.

The number of Local CBOs you decide to select should be informed by the regional picture of vulnerable populations you intend to reach. These

Local CBOs will engage the greatest possible number of vulnerable members in your county to reach the statewide objective of connecting more than one million Californians to culturally and linguistically competent support. Provide an estimate of the number of individuals your entire county effort intends to reach.

b. California For All Public Outreach and Education Campaign Materials

Subrecipients must budget for the printing, production, and mailing/delivery of Campaign materials as follows:

- Tier 1 – Minimum of \$25,000
- Tier 2 – Minimum of \$50,000
- Tier 3 – Minimum of \$75,000

c. Training

The Subrecipient must train Local CBOs about emergency preparedness and incorporate the materials and resources provided by the Campaign.

d. Establish and implement a peer-to-peer engagement approach

Local CBOs, who represent and connect to the region's most diverse and vulnerable populations, will create and implement a peer-to-peer approach to engage and educate the community that reflects the needs of the target population.

Each Local CBO will organize their community to establish a tailored approach, which will ensure their community:

- 1) Is knowledgeable about what to do during a disaster and considers engaging community partners such as faith communities, schools, community centers, etc.
- 2) Has emergency preparedness materials and access to information they need before a disaster hits.
- 3) Is clear on the steps to take and keep themselves, their families, and communities safe.
- 4) Will share final approach and results with the Support Team.

e. Identify Gaps and Propose Solutions

The Subrecipient must identify gaps raised by community input, and propose solutions to strengthen local county emergency plans based on the community's input from the peer-to-peer engagement and organizing process. Share the recommendations on identified gaps and solutions with the Support Team.

f. Host a Conversation to Integrate the Identified Emergency Preparedness Needs of the Community into Local Emergency Plans

The Subrecipient will host a conversation to integrate the identified emergency preparedness needs of the community into local emergency plans as a joint effort with local leaders across sectors and the County Emergency Manager. Share outcomes of the conversation with the Support Team.

g. Capture Stories of Impact

The Subrecipient will capture stories of impact highlighting outcomes and results of the local strategies and connections made as part of this effort that illustrate the purpose and intent of this Program, and provide the stories to the Support Team. These stories may be submitted in written articles, videos, and photos. Please ensure that formal permission is granted for all stories.

5. Reporting Requirements

Progress Reports serve as a record for the implementation of the project. Statistics for Progress Reports must be collected on a quarterly basis, even when reporting occurs less frequently.

Information collected will include, but is not limited to:

- Diversity of vulnerable populations trained.
- Number of individuals trained.
- Number of and type of organizations trained.
- Number of outreach trainings/events held.
- Peer-to-peer outreach plans for each vulnerable population to be engaged.
- Recommendations on gaps and proposed solutions to strengthen local county emergency preparedness plans.
- Outcomes of cross-sector community conversations on the community's identified emergency preparedness needs of this Program.

- Success stories highlighting outcomes and results of the local strategies and connections that illustrate the purpose and intent of this Program.

There are five Progress Reports required for the Program. See the chart below for report periods and due dates. The Progress Reports can be accessed on the Cal OES website.

Report	Report Period	Due Date
1 st Report	June 1, 2019 – September 31, 2019	October 31, 2019
2 nd Report	October 1, 2019 – March 31, 2020	April 30, 2020
3 rd Report	April 1, 2020 – June 30, 2020	July 31, 2020
4 th Report	July 1, 2020 – September 31, 2020	October 31, 2020
Final	October 1, 2020 – December 31, 2020	January 31, 2021

**CALIFORNIA FOR ALL EMERGENCY PREPAREDNESS CAMPAIGN STATEWIDE
CBO PARTNERS PROGRAM
PART II – RFP INSTRUCTIONS**

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

A. SUBRECIPIENT HANDBOOK

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

B. COPIES OF THE PROPOSAL

One original and three copies of the proposal must be submitted, per the submission options outlined on page 1. Copies must be assembled separately and individually fastened in the upper left corner. Do not bind the proposal.

C. FORMS

The Applicant must use the forms provided on our website. The forms must be printed on plain white 8½" x 11" paper and single sided. **Applicants may not alter the formatting of any forms, including the Project and Budget Narratives. No tables, charts, or changes to the margins are allowed.**

D. SPACE LIMITATIONS

If a space limitation is specified under the Project Narrative section, strict adherence to the space limitation is required. **Information included beyond the space limitation and/or unrequested attachments will not be considered in the rating process.** Failure to comply with the spacing/formatting requirements, including **font size and margins**, is one of the factors that may negatively impact the Applicant's comprehensive assessment score.

E. PROPOSAL COMPONENTS

Applicants must complete and submit all required components. Specific information for each component is included next. The Checklist in Part V is included to ensure Applicants submit all [required components](#).

1. Proposal Cover Sheet

The Cover Sheet identifies the Program for which the Applicant is submitting a proposal.

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

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

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

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

4. Signature Authorization (Cal OES 2-103)

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

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

Cal OES is required by law to obtain written certifications of compliance. The Certification of Assurance of Compliance form is a binding affirmation that the Subrecipient will comply with the following regulations and restrictions:

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

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

The Budget demonstrates how the Applicant will implement the proposed plan with the funds available through this Program. The budget is the basis for management, fiscal review, and audit. **Budgets are subject to Cal OES modifications and approval.** Failure of the Applicant to include required

budget items does not eliminate responsibility to comply with those requirements during the implementation of the project.

The Budget Pages automatically calculate the subtotal at the end of each budget category and provide the total of the three spreadsheets at the bottom of the Equipment page. Applicants may add additional columns to the Budget Pages when necessary.

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

The Budget Pages should:

- Cover the entire Grant Subaward performance period
- Include costs related to the objectives and activities of the project
- Include strict adherence to required and prohibited expenses
- Include expenses in the correct category (i.e., Personal Services, Operating Expenses, and Equipment – see below)

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

a. Personal Services – Salaries/Employee Benefits

1) Salaries

Personal services include services performed by project staff **directly employed by the Applicant** (not a contract or participating agency) and must be identified by position and percentage of salaries. They may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must also be budgeted as a part of salaries. If the Applicant's personnel have accrued sick leave or vacation time prior to the approval of grant funding, they may not take time off using project funds.

2) Benefits

Employee benefits must be identified by type and percentage of salaries. The Applicant may use fixed percentages of salaries to calculate benefits. Budgeted benefits cannot exceed those already established by the Applicant.

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable budget items. Benefits, such as uniforms or California Bar Association dues are allowable budget items if negotiated as a part of an employee benefit package.

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

b. Operating Expenses

Operating expenses are defined as necessary expenditures other than personal salaries, benefits, and equipment. The expenses must be grant-related (i.e., to further the Program objectives as defined in the Grant Subaward) and be encumbered during the Grant Subaward performance period.

Examples of an Operating Expense line item include, but are not limited to:

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

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

c. Equipment

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

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

7. Budget Narrative (Cal OES 2-107) – Maximum Four Pages

The Budget Narrative should describe the following:

- a. How the project's proposed budget supports the objectives and activities.
- b. How funds are allocated to minimize administrative costs and support direct services.
- c. How shared costs are allocated.
- d. How project-funded staff duties and time commitments support the proposed objectives and activities.
- e. The necessity for subcontracts and unusual expenditures.

8. Project Narrative (Cal OES 2-108)

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

a. Problem Statement – Maximum Three Pages

In narrative form, address the following:

- 1) Describe the county to be served and your population demographics, including income levels, ages, languages, access and functional needs, and the number of individuals from these categories that you intend to serve. Include the source for your population demographic estimates.

- 2) Using available data and evidence, describe the readiness and receptivity of your county to receive training that will result in improved disaster resiliency.

b. Plan – Maximum Four Pages

In narrative form, address the following:

- 1) Describe how you propose to deliver the emergency preparedness training to vulnerable and diverse populations, and ensure the training is community and culturally appropriate.
- 2) Describe how you will provide technical assistance to Local CBOs on emergency preparedness training, data collection, and grant management.
- 3) Describe how you will select the Local CBOs in your county and engage diverse communities, by vulnerable population type, in the communities they will serve.
- 4) Describe the criteria you will use in selecting the subaward Local CBOs.
- 5) Describe how you intend to orient the Local CBOs on the Campaign and their charge to recruit and engage their community.
- 6) Describe the accountability measures that you will utilize to ensure Local CBOs meet their targeted outreach and engagement goals for vulnerable and diverse populations.
- 7) Describe how the Program will fill existing service gaps for diverse and vulnerable populations on emergency preparedness and how this will promote and encourage increased community resilience.

c. Capabilities – Maximum Four Pages

In narrative form, address the following:

- 1) Describe your ability, and staff qualifications, to implement the Plan to meet Program goals and objectives to provide emergency preparedness training and resources to vulnerable and diverse populations.
- 2) Describe your expertise in administering grant programs and sub-granting funds to Local CBOs in a cost effective manner.

- 3) Describe your expertise as a convener and ability to collaborate across sectors and with diverse groups within the identified service area in a manner that is culturally inclusive, provides language access, and is ADA compliant.
- 4) Describe your experience in managing similar community-wide initiatives.
- 5) Describe your experience in compiling and analyzing data, conducting research, and preparing reports.
- 6) Describe your emergency preparedness experience or willingness to receive such training.

9. Subrecipient Grants Management Assessment

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

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

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

11. Organizational Chart

The Organizational Chart should clearly depict the structure of the Applicant organization and the specific unit within the organization responsible for the implementation of the project. This chart should also depict supporting units within the organization (e.g., the Accounting Unit) and the lines of authority within the organization. Job titles on the Organizational Chart must match those in the Budget Pages and Budget Narrative.

12. Additional Forms/Documents

The following are required only if applicable:

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

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

Instructions are included on the form.

- Contractor/Consultant Rate Exemption Request (Cal OES 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* 3710.1. Instructions are included on the form.

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

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

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

This form is required only if the Applicant proposes a line item for out-of-state travel per *SRH* 2236.11. Instructions are included on the form.

- Payee Data Record (Std. 204)

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

F. BUDGET POLICIES

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

- Contracting and/or Procurement (*SRH* 3400)
- Audit Costs (*SRH* 8150)
- Automobiles (*SRH* 2331)
- Cash Match (*SRH* 6511)
- Computers and Automated Equipment (*SRH* 2340)
- Equipment (*SRH* 2300)
- Expert Witness Fees (*SRH* 3710.2)
- Facility Rental (*SRH* 2232)
- Independent Contractor/Consultant (*SRH* 3710)
- Indirect Cost Rate Proposal (ICRP) (*SRH* 2180 & *SRH* 2188)
- In-Kind Match (*SRH* 6512)
- Match Requirements (*SRH* 6500)
- Participating Staff (*SRH* 4500)
- Prohibited Expense Items (*SRH* 2240)

- Project Income (*SRH 6610*)
- Rental Space for Training, Shelter, Counseling Rooms, and Other Required Space (*SRH 2232.1*)
- Rented or Leased Equipment (*SRH 2233*)
- State Funds Matching State or Federal Funds (*SRH 6522*)
- Supplanting Prohibited (*SRH 1330*)
- Travel and Per Diem (*SRH 2236*)

G. ADMINISTRATIVE REQUIREMENTS

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

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

**CALIFORNIA FOR ALL EMERGENCY PREPAREDNESS CAMPAIGN STATEWIDE
CBO PARTNERS PROGRAM
PART III – SELECTION AND FINALIZING THE GRANT SUBAWARD**

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

A. SELECTION OF PROPOSAL FOR FUNDING

1. Proposal Rating

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

2. Funding Decision

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

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

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

- The project may not be selected for funding
- The amount of funding may be reduced
- Grant Subaward Conditions may be placed in the Grant Subaward

3. Notification Process

The Authorized Signer (designated on the Grant Subaward Face Sheet) will be notified in writing, via electronic communication, of the results of the rating process. Applicants not selected for funding will receive a denial letter containing their average score and information on the appeal process.

The Project Narrative (Cal OES 2-107), Budget Narrative (Cal OES 2-108), and Budget Pages (Cal OES 2-106) for the top-ranked proposal may be posted on the Cal OES website.

B. FINALIZING THE GRANT SUBAWARD

1. Grant Subaward Application

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

2. Grant Subaward

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

a. Grant Subaward Conditions

Cal OES may add Grant Subaward Conditions to the Grant Subaward prior to or after funding. If conditions are added, these will be discussed with the Applicant/Subrecipient and a copy of the conditions will be sent to the Subrecipient when the conditions are made part of the Grant Subaward.

b. Grant Subaward Amounts

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

3. Standard Project Funding Authority

Allocation of funds is contingent on the enactment of the State Budget.

Cal OES does not have the authority to disburse funds until the Budget is passed and the Grant Subaward is fully executed. Expenditures incurred prior to authorization are made at the Subrecipient's own risk and may be disallowed. Cal OES employees are not able to authorize an Applicant to incur expenses or financial obligations prior to the execution of a Grant

Subaward. However, once the Grant Subaward is finalized the Subrecipient may claim reimbursement for expenses incurred on, or subsequent to, the start of the Grant Subaward performance period.

If, during the term of the Grant Subaward, the state and/or federal funds appropriated for the purposes of the Grant Subaward are reduced or eliminated by the California Legislature or the United States Government, or in the event revenues are not collected at the level appropriated, Cal OES may immediately terminate or reduce the Grant Subaward by written notice to the Subrecipient.

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

**CALIFORNIA FOR ALL EMERGENCY PREPAREDNESS CAMPAIGN STATEWIDE
CBO PARTNERS PROGRAM
PART IV – RATING SHEET**

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

<u>CATEGORY</u>	<u>TOTAL POINTS POSSIBLE</u>
1. PROBLEM STATEMENT	40
2. PLAN	140
3. CAPABILITIES	120
4. BUDGET PAGES AND NARRATIVE	80
5. COMPREHENSIVE ASSESSMENT	80
TOTAL	460

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

- I. **ABSENT:** The response does not address the specific question or a response was not provided.

- II. **UNSATISFACTORY:** The response does not completely address the question. The information presented does not provide a good understanding of Applicant's intent, does not give the detailed information requested by the RFP, and/or does not adequately support the proposal or the intent of the Program.

- III. **SATISFACTORY:** The response addresses the question and provides a good understanding of the Applicant's intent. The response adequately supports the proposal and the intent of the Program.

- IV. **ABOVE AVERAGE:** The response is above average and provides a clear and detailed understanding of the Applicant's intent. The response presents a persuasive argument that supports the proposal and the intent of the Program.

- V. **EXCELLENT:** The response is outstanding, with clear, detailed and relevant information. The response presents a compelling argument that supports the proposal and the intent of the Program.

	I	II	III	IV	V
PROJECT NARRATIVE					
a. Problem Statement (Maximum 40 Points) (Maximum Three Pages) How well does the Proposal:	0	5	10	15	20
1) describe the county to be served, and the population demographics, including income levels, ages, languages, access and functional needs, and the number of individuals from these categories that the Applicant intends to serve, including the source for the population demographic estimates?					
2) use available data and evidence to describe the readiness and receptivity of the county to receive training that will result in improved disaster resiliency?					
b. Plan (Maximum 140 Points) (Maximum Four Pages) How well does the proposal:	0	5	10	15	20
1) describe how the Applicant proposes to deliver the emergency preparedness training to vulnerable and diverse populations, and ensure the training is community and culturally appropriate?					
2) describe how the Applicant will provide technical assistance to Local CBOs on emergency preparedness training, data collection, and grant management?					
3) how the Applicant will select the Local CBOs in the county and engage diverse communities, by vulnerable population type, in the communities they will serve?					
4) describe the criteria the Applicant will use in selecting the subaward Local CBOs					
5) describe how the Applicant intends to orient the Local CBOs on the Campaign and their charge to recruit and engage their community?					
6) describe the accountability measures that the Applicant will utilize to ensure Local CBOs meet their targeted outreach and engagement goals for vulnerable and diverse populations?					

	I	II	III	IV	V
7) describe how the Program will fill existing service gaps for diverse and vulnerable populations on emergency preparedness and how this will promote and encourage increased community resilience?					
c. Capabilities (Maximum 120 Points) (Maximum Four Pages) How well does the proposal:	0	5	10	15	20
1) describe the Applicant’s ability, and staff qualifications, to implement the Plan to meet Program goals and objectives to provide emergency preparedness training and resources to vulnerable and diverse populations?					
2) describe the Applicant’s expertise in administering grant programs and subawarding funds to Local CBOs in a cost effective manner?					
3) describe the Applicant’s expertise as a convener and ability to collaborate across sectors and with diverse groups within the identified service area in a manner that is culturally inclusive, provides language access, and is ADA compliant?					
4) describe the Applicant’s experience in managing similar community-wide initiatives?					
5) describe the Applicant’s experience in compiling and analyzing data, conducting research, and preparing reports?					
6) describe the Applicant’s emergency preparedness experience or willingness to receive such training?					
BUDGET PAGES & NARRATIVE (Maximum 80 Points) (Maximum Four Pages)	0	5	10	15	20
1) How well do the proposed Budget Pages & Narrative support the objectives and activities?					
2) How well are funds allocated to minimize administrative costs and support direct services?					
3) How well do project-funded staff duties and time commitments support the proposed objectives and activities?					

	I	II	III	IV	V
4) How well do the proposed Budget Pages & Narrative support the necessity for subcontracts and unusual expenditures?					
COMPREHENSIVE ASSESSMENT (Maximum 80 Points)	0	20	40	60	80
How well does this proposal support the overall intent, goals, and purpose of the Program?					

**CALIFORNIA FOR ALL EMERGENCY PREPAREDNESS CAMPAIGN STATEWIDE CBO
PARTNERS PROGRAM**

PART V – CHECKLIST

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

- PROPOSAL COVER SHEET – Please complete and attach to the front of the proposal.
- GRANT SUBAWARD FACE SHEET ([Cal OES 2-101](#)) – Signed by the official authorized to enter into the Grant Subaward.
- PROJECT CONTACT INFORMATION ([Cal OES 2-102](#))
- SIGNATURE AUTHORIZATION ([Cal OES 2-103](#))
- CERTIFICATION OF ASSURANCE OF COMPLIANCE Type the name of the cert needed here. (Cal OES 2-104a) – Signed by the official who signed the Grant Subaward Face Sheet and by the official delegating that authority.
- BUDGET PAGES (EXCEL SPREADSHEET FORMAT) (Cal OES 2-106b. Budget Pages with One Funding Source)
- BUDGET NARRATIVE ([Cal OES 2-107](#))
- PROJECT NARRATIVE ([Cal OES 2-108](#))
 - PROBLEM STATEMENT
 - PLAN
 - CAPABILITIES
- [SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT](#)
- PROJECT SERVICE AREA INFORMATION ([Cal OES 2-154](#))
- ORGANIZATIONAL CHART
- ADDITIONAL FORMS, IF APPLICABLE
 - NONCOMPETITIVE BID REQUEST CHECKLIST ([Cal OES 2-156](#))
 - CONTRACTOR/CONSULTANT RATE EXEMPTION REQUEST ([Cal OES 2-164](#))
 - COMPUTERS AND AUTOMATED SYSTEMS PURCHASE JUSTIFICATION GUIDELINES ([Cal OES 2-157](#))
 - OUT-OF-STATE TRAVEL REQUEST ([Cal OES 2-158](#))
 - PAYEE DATA RECORD ([Std. 204](#))