



REQUEST FOR APPLICATION

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

EARTHQUAKE EARLY WARNING IMPLEMENTATION (EW) PROGRAM FOR FIRE STATIONS

Release Date: April 3, 2024

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

PROGRAM SYNOPSIS

Description:

The purpose of the Earthquake Early Warning Implementation (EW) Program for Fire Stations is to create a safer California by implementing and integrating the California Earthquake Early Warning System (CEEWS) statewide in key industries and critical sectors to enhance and strengthen community resiliency through the adoption of automated actions and responses. Subrecipients will subaward funds to equip several fire stations across seismically active regions throughout California with earthquake early warning (EEW) technology.

Eligibility:

The following fire departments are eligible to apply: Los Angeles County Fire Department, Morongo Reservation Fire Department, and San Bernardino County Fire Department.

Grant Subaward Performance Period:

June 1, 2024 – December 31, 2025

Available Funding:

Individual Applicants may request up to the amounts on the funding chart found in Part I, F. Funding. Should additional funding be made available Applicants will be contacted with the process for requesting more.

Submission Deadline:

April 29, 2024



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PART I – OVERVIEW**

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A. PUBLIC RECORDS ACT NOTICE

Applications are subject to the California Public Records Act, Government Code Section 7920.000, *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 must be submitted in writing by email to:

Dana.Scarlett@caloes.ca.gov

C. SUBMISSION DEADLINE AND REQUIREMENTS

Applications must be emailed to Dana.Scarlett@CalOES.ca.gov by **5:00 pm, PST, on Monday, April 29, 2024.**

D. ELIGIBILITY

The following fire districts are eligible to apply: Los Angeles County Fire Department, Morongo Reservation Fire Department, and San Bernardino County Fire Department.

E. GRANT SUBAWARD PERFORMANCE PERIOD

The Grant Subaward performance period is June 1, 2024 – December 31, 2025.

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F. FUNDING INFORMATION

There is \$500,000 available for the Program for the Grant Subaward performance period.

1. Funding Amount

Individual allocations are below. Should additional funding be made available Applicants will be contacted with the process for requesting more.

Subrecipient	Allocation
Los Angeles County Fire Department	\$166,000
Morongo Reservation Fire Department	\$166,000
San Bernardino County Fire Department	\$166,000

2. Funding Source

The EW Program is supported through the State General Fund. Cal OES's four-character code for this grant fund is CEEW. This code will be in the drop-down menu on the Grant Subaward Face Sheet (Cal OES Form 2-101).

There is no match required for this Program.

G. PROGRAMMATIC INFORMATION

1. Program Background

Section 8587.8 of the California Government Code requires Cal OES to develop, in collaboration with specified entities, a comprehensive statewide EEW system in California. The CEEWS is comprised of seismic sensors, data processing centers, and end-user distribution mechanisms to warn individuals, institutions, and infrastructure operators of impending shaking once an earthquake is detected. The California EEW Program establishes Cal OES as the lead for implementing the CEEWS and ensuring its continued long-term success.

2. Program Description

The purpose of the EW Program is to create a safer California by implementing and integrating the CEEWS statewide in key industries

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and critical sectors to enhance and strengthen community resiliency through the adoption of automated actions and responses. Subrecipients will subaward funds to equip several fire stations across seismically active regions throughout California with EEW technology.

3. Programmatic Components

a. Second-Tier Subawards

Subrecipients are required to subaward funds to one or more fire stations within their district (second-tier subawardees), across seismically active regions throughout California with EEW technology.

b. Use of Applications, Products, and/or Services

Applications, products, and or/services are required to use the United States Geological Services (USGS) ShakeAlert signal to expand the use and application of the CEEWS throughout local fire stations by:

- 1) Alerting first responders and individuals working in local fire stations to take action to protect themselves with drop, cover, and hold on before shaking starts via EEW equipment and systems, including, but not limited to:
 - PA systems, intercoms, alarms, and speakers
 - Americans with Disabilities Act message boards
 - Handheld two-way radios
 - Voice over Internet Protocol
 - Visible lights, audible alerts, and fire alarm boxes
 - Situational awareness notifications to personnel and facilities
- 2) Taking automated protective action by activating or ceasing critical processes before shaking starts to minimize injuries to people and reduce damage to property and infrastructure, including, but not limited to:
 - Opening gates
 - Activating bay doors to open
 - Triggering automatic backup systems for operations and communications

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- Slowing and/or stopping people-moving devices such as escalators and elevators to the nearest floor
- Clearing and controlling access points
- Throttling valves for gas, water, etc.
- Shutting down or turning on industrial systems such as motorized equipment
- De-energizing electrical control panels
- Monitoring pre- and post- earthquake building conditions

c. Licensing

The vendor selected by the Subrecipient must hold a USGS ShakeAlert Pilot License Agreement or License to Operate process to acquire qualifications to develop, test, and implement innovative and creative ways to utilize USGS ShakeAlert data. This data will be able to generate an alert to prompt people to take protective actions in the event of an earthquake, and/or to trigger an automated action.

d. State Environmental Standards Compliance

Subrecipients must comply with state environmental standards, including:

- California Environmental Quality Act (CEQA) (California Public Resources Code §§ 21000 – 21177), to include coordination with the city or county planning agency; and
- CEQA guidelines (California Code of Regulations, Title 14, Division 6, Chapter 3, §§ 15000-15387).

CEQA may require the preparation of an environmental document by the Subrecipient prior to commencing the project or program. Subrecipients should contact their legal counsel and/or the department or agency within their jurisdiction responsible for maintaining all environmental documents and must be made available for review by Cal OES staff upon request.

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e. Subrecipient Responsibilities

Subrecipient is responsible for:

- 1) Identifying any technology needed (i.e. hardware, software, etc.) to implement an EEW system within each station.
- 2) Identifying types of automated action capability within the fire station and providing guidance on costs and technology needed to implement automated actions and integrate them within the EEW system.
- 3) Identifying any special permits needed to move forward with the procurement and installation of the EEW system.
- 4) Vendor selection and evaluation through a solicitation process (i.e. request for proposals) in accordance with state and local procurement policies.
- 5) Procurement and installation of the EEW technology and equipment and automated actions for each fire station, while abiding by local and state procurement and contracting policies.
- 6) Determining an operations and maintenance schedule and training, with costs, to support the life of the EEW system.
- 7) Testing the EEW systems and automated actions until it is in satisfactory condition.
- 8) Provide education and training to fire station staff.
- 9) Participating in monthly check-in meetings to brief on the status and progress of the grant.
- 10) Participating in periodic Cal OES Executive Management briefings and providing access to all work products for tracking purposes, as well as providing lessons learned and/or success stories via presentations, videos, and reports.
- 11) Developing a final report that documents the process and lessons learned.

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f. Cal OES Responsibilities

Cal OES is responsible for:

- 1) Providing a liaison to the USGS and California's seismologic science community.
- 2) Providing procedural support and guidance through a qualified individual point of contact.
- 3) Coordinating public information releases regarding the project with CEEW Program partners as appropriate.
- 4) Convening work groups and expert advisors to provide procedural guidance in regard to public education and outreach practice.
- 5) Tracking fire stations with EEW installed technology jointly with the Subrecipient.
- 6) Supporting fire districts with subject matter expertise in EEW technology.

g. Operations and Maintenance

The Subrecipient is required to operate and maintain the EEW equipment and technology installed in each fire station for a minimum of five years after the end of the Grant Subaward performance period.

4. Deliverables and Due Dates

Under the direction of the Cal OES Project Manager, the Subrecipient shall complete the deliverables by the due dates identified in the below chart:

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Deliverable	Description of Deliverable	Due Date
Project scope meeting	The Subrecipient will confer with Cal OES staff to review project objectives, deliverables, opportunities, and any other matters regarding the completion of the deliverables.	June 10, 2024
Identify the scope of the project	<p>In coordination with Cal OES, the Subrecipient will identify the technology and types of automated actions for the fire station(s).</p> <p>If needed, developing a request for informaton may aid in identifying the technology available for fire stations, while understanding costs.</p>	August 2, 2024
Identify and contract with the vendor performing the work	The Subrecipient will identify and select a vendor through the solicitation process as required by applicable local and state procurement and contracting policies. The selected vendor must be a Licensed Operator.	October 25, 2024
Fire station assessments, scope finalization, and determining costs	<p>Once the vendor is selected, the Subrecipient must finalize the scope of the work, as well as determine the costs of the EEW installation and operations and maintenance through assessments of the fire station(s).</p> <p>If applicable, identify any special permitting or requirements needed for the installation of EEW technology.</p>	December 6, 2024

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<p>Begin and complete the installation of the system</p>	<p>The Subrecipient will coordinate with the Licensed Operator to procure and install EEW technology and automated actions in the identified fire station(s), while abiding by local and state procurement policies.</p>	<p>Begin By: January 20, 2025 Complete By: March 31, 2025</p>
<p>Determine operations and maintenance schedule; schedule and perform tests of the system and associated automated actions</p>	<p>The Subrecipient will determine an operations and maintenance schedule, with costs, to support the life of the EEW system.</p> <p>The Subrecipient will arrange scheduled tests to test the system and provide Cal OES staff with the schedule.</p> <p>The Subrecipient will also provide Cal OES staff with the results of the tests and document how the system performed.</p>	<p>April 30, 2025</p>
<p>Fire stations are live and receiving EEW alerts</p>	<p>The fire station(s) are completely integrated with EEW technology and automated actions are functional. They have been tested and documented to show testing is complete, as well as outlining the results of the tests. The Subrecipient will provide the documentation to Cal OES.</p>	<p>May 31, 2025</p>
<p>Technical, management, and public outreach</p>	<p>In consultation with Cal OES, participate in potential outreach events or public speaking engagements related to this project.</p>	<p>As determined by Cal OES executive staff (no more than five occasions throughout the period of performance)</p>

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Education and training to fire station staff	Provide education and training to the fire station staff on the EEW technology and how it works, as well as what to do during an earthquake.	December 31, 2025
Cal OES Executive Briefings	Present a status update and ongoing findings to Cal OES executive staff. If requested, the Subrecipient shall provide the Cal OES Project Manager access to all work products for tracking purposes, as well as lessons learned and/or success stories with the project (i.e. presentations, videos, reports).	As determined by Cal OES executive staff (no more than five occasions throughout the period of performance)
Final Report	Develop a final report that documents the process and lessons learned with EEW implementation into fire stations.	December 31, 2025

5. 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 if there is no new information to report.

Information collected will include, but is not limited to:

- A summary of the work completed during the reporting period, showing actual vs. planned.
- Highlighted tasks that are behind schedule and adopted remediation plans.
- The status of the overall engagement and all phases, including discussion of risks, problems encountered, solutions, and proposed solutions.
- The tasks expected to be completed in the next reporting period.
- Ad hoc reporting as required.

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

Report	Report Period	Due Date
1 st Report	June 1, 2024 – September 30, 2024	October 30, 2024
2 nd Report	October 1, 2024 – December 31, 2024	January 30, 2025
3 rd Report	January 1, 2025 – March 31, 2025	April 30, 2025
4 th Report	April 1, 2025 – June 30, 2025	July 30, 2025
5 th Report	July 1, 2025 – September 30, 2025	October 30, 2025
Final Report	October 1, 2025 – December 31, 2025	January 1, 2026

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PART II – RFA INSTRUCTIONS

- A. SUBRECIPIENT HANDBOOK
 - B. APPLICATION FORMS
 - C. BUDGET POLICIES
 - D. ADMINISTRATIVE REQUIREMENTS
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A. SUBRECIPIENT HANDBOOK

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

B. APPLICATION FORMS

Applicants 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 1Subaward Programmatic Narrative ([Cal OES Form 2-108](#)) and the Grant Subaward Budget Narrative ([Cal OES Form 2-107](#)).**

Applicants must complete and submit all required forms. Required forms for this Program are identified on the Checklist in Part III. All forms have written instructions. If a form requires a Grant Subaward number, leave this information blank. General information regarding each form is below.

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.

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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
- 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)

These forms demonstrate 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. 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 2-106b) must:

- Cover the entire Grant Subaward performance period.

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- Include costs related to the objectives and activities of the Grant Subaward.
 - Strict adherence to required and prohibited expenses.
 - Include costs in the correct category (i.e., Personnel Costs, Operating Costs, and Equipment Costs – see below).
- a. Personnel Costs – Salaries/Employee Benefits

1) Salaries

Personnel includes Grant Subaward services performed by Grant Subaward staff **directly employed by the Applicant** (not a contract or Participating Agency) and must be identified by position, cost and time spent on allowable activities for the Grant Subaward (e.g., Clerical Staff @ \$20/hour x 980 hours). Personnel may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must also be allocated as a part of salaries. If the Applicant's personnel have accrued sick leave or vacation time prior to the approval of the Grant Subaward, they may not take time off using Grant Subaward funds.

2) Benefits

Employee benefits must be identified by type and include a calculation. The Applicant may use fixed percentages of salaries to calculate benefits. Allocated 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. Benefits, such as uniforms or California Bar Association dues, are allowable 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

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equivalents (e.g., three half-time clerical personnel should be itemized as 1.5 FTE clerical positions).

Additional information on Personnel Expenses can be found in *SRH Part 3*.

b. 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 (\$4,999 or less)
- Indirect costs (SRH Section 4.045)
- Insurance (e.g., vehicle, fire, bonding, theft, 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
- Vehicle maintenance

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

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c. 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:

- 1) How the line items on the Grant Subaward Budget Pages (Cal OES Form 2-106b) support the objectives and activities.
- 2) How funds are allocated to minimize administrative costs and support direct services.
- 3) How shared costs are allocated.
- 4) How Grant Subaward-funded staff duties and time commitments support the proposed objectives and activities.
- 5) The necessity for subcontracts and unusual costs.
Need for mid-year salary range adjustments.

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

This form 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

A Problem Statement is not required.

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b. Plan

In narrative form, address the following:

- 1) Describe your organization's approach in accomplishing the scope of work described in the Program Components outlined in Part I, G, Section 3.
- 2) Explain any potential barriers in carrying out the proposed work plan and provide recommendations to address them.

8. Grant Subaward Service Area Information (Cal OES Form 2-154)

This form identifies the counties, cities, and congressional districts served by the Grant Subaward.

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 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. ADDITIONAL DOCUMENTS

Applicants may be required to submit additional documents. **Required documents for this Program are identified on the Checklist in Part III.**

General information regarding each document is below:

1. Indirect Cost Rate Agreement

The Indirect Cost Rate Agreement documents the agreed upon indirect cost rate negotiated between the federal government and an organization. Subrecipients with a negotiated indirect cost rate must provide a copy of the agreement with their application if indirect costs are included in the budget.

2. Non-Competitive Procurement Request (Cal OES Form 2-156)

A Non-competitive procurement transaction is a purchase of property/goods or services, where only a single source that can provide the services or goods is afforded the opportunity to offer a

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price for the specified services or goods. See *SRH Section 6.045* for additional information.

This form provides information to support a request for approval of a non-competitive procurement.

D. BUDGET POLICIES

The following sections of the [SRH](#) may be helpful in developing the Grant Subaward Budget Pages (Cal OES 2-106b) and Grant Subaward Budget Narrative (Cal OES 2-107):

- Additional Rental Space (*SRH Section 4.055*)
- Audit Costs (*SRH Section 14.055*)
- Automobiles (*SRH Section 5.020*)
- Contracting and Procurements Requirements (*SRH Part 6*)
- Equipment and Equipment Costs Requirements (*SRH Part 5*)
- Expert Witness Fees (*SRH Section 6.050*)
- Independent Contractor/Consultant (*SRH Section 6.050*)
- Indirect Cost or Facilities and Administration (*SRH Section 4.045*)
- Facility Rental (*SRH Section 4.055*)
- Prohibited Operating Costs (*SRH Section 4.070*)
- Grant Subaward and Other Income (*SRH Section 9.075*)
- Supplanting Prohibited (*SRH Section 1.065*)
- Travel (*SRH Section 4.065*)

E. ADMINISTRATIVE REQUIREMENTS

Subrecipients must administer their Grant Subawards 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 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*)
- Records Requirements (*SRH Part 12*)

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PART III – CHECKLIST

This checklist is provided to ensure that a complete proposal is submitted to Cal OES. This also provides the order documents/forms should be organized.

The following forms/documents are required for all Subrecipients.

- 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 2-106b](#))
- GRANT SUBAWARD BUDGET NARRATIVE ([Cal OES Form 2-107](#))
- GRANT SUBAWARD PROGRAMMATIC NARRATIVE ([Cal OES Form 2-108](#))
 - PLAN
- GRANT SUBAWARD SERVICE AREA INFORMATION ([Cal OES Form 2-154](#))
- [SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT](#)

The following forms/documents may be required depending on the Subrecipient's application and/or Program requirements.

- INDIRECT COST RATE AGREEMENT
- NON-COMPETITIVE PROCUREMENT REQUEST ([Cal OES Form 2-156](#))