

REQUEST FOR PROPOSAL

The California Governor's Office of Emergency Services (Cal OES), Homeland Security and Grants Processing Branch, is soliciting proposals for the following program:

EMERGENCY MANAGEMENT PERFORMANCE GRANT PROGRAM (EMPG) FOR FEDERALLY-RECOGNIZED TRIBES AND INDIAN ORGANIZATIONS IN CALIFORNIA

Release Date: October 21, 2019

This Request for Proposal (RFP) provides detailed information and forms necessary to prepare a proposal for Cal OES grant funds.

PROGRAM SYNOPSIS

Program Description:

The purpose of the *EMPG for Federally-Recognized Tribes and Indian Organizations in California* (FY 2019 Tribal EMPG) is to assist federally-recognized tribes in preparing for all hazards. Funds provided under this Program must be used to support activities that effectively contribute to the tribe's capability to prevent, prepare for, mitigate against, respond to, and recover from emergencies and disasters, whether natural or man-made.

Eligibility:

Restricted to federally-recognized tribes and Indian organizations in California.

Grant Subaward Period of performance:

January 1, 2020 – June 30, 2021

Available Funding:

\$198,212

Submission Deadline:

The proposal package must be received electronically, no later than 5:00pm Friday, December 6, 2019.



**EMPG FOR FEDERALLY-RECOGNIZED TRIBES AND INDIAN ORGANIZATIONS IN
CALIFORNIA**

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PART I - OVERVIEW

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 - B. PROGRAM OBJECTIVES**
 - C. AWARD & ELIGIBILITY INFORMATION**
 - D. CONTACT INFORMATION**
 - E. PROJECT ACTIVITY GUIDELINES**
 - F. SPECIAL CONSIDERATIONS**
-

A. PROGRAM OVERVIEW

Each year, the U.S. Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA) announces a Notice of Funding Opportunity (NOFO) for the EMPG Program. The intent of the Program is to support state, local, and tribal efforts to protect against, mitigate the effects of, respond to, and recover from natural or human-caused disasters and other catastrophic events. The funds provided by this Program help to prepare the nation for the threats and hazards that pose the greatest risk to lives, property, and the environment in the United States.

EMPG provides funding to implement projects that enhance all-hazards preparedness and serve to build, sustain, and deliver 32 core capabilities across the five Mission Areas of the National Preparedness Goal (NPG). These Mission Areas, which are essential to the security and resilience of the nation, are Prevention, Protection, Mitigation, Response, and Recovery. The building, sustainment, and delivery of these core capabilities require the combined effort of the whole community, including public, private, and tribal entities.

B. PROGRAM OBJECTIVES

The purpose of this funding opportunity is to assist federally-recognized tribes and Indian organizations in preparing for all hazards. The whole community approach is inclusive of local units of government, tribes, and nonprofit organizations, including partners at the state level. Statewide preparedness activities must address high-priority preparedness gaps across one or more of the 32 core capabilities. Funds provided under this Program must be used to support activities that effectively contribute to the tribe's capability to prevent, prepare for, mitigate against, respond to, and recover from emergencies and disasters, whether natural or man-made.

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C. AWARD & ELIGIBILITY INFORMATION

Eligible Applicants (Subrecipients):	Federally-Recognized Tribes and Indian Organizations in California
Total Amount Available for Solicitation:	\$198,212
Projected Number of Awards:	4
Period of Performance:	January 1, 2020 – June 30, 2021
Cost Share or Match Requirement:	Cost Share or Match IS REQUIRED

D. CONTACT INFORMATION

Questions concerning this RFP, the proposal process, or programmatic issues must be submitted via e-mail to:

Yer Yang
Program Representative
Emergency Management Performance Grant Unit
Yer.Yang@caloes.ca.gov

Cal OES staff cannot assist the Applicant with the actual preparation of their proposal. During the period of time between the publication date of the RFP and the date the competitive proposal is due, Cal OES can only respond to technical questions about the RFP.

E. PROJECT ACTIVITY GUIDELINES

Proposals will be considered by Cal OES for eligibility based on the evaluation criteria identified in Part III. All projects must be used to support activities that effectively contribute to the tribe's capability to prevent, prepare for, mitigate against, respond to, and recover from emergencies and disasters, whether natural or man-made and meet the criteria listed in the California Supplement to the NOFO. Additional information on allowable activities may be found on FEMA's Emergency Management Performance Grant Program page: [FEMA EMPG](#).

FEMA has identified the allowable categories of cost under the EMPG as Planning, Organization, Equipment, Training, and Exercise. The following is a brief description of examples of costs associated with each of these categories:

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Planning

Planning spans all five NPG Mission Areas and provides a methodical way to engage the whole community in the development of a strategic, operational, and/or community-based approach to preparedness.

EMPG Program funds may be used to develop or enhance emergency management planning activities. Allowable planning activities are associated with the development, review, and revision of Emergency Operations Plan, Communication Plans, Administrative Plans, Whole Community Engagement/Planning, Resource Management Planning, Shelter and Evacuation Planning, Recovery Planning, Continuity of Operations Plan, and Threat Hazard Identification and Risk Assessment.

Organization

Organizational activities are generally associated with specific personnel, groups or teams, or an overall organizational structure. EMPG funds may be used for all-hazards emergency management operations, staffing, and other day-to-day activities in support of emergency management.

Equipment

Unless otherwise stated, equipment must meet all mandatory regulatory and/or DHS-adopted standards to be eligible for purchase using these funds. Equipment being purchased must be found in the Authorized Equipment List (AEL). Additional approvals may be required for specific allowable equipment items. In addition, Applicants must obtain and maintain all necessary certifications and licenses for the requested equipment. The allowable equipment categories and up-to-date equipment standards for the EMPG are listed on the web-based version of the AEL, at [Authorized Equipment List](#).

Training

Allowable training-related costs under EMPG include the establishment, support, conduct, and attendance of training. All training courses must receive a Training Feedback number from Cal OES Training & Exercise using the [Training Feedback Form](#) prior to the start of the course.

Exercise

Exercises conducted with EMPG funding should be managed and conducted consistent with the Homeland Security Exercise and Evaluation Program (HSEEP). HSEEP guidance for exercise design, development, conduct, evaluation, and improvement planning can be found at [FEMA HSEEP](#).

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Any exercise(s) conducted using EMPG funds will be required to submit an After Action Report/Improvement Plan (AAR/IP) no later than 90 days after completion of the exercise to your Program Representative and FEMA at hseep@fema.dhs.gov by June 30, 2021.

All projects must be completed within the established period of performance. Any costs incurred outside of the period of performance will be unallowable under the grant award.

Unallowable Costs

Grant funds may not be used for:

- Unauthorized exercise-related costs including:
 - Reimbursement for maintenance and/or wear and tear costs of general use vehicles (e.g., construction vehicles) and emergency response apparatus (e.g., fire trucks, ambulances). The only vehicle costs that are reimbursable are fuel/gasoline or mileage.
 - Equipment that is purchased for permanent installation and/or use, beyond the scope of exercise conduct (e.g., electronic messaging signs).
 - Durable and nondurable goods purchased for installation and/or use beyond the scope of exercise conduct.
- Unallowable Equipment: Grant funds must comply with IB 426 and may not be used for the purchase of the following equipment: firearms, ammunition, grenade launchers, bayonets, or weaponized aircraft, vessels, or vehicles of any kind with weapons installed.
- Expenditures for weapons systems and ammunition.
- Costs to support hiring sworn public safety officers for the purposes of fulfilling traditional public safety duties or to supplant traditional public safety positions and responsibilities.
- Activities and projects unrelated to the completion and implementation of the EMPG.

F. SPECIAL CONSIDERATIONS

Environmental Planning and Historic Preservation (EHP)

DHS/FEMA is required to consider the effects of its actions on environmental, historic, or cultural resources to ensure all activities and programs funded by the agency, including grant-funded projects, comply with federal EHP regulations, laws, and Executive Orders, as applicable. As a Recipient of DHS/FEMA funding, these requirements are assumed by Cal OES and Subrecipients of Cal OES. Proposed projects that have the potential to impact the environment, including, but not limited to, the construction of

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communication towers, modification or renovation of existing buildings, structures and facilities, or new construction, including replacement of facilities, must participate in the DHS/FEMA EHP review process.

The EHP review process involves the submission of a detailed project description along with supporting documentation, so that DHS/FEMA may determine whether the proposed project has the potential to impact environmental resources or historic or cultural properties. In some cases, DHS/FEMA is also required to consult with other regulatory agencies and the public in order to complete the review process. The EHP review process must be completed before funds are released to carry out the proposed project; otherwise, DHS/FEMA and Cal OES may not be able to fund the project due to non-compliance with EHP laws, Executive Orders, regulations and policies.

Examples of activities requiring EHP review include field-based training, full-scale exercises, and select equipment, such as communications towers and physical security enhancement equipment. If the project could result in adverse impacts to those resources, it may be necessary to change the scope of the project to avoid those impacts or to incorporate mitigation measures to minimize the impacts to those resources.

Requirements Applicable to Emergency Communications Projects

EMPG funds used to support emergency communications investments are required to comply with the SAFECOM Guidance on Emergency Communications Grants, which can be found at [SAFECOM funding](#).

Specialized Equipment – Small Unmanned Aircraft Systems

All requests to purchase Small Unmanned Aircraft Systems (SUAS) with FEMA grant funding must comply with IB 426 and include a description of the policies and procedures in place to safeguard individuals' privacy, civil rights, and civil liberties of the jurisdiction that will purchase, take title to, or otherwise use the SUAS equipment.

Program Match

The FY 2019 Tribal EMPG requires a dollar-for-dollar match. This can be cash or third-party in-kind contributions. There are no waivers for this match requirement. Refer to 2 C.F.R. § 200.29 and § 200.306 for specific details.

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Reporting Requirements

Quarterly Performance Reports

Subrecipients must submit Performance Reports to Cal OES quarterly until all grant activities are completed and the Subaward is formally closed. The quarterly reports must include progress made on approved activities and any other project-specific information required by Cal OES. Failure to submit a Performance Report could result in Subaward reduction, suspension, or termination. Quarterly reports are cumulative and each report will include information provided in previous reports. The first and second quarter Performance Report for FY 2019 will not be required due to the period of performance start date.

In order to ensure that mandated performance metrics and other data required under the Subaward are reported accurately, all EMPG Performance Reports must first be submitted electronically to the Cal OES Tribal EMPG Program Representative for review. Electronic documents should be submitted for Cal OES review no later than seven (7) calendar days from the due date. Submission of the final signed electronic copy is only to occur after the Subrecipient is directed by the Program Representative.

Biannual Strategy Implementation Report (BSIR)

Subrecipients must also complete the BSIR using the DHS/FEMA Grants Reporting Tool (GRT). All required attributes of each project must be included. Updated obligations, expenditures, and significant developments must be provided within the BSIR to show progress of implementation for every project, as well as how expenditures support Planning, Organization, Equipment, Training, and Exercise. To obtain access to the online GRT, Subrecipients should log on to the GRT website at [Grants Reporting Tool](#).

Multi-Year Training and Exercise Plan (MY-TEP)

All Subrecipients are required to develop a MY-TEP that incorporates links to the NPG Core Capabilities and update it annually. Additional information on Training and Exercise requirements can be found in the FY 2019 EMPG State Supplement.

Training and Exercise Requirements

All EMPG Program-funded personnel, including Management and Administration staff, and any staff being used for match must:

- 1) Complete the National Incident Management System (NIMS) Training and FEMA Professional Development Series listed under the FY 2019 EMPG State Supplement; **and**

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- 2) Complete at least three exercises within the period of performance by June 30, 2021.

Changes to Scope of Work

Due to the competitive process, changes to the scope of work will not be permitted. The expectation is for each Applicant to thoroughly plan out the entire process of each proposed project, from project conception to completion. Please ensure the projects being proposed are well planned and detailed. Funds remaining at the end of the period of performance will be disencumbered and returned to Cal OES.

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PART II – RFP INSTRUCTIONS

- A. PROPOSAL DUE DATE AND SUBMISSION INSTRUCTIONS**
 - B. PROPOSAL COMPONENTS**
 - C. RESOURCES (web links)**
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A. PROPOSAL DUE DATE AND SUBMISSION INSTRUCTIONS

The Proposal must be submitted to Cal OES no later than **5:00pm Friday, December 6, 2019**. Only electronic submissions will be accepted. Proposals submitted after this time/date will **not** be considered. Applicants may e-mail their proposals to:

Yer Yang
Program Representative
Emergency Management Performance Grant Unit
Yer.Yang@caloes.ca.gov

B. PROPOSAL COMPONENTS

Your proposal **MUST** include the following documents in order to be considered for funding:

- Notice of Interest (NOI), which includes the **Investment Justification (IJ)** and the **Detailed Budget Sheet**.

The purpose of the NOI process is to solicit and obtain proposed tribal emergency management projects from interested and eligible Applicants seeking funding from the FY 2019 Tribal EMPG. Eligible NOIs received by the submission deadline will be read, evaluated, and scored by a panel to determine which interested Applicants will be selected to continue in the subaward application process.

NOI documents:

[FY19 EMPG Tribal NOI documents](#)

It is very important to note that Cal OES staff cannot assist in the creation of either of these documents. Cal OES staff may only provide clarification on the questions presented in the IJ and on the definitions of the budget categories in the Detailed Budget Sheet.

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IJ

The IJ is used to describe the tribe's current emergency management system, what activities the tribe would like to perform with FY 2019 Tribal EMPG funds, how those activities would improve the tribe's existing system, how the tribe will meet the Program's match requirement, and other information needed by Cal OES in order to determine which Applicants should be selected for funding. This NOI document must be fully completed at the time of submission. Incomplete IJs will not be accepted.

FY 2019 Tribal EMPG Applicants should check the box on the bottom of the first page if they are willing to accept less than the full amount requested based on scoring and fund availability. If the box is not checked, partial funding may not be given in the event that full funding is not available for the project. Applicants who are willing to accept less than the requested amount must also identify the minimum amount in grant funding they would be willing to accept.

Detailed Budget Sheet

The Detailed Budget Sheet is used to show the funding needs of a proposal in terms of positions and activities funded. Applicants should enter the amount of FY 2019 Tribal EMPG Program funds needed. The amount of grant funds requested on the Detailed Budget Sheet must be consistent with the IJ.

***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 this application. If you believe that any of the information you are putting on this application is exempt from the Public Records Act, please attach a separate statement that indicates what portions of the application 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.**

Applicants must also have a Data Universal Numbering System (DUNS) number, an Employer Identification Number (EIN), and be registered in the System for Award Management (SAM) prior to receiving a Grant Subaward from Cal OES.

DUNS Number

Instructions for obtaining a DUNS number can be found at [DUNS registration](#).

System for Award Management

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In addition to having a DUNS number, Applicants must register with SAM. For Step-by-step instructions for registering, please reference [SAM registration](#). DHS/FEMA requires both the EIN and a DUNS number prior to the issuance of a financial assistance award and for Grant Subaward payment; both EIN and DUNS are also required to register with SAM (see below). The EIN base for an organization is the Internal Revenue Service (IRS) Tax ID number (the EIN is a nine-digit number). Organizations submitting their applications must correctly differentiate the EIN from the DUNS since both are nine-digit numbers.

Organizations applying for an EIN should plan on a minimum of two full weeks to obtain an EIN. For assistance in registering an EIN please contact the IRS helpline. DHS/FEMA and Cal OES cannot assist Applicants with questions related to obtaining a current EIN.

C. RESOURCES (web links)

EMPG Federally-Recognized Tribes and Indian Organizations in California,
Request for Proposal
[FY19 EMPG Tribal RFP](#)

EMPG NOFO
[FY19 EMPG NOFO](#)

FEMA Preparedness Grants Manual
[FEMA Preparedness Grants Manual](#)

EMPG California Supplement to the Federal NOFO
[FY19 EMPG California Supplement to the NOFO](#)

DHS/FEMA Information Bulletins
[Information Bulletins](#)

List of Mission Areas and Core Capabilities
[Mission Areas and Core Capabilities](#)

AEL
[FEMA Authorized Equipment List](#)

SAFECOM
[SAFECOM funding](#)

DUNS #
[DUNS registration](#)

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SAM

[SAM registration](#)

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PART III – PROPOSAL EVALUATION

- A. EVALUATION CRITERIA**
 - B. EVALUATION CRITERIA DEFINED**
 - C. FUNDING RECOMMENDATION**
 - D. NOTIFICATION PROCESS**
 - E. APPEAL OF DECISION**
 - F. POST AWARD REQUIREMENTS**
 - G. ALLOCATION CONTINGENT ON RECEIPT OF FEDERAL AWARD**
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A. EVALUATION CRITERIA

Funding will be awarded to the highest-ranked proposals. Evaluation of the proposals is based on a list of questions, with a total of 48 points. Projects that are not in support of Emergency Management or cannot be completed within the period of performance will be disqualified.

Points may be deducted during the rating process based on negative past performance under a prior EMPG award (i.e. extension requested, funds disencumbered, failure to submit required documents and reports). Points may also be deducted if all proposal documents are not submitted.

Cal OES will review and approve projects which meet the criteria based on the AEL and the scoring system established for this Program. All projects must be completed within the Subrecipient period of performance. All applicable EMPG guidelines and policies remain in effect for the grant.

B. EVALUATION CRITERIA DEFINED

The following questions will be used to score each application:

Questions	Points Possible
What is the tribe's current emergency management system?	4
How will FY 2019 EMPG funding improve the tribe's current emergency management system?	4
Is the Standardized Emergency Management System/National Incident Management System (SEMS/NIMS) incorporated into the tribe's emergency management system? If so, please describe how	4

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SEMS/NIMS is incorporated into the tribe's emergency management system.	
Please describe any areas of coordination between the tribe and any regional, city, or county entities.	4
Please identify the activities the tribe would like to fund through EMPG and describe how each one relates to the Cal OES Goal and the NPG's Core Capabilities and Mission Areas.	4
Please describe how the activities described above fit into each of the categories allowed by EMPG – Planning, Organization, Equipment, Training, Exercises, Emergency Operations Center Construction/Renovation, Maintenance and Sustainment, Management and Administration, and Indirect Costs.	4
Please explain how the activities described above will be performed and completed within the period of performance provided in the RFP.	4
Please provide details on how the tribe will meet the Program's 50% match requirement.	4
Please describe how the tribe will meet both the EMPG training and exercise requirement for program-funded personnel and the requirement that a MY-TEP be completed by the end of the period of performance.	4
Please provide a list of the equipment to be purchased, including the number of items and corresponding AEL numbers and titles.	4
Using the matrix identified in section XI of the IJ, please provide a breakdown of proposed funding by solution area.	4
Were both required documents, the NOI and Detailed Budget Sheet, fully complete and submitted?	4

TOTAL 48

C. FUNDING RECOMMENDATION

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

- The ranked score of the application
- Consideration of funding priorities
- Prior negative administrative and programmatic performance, if applicable

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Projects previously funded by Cal OES will be reviewed for 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 Special Conditions may be included in the Grant Subaward

D. NOTIFICATION PROCESS

Applicants will be notified of the results of the rating process in writing. Applicants not selected for funding will receive a notification letter containing their average score and information on the appeal process.

E. APPEAL OF DECISION

Applicants are entitled to appeal the denial of funding pursuant to the Cal OES Appeal Guidelines for Competitive Funding Decisions. A copy of these guidelines may be requested by contacting:

Alissa Adams
Unit Supervisor
Emergency Management Performance Grant Unit
Alissa.Adams@caloes.ca.gov

F. POST AWARD REQUIREMENTS

Applicants identified for funding must submit all documentation listed in the FY 2019 EMPG State Supplement. The required documents can be found at [FY19 EMPG Tribal NOI documents](#). All signed forms must be submitted via e-mail for review and, once approved, via mail.

G. ALLOCATION CONTINGENT ON RECEIPT OF FEDERAL AWARD

Cal OES does not have the authority to disburse federal funds until the federal Grant Award is received. 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

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Subrecipient may claim reimbursement for expenses incurred on, or subsequent to, the start of the Grant Subaward period of performance. If, during the term of the Grant Subaward, federal funds appropriated for the purposes of the Grant Subaward are reduced or eliminated by the United States Government, or any other action that impacts federal funds received by Cal OES, Cal OES may immediately terminate or reduce the Grant Subaward by written notice to the Subrecipient. However, no such termination or reduction shall apply to allowable costs already incurred by the Subrecipient to the extent federal funds are available for payment of such costs.

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.