



REQUEST FOR APPLICATION

The California Governor's Office of Emergency Services (Cal OES), Grants Management Section, is soliciting applications for the following program:

EARTHQUAKE WARNING CALIFORNIA (EQ) PROGRAM

Release Date: May 19, 2021

This Request for Application (RFA) provides detailed information and forms necessary to prepare an application for Grant Subaward funds.

PROGRAM SYNOPSIS

Program Description:

The purpose of the Earthquake Warning California (EQ) Program is to implement an Earthquake Education and Outreach Program to vulnerable populations in the following target counties: Riverside, San Francisco, and Santa Clara. Funds will be awarded to two Subrecipients. Subrecipients will have the option of subawarding funds to local community-based organizations (CBOs) to implement the program and/or implement part, or all, of the program internally.

Eligibility:

United Way Bay Area and Inland SoCal United Way are the only eligible Applicants.

Grant Subaward Performance Period:

June 1, 2021 – April 30, 2023

Submission Deadline:

Friday, May 21, 2021



3650 SCHRIEVER AVENUE
MATHER, CA 95655

EARTHQUAKE WARNING CALIFORNIA (EQ) PROGRAM

TABLE OF CONTENTS

PART I – OVERVIEW	1
A. PUBLIC RECORDS ACT NOTICE.....	1
B. CONTACT INFORMATION.....	1
C. SUBMISSION DEADLINE AND OPTIONS.....	1
D. ELIGIBILITY.....	1
E. GRANT SUBAWARD PERFORMANCE PERIOD.....	2
F. FUNDS.....	2
G. PROGRAM INFORMATION	3
PART II – RFA INSTRUCTIONS	6
A. SUBRECIPIENT HANDBOOK.....	6
B. APPLICATION FORMS	6
1. Grant Subaward Face Sheet (Cal OES Form 2-101)	6
2. Grant Subaward Contact Information (Cal OES Form 2-102).....	6
3. Grant Subaward Signature Authorization (Cal OES Form 2-103)	7
4. Grant Subaward Certification of Assurance of Compliance (Cal OES Form 2-104)	7
5. Grant Subaward Budget Pages (Cal OES Form 2-106b).....	7
6. Earthquake Warning California Application Form.....	8
7. Subrecipient Grants Management Assessment	8
C. ADMINISTRATIVE REQUIREMENTS	8
PART III – CHECKLIST	9

EARTHQUAKE WARNING CALIFORNIA (EQ) 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
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A. PUBLIC RECORDS ACT NOTICE

Grant Subaward applications are subject to the California Public Records Act, Government Code Section 6250, *et seq.* Do not put any personally identifiable information or private information on this application. If you believe that any of the information you are putting on this application is exempt from the Public Records Act, please indicate what portions of the application and the basis for the exemption. 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 RFA, the application process, or programmatic issues should be submitted to:

Nick Martin, Program Specialist
Nicolas.Martin@caloes.ca.gov - (916) 539-3501

C. SUBMISSION DEADLINE AND OPTIONS

Applications must be emailed to Nicolas.Martin@caloes.ca.gov at Cal OES by 5:00 pm on **Friday, May 21, 2021**.

D. ELIGIBILITY

United Way Bay Area and Inland SoCal United Way are the only eligible Applicants. Inland SocCal United Way is eligible for one Grant Subaward and United Way Bay Area is eligible for two.

Applicants that are community-based organizations must be registered with the California Department of Justice's Registry of Charitable Trusts with a "current" or "pending" status. [Check nonprofit status.](#)

E. GRANT SUBAWARD PERFORMANCE PERIOD

The Grant Subaward performance period is June 1, 2021 – April 30, 2023.

F. FUNDS

There is \$2,500,000 of State General Fund available for the Subrecipients. Individual Subrecipient allocations are as follows:

Subrecipient	County	Allocation
United Way Bay Area	San Francisco	\$833,333
United Way Bay Area	Santa Clara	\$833,333
Inland SoCal United Way	Riverside	\$833,334

Subrecipients may utilize up to five percent of funds for administrative costs.

Subrecipients may request an advance of up to 25 percent of funds.

The remaining funds will be reimbursed with the goal of 70,000 or more direct public engagements per county in areas where seismic risk and populations who may be socially vulnerable intersect (see [California for All, Hazard Maps by County](#)).

Direct public engagements are interactions with community members where they are provided education and resources with the goal of them downloading the MyShake mobile application. Direct public engagements focus on interactions where information can be exchanged and questions can be asked. Examples of these events include: in-field events; neighbor-to-neighbor outreach at homes and workplaces; phone calls into homes; interactive text campaigns; greeting Californians in line at grocery stores, food banks, bus stops and consulates; and holding town halls by telephone. One way interactions like mailings will not be counted towards the total interactions.

G. PROGRAM INFORMATION

1. Program Description

The purpose of the Earthquake Warning California (EQ) Program is to implement an Earthquake Education and Outreach Program to vulnerable populations in the following target counties: Riverside, San Francisco, and Santa Clara. Funds will be awarded to two Subrecipients. Subrecipients will have the option of subawarding funds to local community-based organizations (CBOs) to implement the program and/or implement part, or all, of the program internally.

Subrecipients and/or local CBOs must 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 to inform Californians on available earthquake warning technology and modalities in which earthquake warnings can be received. Subrecipients and/or the CBOs must engage with community members about available earthquake warning technology, delivery modalities, and what steps to take once they receive an alert or feel shaking. The goal of these combined efforts is to increase the number of downloads for the MyShake mobile application.

Subrecipients must utilize 95 percent of funds for direct outreach and education efforts. This can be accomplished directly and/or through subawarding funds to CBOs.

2. Program Components

a. Second-Tier Subawards

Subrecipients may subaward funds to one or more local CBOs (second-tier subawardees), who represent and connect to the region's most diverse and vulnerable populations, to provide training and outreach to residents in designated counties.

The number of local CBOs Subrecipients subaward funds to should be informed by the regional picture of vulnerable populations in the county. These local CBOs will engage the greatest possible number of vulnerable members to reach the collective program statewide objective of prompting four million downloads of the Cal OES-sponsored MyShake mobile application.

b. Training

Subrecipients must train the second-tier subawardees (local CBOs) about emergency preparedness, ways to receive earthquake warnings through Earthquake Warning California and what to do when an earthquake warning is received and incorporate the materials and resources provided by the Earthquake Warning California Education and Outreach Campaign.

c. Peer-to-Peer Engagement

Subrecipients must establish and implement a peer-to-peer approach to engage and educate the target population(s) in the community/service area.

The Subrecipient and/or the local CBO must organize their community to establish a tailored approach that ensures their community:

- 1) Is knowledgeable about what to do before, during and after an earthquake and the mitigating steps that can be taken before it occurs, available through Earthquake Warning California, 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 an earthquake strikes; to include signing up to receive earthquake warnings, available through Earthquake Warning California.
- 3) Is clear on the steps to take and keep themselves, their families, and communities safe.
- 4) Has received clear instructions on how to download and operate the MyShake mobile application.
- 5) Will share final approach and results with the Support Team.

3. 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. The data should be submitted by the Subrecipient, with information provided by the second-tier subawardees.

Information collected will include, but is not limited to:

- Number of individuals trained.
- Number of and type of organizations trained.
- Number of outreach trainings/events held.
- Diversity of vulnerable populations trained.
- Peer-to-peer outreach plans for each vulnerable population to be engaged.
- Success stories highlighting outcomes and results of the local strategies and connections that illustrate the purposed intent of the 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, 2021 -- September 30, 2021	October 31, 2021
2 nd Report	October 1, 2021 – March 31, 2022	April 30, 2022
3 rd Report	April 1, 2022 – June 30, 2022	July 31, 2022
4 th Report	July 1, 2022 – September 30, 2022	October 31, 2022
Final	October 1, 2022 – April 30, 2023	May 30, 2023

EARTHQUAKE WARNING CALIFORNIA (EQ) PROGRAM

PART II – RFA INSTRUCTIONS

- A. SUBRECIPIENT HANDBOOK
 - B. APPLICATION FORMS
 - C. ADMINISTRATIVE REQUIREMENTS
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- A. SUBRECIPIENT HANDBOOK

Applicants are strongly encouraged to review the [Subrecipient Handbook \(SRH\)](#). The SRH outlines the terms and conditions that apply to Cal OES Grant Subawards and provides helpful information for developing an application, including a Glossary of Terms.

- B. APPLICATION FORMS

The Applicant must use the forms provided on our website. The forms must be printed on plain white 8½" x 11" paper and single sided. **Applicants may not alter the formatting of any forms, including the Grant Subaward Programmatic Narrative (Cal OES Form 2-108) and the Grant Subaward Budget Narrative (Cal OES Form 2-107). No tables, charts, or changes to the margins are allowed.**

Applicants must complete and submit all required forms. All forms have written instructions. General information regarding each form is below. The Checklist in Part III is included to ensure Applicants submit all required components.

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

This form is the title page of the Grant Subaward that is signed by the Official Designee (SRH Section 3.030) and the Cal OES Director (or designee).

2. Grant Subaward Contact Information (Cal OES Form 2-102)

This form provides Cal OES with contact information for all relevant Subrecipient personnel. Information for each individual should be direct contact information.

3. Grant Subaward Signature Authorization (Cal OES Form 2-103)

This form provides Cal OES with signatures of authorized signers and who they authorize to sign on their behalf for all Grant Subaward-related matters.

4. Grant Subaward Certification of Assurance of Compliance (Cal OES Form 2-104)

This 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

5. Grant Subaward Budget Pages (Cal OES Form 2-106b)

This form demonstrates how the Applicant will implement the proposed plan with the funds available through this Program. This is the basis for management, fiscal review, and audit. **Grant Subaward Budget Pages (Cal OES Form 2-106b) are subject to Cal OES modifications and approval.** Failure of the Applicant to include required items does not eliminate responsibility to comply with those requirements during the implementation of the Grant Subaward.

The Grant Subaward Budget Pages (Cal OES Form 2-106b) automatically calculate the subtotal at the end of each budget category and provide the total of the three spreadsheets at the bottom of the Equipment Costs page. Applicants may add additional columns to the Grant Subaward Budget Pages (Cal OES Form 2-106b) when necessary.

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

All expenses for the EQ Program will be in the Operating Costs category. The Grant Subaward Budget Pages (Cal OES Form 2-106b) should:

- Cover the entire Grant Subaward performance period
- Include costs related to the objectives and activities of the Grant Subaward
- Include costs in the correct category (i.e., Personnel Costs, Operating Costs, and Equipment Costs – see below)
- Contain a description of each line item

6. Earthquake Warning California Application Form

This form is the main body of information describing 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.

7. Subrecipient Grants Management Assessment

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

C. ADMINISTRATIVE REQUIREMENTS

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

- Audit Requirements (*SRH Part 14*)
- Communication and Internet Access (*SRH Section 1.070*)
- Fidelity Bond/Certificate of Insurance (*SRH Section 2.015*)
- Monitoring (*SRH Part 13*)
- Report of Expenditures and Request for Funds (*SRH Section 9.025*)
- Records Requirements (*SRH Part 12*)
- Second-Tier Subaward (*SRH Section 4.060*)

EARTHQUAKE WARNING CALIFORNIA (EQ) PROGRAM

PART III – CHECKLIST

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

- GRANT SUBAWARD FACE SHEET ([Cal OES FORM 2-101](#)) – Signed by the Official Designee authorized to enter into the Grant Subaward.
- GRANT SUBAWARD CONTACT INFORMATION ([Cal OES FORM 2-102](#))
- GRANT SUBAWARD SIGNATURE AUTHORIZATION ([Cal OES FORM 2-103](#))
- CERTIFICATE OF ASSURANCE OF COMPLIANCE [CAL OES FORM 2-104](#) – 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 FORM 2-106B](#)
- EARTHQUAKE WARNING CALIFORNIA (EQ) PROGRAM APPLICATION FORM
- [SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT](#)
- GRANT SUBAWARD SERVICE AREA INFORMATION ([Cal OES FORM 2-154](#))