



REQUEST FOR APPLICATION

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

FY 2023-24 EARTHQUAKE EARLY WARNING (EQ) PROGRAM

Release Date: April 2, 2024

This Request for Application (RFA) provides detailed information and forms necessary to prepare an application for Cal OES grant funds. The terms and conditions of this RFA are stated in the [Subrecipient Handbook \(SRH\)](#).

PROGRAM SYNOPSIS

Description:

The purpose of the Earthquake Warning California (EQ) Program is to implement an Earthquake Early Warning Education and Outreach Program that will engage underserved communities. Funds will be awarded to four (4) Listos California Grant Program Subrecipients. Subrecipients will have the option to subaward funds to local community-based organizations (CBOs) to implement the Program and/or implement part, or all, of the Program internally.

Eligibility:

The following CBOs are eligible to apply: California State Alliance of YMCAs, Central City Neighborhood Partners, Nuestra Comunidad, and TODEC Legal Center Perris.

Grant Subaward Performance Period:

June 1, 2024 through December 31, 2025

Available Funding:

Individual Applicants may request up to the amounts on the funding chart found in Part I, F. Funding.

Submission Deadline:

April 30, 2024



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PART I – OVERVIEW

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 - B. CONTACT INFORMATION
 - C. SUBMISSION DEADLINE AND REQUIREMENTS
 - D. ELIGIBILITY
 - E. GRANT SUBAWARD PERFORMANCE PERIOD
 - F. FUNDING INFORMATION
 - G. PROGRAMMATIC INFORMATION
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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:

Nicolas.Martin@caloes.ca.gov.

C. SUBMISSION DEADLINE AND REQUIREMENTS

Applications must be emailed to Nicolas.Martin@caloes.ca.gov by **5:00 pm, PST, on Tuesday, April 30, 2024.**

D. ELIGIBILITY

The following CBOs are eligible to apply: California State Alliance of YMCAs, Central City Neighborhood Partners, Nuestra Comunidad, and TODEC Legal Center Perris.

E. GRANT SUBAWARD PERFORMANCE PERIOD

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

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F. FUNDING INFORMATION

There is \$1.14 million available for the Program for the Grant Subaward performance period.

1. Funding Amount

Individual allocations are below.

Subrecipient	Allocation
California State Alliance of YMCAs	\$285,000
Central City Neighborhood Partners	\$285,000
Nuestra Comunidad	\$285,000
TODEC Legal Center Perris	\$285,000

Subrecipients may request an advance of up to twenty-five (25) percent of their awarded funds by completing the Advance of Grant Subaward Funds Request form ([Cal OES Form 2-202](#)). An advance can only be received in the beginning of the Grant Subaward performance period.

Subrecipients must utilize at least ninety-five (95) percent of funds for direct outreach and education efforts. This can be accomplished directly and/or through subgranting funds to CBOs.

Up to five (5) percent of Grant Subaward funds are available to the Subrecipient for Grant Subaward management and administration.

2. Funding Source(s)

The EQ Program is supported through the State General Fund. Cal OES's four (4) character code for this grant fund is CEEW. This code will be in the drop-down on the Grant Subaward Face Sheet (Cal OES Form 2-101).

There is no match required for this Program.

G. PROGRAM INFORMATION

1. Program Description

The purpose of the EQ Program is to implement an Earthquake Early Warning Education and Outreach Program that will engage

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underserved communities. Funds will be awarded to four (4) Listos California Grant Program Subrecipients. Subrecipients will have the option to subaward funds to local CBOs to implement the Program and/or implement part, or all, of the Program internally.

Using a tailored approach, Second-Tier Subawardees (CBOs), must use the power of community outreach to engage with vulnerable and marginalized populations to disseminate information and resources on how to prepare, respond, and recover from earthquakes including, but not limited to, available earthquake warning technology, delivery modalities, and what steps to take once they receive an alert or feel shaking. This work is intended to increase earthquake preparedness, response, and recovery awareness among diverse populations in areas at high risk of earthquakes.

2. Programmatic Components

a. Managing Subgranted Funds to Local CBOs

The Subrecipient may subgrant funds (via Second-Tier Subawards, *SRH Section 7.101*) to one or more local CBOs who represent and connect to the region's most diverse and vulnerable populations, to provide training and outreach to residents in their designated counties.

CBOs identified by the Subrecipient should be informed by the regional picture of vulnerable populations the Subrecipient intends to reach in their county. These local CBOs will engage the greatest possible number of vulnerable populations to reach the collective program statewide objective of prompting four (4) million downloads of the Cal OES-sponsored MyShake mobile application.

b. Training

If subawarding funds, Subrecipients must train the Second-Tier Subawardees (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. Direct Public Engagements

Funds will be reimbursed with the goal of 30,000 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 earthquake preparedness, response, and/or recovery education and resources. Direct public engagements focus on interactions where information can be exchanged, and questions can be asked. Examples of these events include, but are not limited to: neighbor-to-neighbor outreach at homes and workplaces; greeting Californians in line at grocery stores, food banks, bus stops, partnering with consulates; and holding community outreach events.

Engagements that will not count include, but are not limited to: mailings; social media posts; advertising; etc. The goal is to engage directly with the public to provide resources on how to be better prepared for earthquakes, including assisting with downloading the MyShake mobile application.

d. Establishing and Implementing a Peer-to-Peer Approach

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

Subrecipients and/or local CBOs 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; as well as 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 and is signed 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.

e. After-Action Report

Subrecipients must complete an After-Action Report that will identify strengths to be maintained and built upon, as well as, identifying potential areas of improvement. The report must include the number of engagements, a description of the most successful engagements, the number of MyShake application downloads, and recommendations and suggestions for future programs, (i.e., benefits from outreach events and/or special projects, lessons learned, training needs, etc.). The After-Action Report is due to Cal OES no later than April 1, 2026.

f. Presentations

Subrecipients may be required to present a formal PowerPoint summary of after-action results to peers, such as an Early Earthquake Warning Advisory Board Meeting and/or a Cal OES Executive Briefing. Presentations will be scheduled at a later date.

3. Reporting Requirements

Progress and Engagement Reports serve as a record for the implementation of the Grant Subaward. Statistics for Progress and Engagement Reports must be collected on a triannual basis.

Information collected will include, but is not limited to:

- Number of individuals reached through engagements.
- Number of and type of organizations trained.
- Number of outreach trainings/events held.
- Diversity of vulnerable populations reached through engagements.
- Peer-to-peer outreach plans for each vulnerable population to be engaged.

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- Success stories highlighting outcomes and results of the local strategies and connections that illustrate the purposed intent of the Program.
- Final report of summary to cover metrics and total number of engagements.

a. Cal OES Progress and Engagement Reports

There are five (5) Progress and Engagement Reports required for the Program. Data from community engagements and outreach that took place within each reporting period should be recorded immediately following an event and provided in each Progress and Engagement Report. See the chart below for report periods and due dates.

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

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PART II – RFA INSTRUCTIONS

- A. SUBRECIPIENT HANDBOOK
 - B. APPLICATION FORMS
 - C. ADDITIONAL DOCUMENTS
 - D. BUDGET POLICIES
 - E. 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 Subaward Programmatic Narrative.

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 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*.

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. Earthquake Warning California Application Form

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 Subrecipient to implement the proposed plan.

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

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

8. 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.

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

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

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 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*)

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- 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](#))
- EARTHQUAKE WARNING CALIFORNIA APPLICATION FORM ([LINK HERE](#))
- 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](#))