



REQUEST FOR APPLICATION

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

HIGH FREQUENCY COMMUNICATIONS EQUIPMENT (FH) PROGRAM

Release Date: January 12, 2022

Extended Due Date: April 5, 2022

This Request for Application (RFA) provides detailed information and forms necessary to prepare an application for Cal OES grant funds.

PROGRAM SYNOPSIS

Program Description:

The purpose of the High Frequency Communications Equipment (FH) Program is to provide funding to Alerting Authorities, Emergency Operation Centers (EOC) or County Sheriff's Offices, for equipment that will allow local governments to be included in an integrated high frequency radio network service that utilizes frequencies authorized by the Federal Communications Commission and intended to be capable of communications with state, local, and federal agencies.

Eligibility:

California Alerting Authorities designated by the Federal Emergency Management Agency (FEMA) Integrated Public Alert and Warning System (IPAWS), County Emergency Operations Centers, or County Sheriff's Offices are the only eligible Applicants.

Grant Subaward Performance Period:

April 1, 2022 – October 31, 2023

Available Funding:

Individual Applicants may request up to \$60,000. Cal OES has the ability to fund up to 100 applicants. Funds will be distributed on a first come, first served basis based on the availability of funds.

Submission Deadline – THE DEADLINE FOR THIS RFA HAS BEEN EXTENDED TO:

Tuesday, April 05, 2022



3650 SCHRIEVER AVENUE
MATHER, CA 95655
[CalOES Website](#)

HIGH FREQUENCY COMMUNICATIONS EQUIPMENT PROGRAM

TABLE OF CONTENTS

PART I – OVERVIEW	1
A. PUBLIC RECORDS ACT NOTICE	1
B. CONTACT INFORMATION	1
C. SUBMISSION DEADLINE AND INSTRUCTIONS.....	1
D. PROGRAM ELIGIBILITY/PRIORITIZATION	1
E. GRANT SUBAWARD PERFORMANCE PERIOD.....	2
F. FUNDS.....	2
G. PROGRAM INFORMATION.....	3
PART II – RFA INSTRUCTIONS.....	5
A. SUBRECIPIENT HANDBOOK	5
B. APPLICATION FORMS.....	5
1. Grant Subaward Face Sheet (Cal OES Form 2-101)	5
2. Grant Subaward Contact Information (Cal OES Form 2-102)	5
3. Grant Subaward Signature Authorization (Cal OES Form 2-103).....	6
4. Grant Subaward Certification of Assurance of Compliance (Cal OES Form 2-104)	6
5. Grant Subaward Budget Pages (Cal OES Form 2-106b)	6
6. Grant Subaward Budget Narrative (Cal OES Form 2-107)	8
7. Grant Subaward Programmatic Narrative (Cal OES Form 2-108)	9
C. ADMINISTRATIVE REQUIREMENTS	9
PART III – CHECKLIST	10

HIGH FREQUENCY COMMUNICATIONS EQUIPMENT (FH) PROGRAM

PART I – OVERVIEW

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

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 in writing by email to HFCommunications@caloes.ca.gov.

C. SUBMISSION DEADLINE AND INSTRUCTIONS

Applications must be emailed to HFCommunications@caloes.ca.gov by 5:00 pm on Tuesday, April 05, 2022

D. PROGRAM ELIGIBILITY/PRIORITIZATION

To be eligible to receive funds, the entity must be a California Alerting Authority designated by the Federal Emergency Management Agency (FEMA) Integrated Public Alert and Warning System (IPAWS), or Emergency Operations Center (EOC), or County Sheriff's Office.

Cal OES has the ability to fund up to 100 applicants at \$60,000. Funds will be distributed on a first come, first served basis based on the availability of funds.

E. GRANT SUBAWARD PERFORMANCE PERIOD

The Grant Subaward performance period is April 1, 2022 – October 31, 2023.

F. FUNDS

There is \$6,000,000 of State General Funds available for the Program for the Grant Subaward performance period.

1. Source of Funds

Cal OES's four-character code for this grant fund is PSC1. This code will be in the drop-down on the Grant Subaward Face Sheet (Cal OES Form 2-101).

2. Funding Amount

Applicants may apply for up to \$60,000, for the 19-month Grant Subaward performance period.

3. Allowable Use of Funds

Funds shall be used to procure high frequency communications equipment, including the installation of and training to use the equipment, that will allow local governments to be included in an integrated high frequency radio network service that utilizes frequencies authorized by the Federal Communications Commission, and intended to be capable of communications with state, local, and federal agencies.

4. Unallowable Use of Funds

Funds may not be used:

- For ongoing costs for the use of the system
- For subscription models

5. Ongoing Maintenance of High Frequency Communications Equipment

The Subrecipient will be responsible for maintaining any High Frequency Communications equipment procured using these funds, including ongoing maintenance, as well as, any updates for

equipment. The Subrecipient will also be responsible for ongoing training for users on the system and performing operational testing.

Funding provided under this grant is one-time funding. **Cal OES will not be responsible for the continuation or renewal of any licensing, maintenance or any equipment, or other associated ongoing costs.**

G. PROGRAM INFORMATION

1. Program Description

The purpose of the High Frequency Communications Equipment (FH) Program is to provide funding to Alerting Authorities for equipment that will allow local governments to be included in an integrated high frequency radio network service that utilizes frequencies authorized by the Federal Communications Commission and intended to be capable of communications with state, local, and federal agencies.

2. Eligible Activities

Funds shall be used for the procurement of high frequency communication equipment needed to interface and communicate with the high frequency communication system to include the following:

- High frequency radio, antenna, cabling, power source, radio combiners, radio interface for existing radio consoles;
- Installation costs for high frequency communications equipment;
- Site visits, shipping, and any applicable taxes; and
- Training on the use the high frequency equipment.

3. Reporting Requirements

Progress Reports serve as a record for the implementation of the Grant Subaward. 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:

- Description of equipment purchased;
- Vendor name;
- Cost and detailed statement of work for equipment install;
- The state or local entity that implemented the project or activity;

- Amount of state funding provided to the project or activity;
- Specific outcomes achieved by each project or activity, including whether the project or activity was completed, and how the equipment will be used to augment the Emergency Communication Plan; and
- High Frequency Radio Net weekly checks to validate that the system is operational.

One Progress Report is due no later than November 30, 2023. A Progress Report form will be provided by Cal OES.

HIGH FREQUENCY COMMUNICATIONS EQUIPMENT (FH) PROGRAM

PART II – RFA INSTRUCTIONS

- A. SUBRECIPIENT HANDBOOK
 - B. APPLICATION FORMS
 - C. 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 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 Act of 1990;
- California Environmental Quality Act;
- National Environmental Protection Act;
- Lobbying restrictions;
- Debarment and Suspension requirements; and
- Proof of Authority documentation from the city council/governing board.

Subrecipients may be asked to sign and submit an updated Grant Subaward Certification of Assurance of Compliance (Cal OES Form 2-104) once in Grant Subaward. Every year, Cal OES updates each Grant Subaward Certification of Assurance of Compliance (Cal OES Form 2-104) to ensure that any new conditions placed upon the federal award are passed down to Subrecipients. Subrecipients will be notified if this change is needed.

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**.

The Grant Subaward Budget Pages (Cal OES Form 2-106a) should:

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

Include **only** those items to be covered by Grant Subaward funds, including match funds, when applicable. Applicants may supplement Grant Subaward funds with funds from other sources. However, since approved line items are subject to audit, Applicants should not include on the Grant Subaward Budget Pages (Cal OES 2-106a) matching funds (if applicable) in excess of the required match.

a. Operating Costs

Operating costs are defined as necessary expenditures other than personnel salaries, benefits, and equipment. The costs must be Grant Subaward-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 common operating costs include, but are not limited to:

- Audit costs (*SRH Section 14.035*);
- Computers with an acquisition cost of \$4,999 or less;
- Computer equipment rentals;
- Consultant services (*SRH Section 6.050*);
- Equipment service and maintenance agreements;
- Financial Assistance for clients (*SRH Section 4.040*);
- Furniture and office equipment with an acquisition cost of \$4,999 or less;

- Indirect costs (*SRH Section 4.045*);
- Insurance (e.g., vehicle, fire, bonding, theft, malpractice, and liability);
- Internet access;
- Office supplies;
- Office rental space (*SRH Section 4.055*);
- Postage;
- Printing;
- Second-Tier Subawards (*SRH Section 7.010*);
- Software;
- Training materials;
- Travel and per diem (*SRH Section 4.065*);
- Utilities; and
- Vehicle maintenance.

Additional information on Operating Costs can be found in *SRH Part 4*.

b. Equipment Costs

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 copy machines must be one line item, not three).

Additional information on Equipment Costs can be found in *SRH Part 5*.

6. Grant Subaward Budget Narrative (Cal OES Form 2-107)

This form should describe the following:

- a. How the line items on the Grant Subaward Budget Pages (Cal OES Form 2-106a) support the objectives and activities. Include amount being requested not to exceed \$60,000.
- b. The cost of the high frequency communication equipment needed to interface and communicate with the high frequency communication system, installation costs, and all other costs for the high frequency communications equipment.

7. Grant Subaward Programmatic Narrative (Cal OES Form 2-108)
 - a. Program Plan

In narrative form, address the following:

- 1) The number of people and type of population of the grant Applicant;
- 2) The statement of work which also identifies the equipment vendor and vendor responsibilities;
- 3) The installation timeline;
- 4) How the Applicant will use the funds to prepare for and respond to emergencies using high frequency communications; and
- 5) How the Applicant will support the weekly operational tests once the system is activated.

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*);
- Intellectual Property, Copyright, and Patent Requirements (*SRH Part 8*);
- Fidelity Bond/Certificate of Insurance (*SRH Section 2.015*);
- Monitoring (*SRH Part 13*);
- Report of Expenditures and Request for Funds (*SRH Section 9.025*); and
- Records Requirements (*SRH Part 12*).

HIGH FREQUENCY COMMUNICATIONS EQUIPMENT (FH) 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](#))
- GRANT SUBAWARD CERTIFICATION OF ASSURANCE OF COMPLIANCE ([Cal OES FORM 2-104](#)) – Signed by the Official Designee who signed the Grant Subaward Face Sheet and by the official delegating that authority.
- GRANT SUBAWARD BUDGET PAGES (EXCEL SPREADSHEET FORMAT) ([Cal OES FORM 2-106a](#))
- GRANT SUBAWARD BUDGET NARRATIVE ([Cal OES FORM 2-107](#))
- GRANT SUBAWARD PROGRAMMATIC NARRATIVE ([Cal OES FORM 2-108](#))
 - PROGRAM PLAN