FISCAL YEAR 2024-25
LISTOS CALIFORNIA REGIONAL GRANT (LM) PROGRAM - COASTAL
PROGRAM SUPPLEMENTAL

The California Governor's Office of Emergency Services (Cal OES) has a Competitive Funding Opportunity (CFO) for the LM Program.

This Program Supplemental provides programmatic information and the requirements necessary to prepare a proposal for Cal OES grant funds. The provisions of this Program Supplemental supersede previous RFPs and conflicting administrative and fiscal requirements in the *Subrecipient Handbook (SRH)*.

A. CONTACT INFORMATION

Questions concerning this CFO, the proposal process, or technical assistance with navigation in Grants Central System (GCS) must be submitted by email to ListosGrants@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 CFO during the period between the publication date and the completion of the CFO process.

B. ELIGIBILITY

1. Eligibility to Compete for Funding

For a proposal to be eligible to compete for funding (i.e., read and rated) all the following conditions must be met:

- Applicants must be a nonprofit organization with 501(c)(3) status; and,

- must serve a minimum of two counties within the Coastal Region, which consists of the following counties: Alameda, Contra Costa, Del Norte, Humboldt, Lake, Marin, Mendocino, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, and Sonoma.

Please Note: proposals that do not meet the above requirements will be disqualified (i.e., ineligible) and not read and rated.

2. Eligibility for Funding Consideration

For a proposal to be considered it must receive a minimum score of 50% of available points.

Only one proposal per Applicant will be eligible to receive funding. If an Applicant submits more than one proposal, only the highest scoring proposal, meeting the criteria above, will be considered for funding.

3. Prerequisites to Receive Funding

If selected, all the following must be completed within 60 days of receiving the Intent to Fund notification to be eligible to receive funding. Applicants must:

- Be registered with the California Department of Justice's Registry of Charitable Trusts with a "current," "exempt," or "pending" status (applies to non-profit organizations only. Check non-profit status).

- Have a current registration on the IRS Tax Exempt Organization Search website (e.g., must not be on the Auto-Revocation List). If an Applicant is on the Auto-Revocation List, they must provide documentation that substantiates they have been registered. Check IRS Status.

C. FUNDING INFORMATION

There is $1,500,000 available for the Grant Subaward performance period. Funds are supported through the State General Fund.

- Applicants may apply for up to $150,000, for the 19-month Grant Subaward performance period.

- Applicants that serve more than two counties within the Coastal Region may apply for an additional $50,000 per county. The maximum amount an Applicant can apply for is $300,000.

- Subrecipients may request a one-time advance of up to 25 percent of their awarded funds. All subsequent payments will be on a reimbursement basis.

- Applicants can only receive funding from <u>one</u> FY24 Listos California Grant Program. An outline of each program is listed in Section D, PROGRAMMATIC INFORMATION. Applicants are encouraged to review each program entirely to determine which one to apply for.

- There is no match required for the Program.

D. PREFERENCE POINTS

Preference points will be given to Applicants serving one or more of the following Coastal Region counties: Humboldt and Mendocino counties.

E. PROGRAMMATIC INFORMATION

1. Programmatic Information

The purpose of the LM Program is to support organizations within California's Coastal Region that serve multiple counties with equity priority factors located in areas at moderate to high risk of disaster. Nonprofits throughout the Coastal Region can work independently or subgrant with local nonprofits to provide disaster training and resources to diverse populations disproportionately impacted by emergencies. This work is intended to increase their communities' disaster preparedness, response, recovery, and mitigation capabilities.

Social vulnerability refers to the potential negative effects on communities caused by external stresses on human health. Such stresses include natural or human-caused disasters, or disease outbreaks. Reducing social vulnerability can decrease both human suffering and economic loss.

Vulnerable communities include, but are not limited to, immigrants and refugees, farmworkers, people with disabilities, seniors/older adults, individuals and families experiencing homelessness, areas with geographically isolated individuals or families with low broadband subscriptions, and households with limited English proficiency.

The Listos California Program is comprised of multiple programs, the LM Program being a critical one. Each program is outlined below.

a. **Listos California Regional Grant Program - Statewide CFO –** There is a separate nonprofits with approximately $2,250,000 million available

for nonprofits serving multiple counties throughout California to support the same general activities of this CFO.

b. **Listos California Regional Grant Program - Inland CFO –** There is a separate CFO with approximately $1.5 million available for nonprofits serving socially vulnerable communities within California's Inland Region to support the same general activities of this CFO.

c. **Listos California Regional Grant Program - Southern CFO –** There is a separate CFO with approximately $1.5 million available for nonprofits serving socially vulnerable communities within California's Southern Region to support the same general activities of this CFO.

d. **Listos California Tribal Grant Program CFO –** There is a separate RFP with approximately $500,000 available for federally-recognized tribes located in California and nonprofits that serve tribal governments to support the same general activities of this RFP.

e. **Listos California CERT Support Grant Program CFO –** There is a separate RFP with approximately $500,000 available for nonprofits that have the capacity to support all California Community Emergency Response Team (CERT) Programs to provide training resources and community engagement to underserved and/or populations that are at high risk for disasters.

2. Programmatic Components

a. Managing Subgranted Funds to Local Nonprofits

The Subrecipient may subgrant funds (via Second-Tier Subawards) to a local nonprofit(s) who will provide disaster preparedness education training and resources to vulnerable and diverse populations and have the ability to serve as a fiscal sponsor for the Subrecipient.

Second-Tier Subawards identified by the Subrecipient should be informed by the regional picture of vulnerable populations the Subrecipient intends to reach.

A Second-Tier Subaward is a formal agreement that includes the exchange of money between the Subrecipient and a

participating agency/organization to further the goals of the Grant Subaward. (SRH Section 7.010).

b. Listos California Grant Program Materials

Listos California branded materials are required and will be provided by Cal OES. If the Subrecipient chooses to produce their own materials with Listos California Grant Program funds, they must receive prior approval from Cal OES, including the Listos California logo, and adhere to the [SRH Part 8](#) and the [Listos California Brand Style Guide](#).

c. Communication Requirement

The Subrecipient must respond within five (5) business days to all Cal OES required programmatic requests.

d. Training

The Subrecipient must incorporate the materials and resources developed for and provided by the Listos California Grant Program in any emergency preparedness, response, recovery, and mitigation training conducted with grant funding.

- The Subrecipient must attend Listos California orientation instructional training offered by Cal OES or a Cal OES designated vendor.

- The Subrecipient must attend training classes/meetings to receive updates and resources throughout the Grant Subaward performance period.

e. Establish a Peer-to-Peer Engagement Approach

Subrecipients 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.

Subrecipients must establish a tailored approach by participating in culturally appropriate engagement activities to ensure their community:

(i) Is knowledgeable about what to do during a disaster and consider engaging community partners such as faith-based communities, schools, community centers, etc.

(ii) Has emergency preparedness materials and access to information before a disaster hits.

(iii) Understands the steps to take to increase their communities' disaster preparedness, response, recovery, and mitigation capabilities and keep themselves, their families, and communities safe.

(iv) Shares final approach and results with the Cal OES Listos California Support Team.

f. Incentives

Up to 2 percent of Grant Subaward funds may be used for incentives in the form of a Visa gift card and can only be issued to recipients with the intent to purchase disaster preparedness, response, recovery and/or mitigation supplies and materials.

The value of each incentive may not exceed $50.00.

The number of incentives a recipient may receive is limited to one per Grant Subaward fiscal year.

Subrecipients must track the identification and signature of the recipient; the employee disbursing the incentive; and the date, amount, and the reason for the incentive.

Funds must be returned to Cal OES for incentives not disbursed during the Grant Subaward performance period.

g. Out-of-State Travel

Out-of-state travel is only allowed in exceptional situations and must be approved by Cal OES prior to incurring expenses.

h. Food and Beverages

The cost of food and/or beverages at Grant Subaward-sponsored conferences, meetings, or office functions is not allowed.

F. PROGRAM REPORTING REQUIREMENTS

Progress and Engagement Reports serve as a record for the implementation of the Grant Subaward, even when reporting occurs less frequently. Information collected will include, but is not limited to:

- Populations reached.
- Number of individuals reached.
- Number of and type of organizations reached.
- Number of outreach trainings/events held.
- Outreach plans for each vulnerable community 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.

1. Cal OES Progress Reports

There are five Progress Reports required for the Program. See the chart below for report periods and due dates.

Report	Report Period	Due Date
1st Report	June 1, 2025 – September 30, 2025	October 30, 2025
2nd Report	October 1, 2025 – January 31, 2026	February 28, 2026
3rd Report	February 1, 2026 – May 31, 2026	June 30, 2026
4th Report	June 1, 2026 – September 30, 2026	October 30, 2026
Final Report	October 1, 2026 – December 31, 2026	January 30, 2027

2. Cal OES Engagement Reports

Engagement reports are based upon direct community engagement activities. Subrecipients are required to submit data directly into the

Listos California Portal immediately after an engagement, activity, or training commences; or no later than the end of each month.

G. PROGRAMMATIC NARRATIVE

Applicants must respond to all Rating Questions in GCS. The Applicant's response to each question will be evaluated as part of the rating process.

In narrative form, address the following:

1) Describe how the proposed budget supports the objectives and activities of the LM Program.

2) Provide a description of the Applicant and the counties it intends to serve with Listos California Grant Program funds. For each county served, provide the population demographics, including population size, income levels, ages, languages, access and functional needs, and the number of engagements the Applicant intends to accomplish, using current statistical data. Include the source for population demographic estimates.

3) Describe which of the following vulnerable groups the Applicant intends to serve (more than one category may be selected):

   • Immigrants and Refugees
   • Farmworkers
   • People with Disabilities
   • Seniors/Older Adults
   • Individuals and Families Experiencing Homelessness
   • Areas with Geographically Isolated Individuals or Families/Low Broadband Subscription
   • Households with Limited English Proficiency

4) Describe a detailed preliminary plan on how the Applicant plans to deliver culturally appropriate peer-to-peer disaster preparedness, response, and recovery outreach/education/training to diverse communities. The plan must include a timeline with targeted dates of completion.

5) Describe the accountability measures that the Applicant will utilize to ensure their local chapters and/or affiliates will meet their targeted outreach and engagement goals to diverse populations.

6) Describe how the Applicant will address existing service gaps for vulnerable populations on disaster preparedness and how this will promote and encourage increased community resilience.

7) Describe the Applicant's ability, and staff qualifications, to implement the plan to deliver culturally appropriate peer-to-peer disaster preparedness, response and recovery outreach/education/training to diverse populations.

8) Describe the Applicant's expertise in administering grant programs.

9) Describe the Applicant's ability to collaborate with local, state and federal agencies, local public agencies, nonprofit and/or faith-based organizations to enhance or expand service delivery to diverse populations.

10) Describe the Applicant's experience in managing similar community-wide initiatives.

11) Describe the Applicant's disaster preparedness, response, recovery, and mitigation experience and willingness to receive such training.

H. SELECTION OF PROPOSAL FOR FUNDING

1. Proposal Rating

Eligible proposals submitted through GCS by the due date are generally evaluated by a three-member team. Each Rating Question is assigned a point value (up to 20 points) and the Applicant's response to each question is evaluated on the following criteria:

ABSENT: The response does not address the specific question, or a response was not provided.
Points Possible: 0

UNSATISFACTORY: The response does not completely address the question. The information presented does not provide a good understanding of the Applicant's intent, does not give the detailed information requested by the CFO, and/or does not adequately support the proposal or the intent of the Program.
Points Possible: 1-5

SATISFACTORY: The response addresses the question and provides a good understanding of Applicant's intent. The response adequately supports the proposal and the intent of the Program.
Points Possible: 6-10

ABOVE AVERAGE: The response is adequate 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.
Points Possible: 11-15

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.
Points Possible: 16-20

The rater scores are averaged and ranked numerically. Proposals are only evaluated numerically; no notes are taken during the evaluation.

2. Funding Decision

A proposal must receive a minimum score of 50% of available points to be considered for funding.

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 CFO.

- Prior negative administrative and programmatic performance, if applicable.

Applicants 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 Applicant may not be selected for funding.
- The amount of funding may be reduced.

- Grant Subaward conditions may be added to the Grant Subaward.

3. Notification Process

All Applicants will be notified in writing, via electronic communication, the results of the rating process. The notification will be sent to the Authorized Agent and all Entity Representatives identified in GCS.

Applicants will receive one of the following notifications:

- Intent to Fund if selected for funding.

- Denial if not selected for funding, including the Applicant's scores and information regarding the appeal process.

- Ineligibility:

  o If the proposal did not meet Eligibility to Compete for Funding, including information regarding the appeal process; or
  o If the proposal scored less than the required 50% of points possible, including the Applicant's scores and information regarding the appeal process.

Cal OES can only respond to technical questions about the CFO during the period between the publication date and completion of the CFO process. Requests for records must be made through a [Public Records Act request](#).

I. FINALIZING THE GRANT SUBAWARD

1. Grant Subaward Application

Once selected for funding, Cal OES may require revisions and/or additional documentation to finalize the submission of the Grant Subaward Application. The Grants Analyst identified in the Applicant's Intent to Fund notification can provide technical assistance in completing these components.

2. Grant Subaward Approval

The Grant Subaward will be available in GCS. The Applicant is not authorized to incur costs against the Grant Subaward until the application is approved. Once the Grant Subaward is approved, a request for payment may be submitted.

   a. Grant Subaward Conditions

   Cal OES may add conditions to execute the Grant Subaward. If conditions are added, these will be discussed with the Subrecipient and will become 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.

   c. Report of Expenditure and Payment Requests

   Upon receipt of an executed Grant Subaward, Subrecipient is required to report expenditures and request funds on a monthly basis.

   Subrecipients must submit a Report of Expenditure and Payment Request in GCS within 30 calendar days from the end of each billing period, whether or not funds are requested.

3. Standard Grant Subaward Funding Authority

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 of expenses incurred on, or after, the start of the Grant Subaward performance period.

If, during the Grant Subaward performance period, 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.

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