



REQUEST FOR APPLICATION

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

EARTHQUAKE EARLY WARNING (EQ) PROGRAM

Release Date: April 18, 2023

This Request for Application (RFA) provides detailed information and forms necessary to prepare a proposal for Cal OES grant funds. The terms and conditions of this RFA supersede previous RFAs and conflicting provisions 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 to vulnerable populations in the following targeted 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:

April 1, 2023 – December 31, 2024

Available Funding:

There is \$350,000 in State General Funds available for the Program. Individual Applicants may request up to \$175,000.

Submission Deadline:

May 2, 2023



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PART I – OVERVIEW

- A. PUBLIC RECORDS ACT NOTICE
 - B. CONTACT INFORMATION
 - C. SUBMISSION DEADLINE AND REQUIREMENTS
 - D. ELIGIBILITY
 - E. GRANT SUBAWARD PERFORMANCE PERIOD
 - F. FUNDING INFORMATION
 - G. PROGRAMMATIC INFORMATION
-

A. PUBLIC RECORDS ACT NOTICE

Proposals 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 proposal. If you believe that any of the information you are putting on this proposal is exempt from the Public Records Act, please indicate what portions of the proposal 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, Program Specialist
Nicolas.Martin@caloes.ca.gov

Contact your Program Specialist concerning this RFA, the application process, or programmatic issues.

C. SUBMISSION DEADLINE AND REQUIREMENTS

Applications must be emailed to Nicolas.Martin@caloes.ca.gov by **5:00 pm on Tuesday, May 2, 2023.**

D. ELIGIBILITY

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

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Before the Grant Subaward performance period begins, Applicants:

- Must be registered with the California Department of Justice's Registry of Charitable Trusts with a "current," "exempt," or "pending" status (applies to non-governmental organizations only. [Check nonprofit status](#)).

E. GRANT SUBAWARD PERFORMANCE PERIOD

The Grant Subaward performance period is April 1, 2023 – December 31, 2024.

F. FUNDING INFORMATION

There is \$350,000 available for the EQ Program for the Grant Subaward performance period. Individual allocations are as follows:

Subrecipient	County	Allocation
United Way Bay Area	San Francisco & Santa Clara	\$175,000
Inland SoCal United Way	Riverside	\$175,000

1. Funding Amount

Applicants may apply for up to \$175,000, for the 21-month Grant Subaward performance period.

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

Subrecipients may request an advance of up to 25 percent of their awarded funds by completing the Advance of Grant Subaward Funds Request ([Cal OES Form 2-202](#)) and submitting it after a Grant Subaward is approved. Advances can only be received in the beginning of the grant period and before any reimbursement funds have been claimed.

The remaining funds will be reimbursed with the goal of 20,000 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](#)).

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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.

2. Funding Source(s)

The EQ Program is supported through the State General Fund. Cal OES's four-character code for this grant fund is CESF. 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 Education and Outreach Program to vulnerable populations in the following targeted counties: Riverside, San Francisco, and Santa Clara. Funds will be awarded to two Subrecipients. Subrecipients will have the option of subawarding funds to 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.

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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. Programmatic 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 local CBOs funded by the Subrecipient should be engaged and informed in the regional picture of vulnerable populations in their 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.

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- 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.

d. After-Action Report

The Subrecipient 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 January 31, 2025.

e. Presentations

The Subrecipient 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. The presentation will be scheduled no later than November 15, 2024 or the end of the grant, whichever comes later.

3. Reporting Requirements

Progress Reports serve as a record for the implementation of the project. Statistics for Progress Reports must be collected on a triannual 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:

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- 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.
- Final report of summary to cover metrics and total number of engagements.

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

Report	Report Period	Due Date
1 st Report	April 1, 2023 – August 31, 2023	September 30, 2023
2 nd Report	September 1, 2023 – December 31, 2023	January 31, 2024
3 rd Report	January 1, 2024 – April 30, 2024	May 31, 2024
4 th Report	May 1, 2024 – August 31, 2024	September 30, 2024
Final Report	September 1, 2024 – December 31, 2024	January 31, 2025

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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*.

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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. 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 Applicant 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.

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C. 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*)

D. 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 (EQ) PROGRAM APPLICATION FORM
- [SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT](#)
- GRANT SUBAWARD SERVICE AREA INFORMATION ([Cal OES Form 2-154](#))