REQUEST FOR APPLICATION

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

FY2023-24 EARTHQUAKE EARLY WARNING DATACASTING (ED) 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 ED Program is to continue the development of a robust high-speed, high-capacity data delivery system via datacasting, for time-sensitive earthquake early warning in California. The Program has built an established network of existing high-power, over-the-air, data-capable transmitters throughout California. Funds will be used to equip key Emergency Operations Centers (EOCs), including, but not limited to state, county, city, and tribal EOCs, with datacasting receivers to receive alerts from the United States Geological Survey (USGS) and Cal OES over secure network connections. These receivers will provide output, in various forms, including control switch signals, text, audio, and video.

Eligibility:
America's Public Television Stations (APTS) is the only eligible Applicant.

Grant Subaward Performance Period:
June 1, 2024 – December 31, 2025

Available Funding:
Applicant may request up to $500,000.

Submission Deadline:
April 29, 2024

EARTHQUAKE EARLY WARNING DATACASTING (ED) PROGRAM RFA

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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 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:
Dana.Scarlett@caloes.ca.gov

C.   SUBMISSION DEADLINE AND REQUIREMENTS

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

D.   ELIGIBILITY

APTS is the only eligible Applicant.

E.   GRANT SUBAWARD PERFORMANCE PERIOD

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

F.   FUNDING INFORMATION

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

1.   Funding Amount

Individual allocation is as follows:

Subrecipient	Allocation
America's Public Television Stations	$500,000

2.   Funding Source

The ED 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).

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 earthquake early warning system in California. The California Earthquake Early Warning System (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 Earthquake Early Warning 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 ED Program is to continue the development of a robust high-speed, high-capacity data delivery system via datacasting, for time-sensitive earthquake early warning in California. The Program has built an established network of existing high-power, over-the-air, data-capable transmitters throughout California. Funds will be used to equip key EOCs, including but not limited to state, county, city, and tribal EOCs, with datacasting receivers to receive alerts from the USGS and Cal OES over secure network connections. These receivers will provide output, in various forms including control switch signals, text, audio, and video.

If excess program funds remain, funds will be used to additionally equip fire stations in rural, hard to reach areas throughout California, with receivers and applicable equipment to receive alerts and automated actions through the datacasting signal. These fire stations include, but are not limited to volunteer and local fire stations.

3. Programmatic Components

    a. Licensing

    The Subrecipient or their designee (as approved by Cal OES) must hold a USGS ShakeAlert Pilot License Agreement (PLA) or License to Operate (LtO) to develop, test, and implement innovative and creative ways to utilize the 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. Cal OES must be included by the Subrecipient throughout the PLA/LtO process, if applicable. Furthermore, all equipment purchased for the intent of this Program must come from a licensed USGS ShakeAlert PLA or LtO.

4. Subrecipient Responsibilities

    Subrecipient is responsible for:

    1) Engaging identified EOCs and fire stations to negotiate agreements regarding their participation in the project. Negotiations will entail agreeing to equipment installation and broadcast bandwidth usage, up to an intermittent peak data rate of 200Kb/s for the Packet Identifier selected for this project.

    2) Engaging with up to five (5) Cal OES sites, as designated by Cal OES, to purchase, install, and test the capability of datacasting receivers as a pilot.

    3) Procuring receivers and developing capabilities for receivers for use at the EOCs and fire stations, and in consultation with Cal OES, receivers and antennas for testing and demonstration, as well as test and evaluation components as agreed with Cal OES.

    4) Providing technical assistance and guidance to participating EOCs and fire stations and facilitating installation and configuration of receiver equipment.

5) Tracking the delivery, installation, and operational status of receiver equipment at participating EOCs and fire stations.

6) Coordinating with Cal OES to develop press releases and publicity announcements featuring the project as an APTS effort in support of state and federal initiatives.

7) Participating in monthly meetings and conference calls to track progress of pre-identified deliverables and/or resolving issues that may arise during the Grant Subaward performance period.

8) Providing telephone and on-site support to participating EOCs and fire stations and arranging repair or replacement of equipment as needed and as funding permits.

9) Configuring and deploying datacasting receivers and tracking them jointly with Cal OES.

10) Convening expert advisors to provide technical and procedural guidance regarding datacasting operations and effective warning systems practice.

11) Providing on-site technical support for repairs or replacement of the receivers and equipment (throughout the life of their performance).

12) 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. A final report may also be requested by Cal OES to showcase the entire project.

5. Cal OES Responsibilities

Cal OES is responsible for:

1) Providing liaison to the USGS and California's seismologic science community.

2) Providing procedural support and guidance through a qualified individual point of contact.

3) Reviewing and approving proposed equipment selections.

4) Coordinating public information releases regarding the project with CEEW Program partners as appropriate.

5) Convening working groups and expert advisors to provide procedural guidance regarding public education and outreach practice.

6) Tracking datacast receivers jointly with the Subrecipient.

6. 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:

Deliverable	Description of Deliverable	Due Date
Project scope meeting	Subrecipient will confer with Cal OES staff to review project objectives, deliverables, opportunities, and any other matters regarding the completion of the deliverables.	June 1, 2024
Identify the baseline implementation capabilities	In coordination with Cal OES, the Subrecipient will outline the baseline implementation capabilities recommended for an EOC and a fire station.	June 28, 2024
Identify an EOC and fire station to test the receiver and implementation capabilities	In coordination with Cal OES, the Subrecipient will identify an EOC and a fire station to test the baseline implementation capabilities to ensure it is functional. The Subrecipient will test the receivers and associated equipment with on-site support	July 31, 2024

	from EOC and fire station staff and provide Cal OES with the results. If additional software is needed, Cal OES must approve the software and funding associated with it, including budget line item reallocation if required. Grant Subaward funds must not be used to benefit a sub-contractor or private entity. This includes developing software on behalf of an LtO to increase capability.	
Community outreach to EOCs and fire stations	Plan and conduct community outreach to all EOCs and fire stations as designated by, and in conjunction with, Cal OES in the *Datacasting Distribution of Receivers Plan*. This includes presenting on datacasting technology and capabilities, as well as presenting the baseline implementation capabilities with each participant. It is envisioned that these presentations will be virtual or in person group meetings encompassing multiple participating EOCs and fire stations in each meeting.	Start: June 1, 2024 Complete: September 6, 2024
Confirm participating EOCs and volunteer fire stations	In coordination with Cal OES, confirm that the EOCs and fire stations will be participating in the project and will accept the receiver(s).	September 6, 2024
Select and procure receiver equipment	In coordination with Cal OES, the Subrecipient will make final selections and procurement of receiver equipment as	November 10, 2024

	requirements are identified. This includes outlining costs of the receivers, identifying the receiver type, and the number of receivers for each EOC and fire station.	
Track the delivery and installation of receivers	Track the delivery of each receiver and confirm receipt of receiver delivery from each EOC and fire station. Track the status of installation for each receiver in each EOC and fire station in a master database (i.e. spreadsheet, etc.) that Cal OES has access to.	May 31, 2025
Schedule receiver installations and tests	Subrecipient will arrange a schedule of installation dates and technical points of contact at participating stations and provide Cal OES with the schedule.	January 12, 2025 February 16, 2025 (Feedback received from Cal OES) March 15, 2025 (Final)

Install and test equipment and software	Part 1 – Subrecipient will coordinate remotely with EOC and firstation site personnel to support the integration of receivers with site operatins, automation, and infrastructure, and Cal OES staff may participate with Subrecipient staff. Part 2 – Subrecipient may send support personnel to provide expert assistance on receiver and equipment installation. Part 3 – Subrecipient will conduct initial exercise of installed receivers/equipment and network integration tests of system with on-site support from EOC and fire station staff.	May 31, 2025 (estimated milestone. May require extension depending on early experience and the number of sites requiring direct support)
Develop procedural/O&M guidance for the receivers	Subrecipient will create procedural guidance for the receivers with how to operate and maintain the receivers and associated equipment/technology.	December 31, 2025
Broadcast live USGS earthquake early warning alerts	Installed datacasting receivers are ready to receive the USGS ShakeAlert signal and produce alerts and/or automated actions in all participating EOCs and fire stations.	December 31, 2025
Cal OES Executive Briefings	Present a status update, ongoing findings, and lessons learned to Cal OES executive staff.	As determined by Cal OES executive staff (no more than three occasions throughout the performance period)

7.   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 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.

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

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

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PART II – RFA INSTRUCTIONS

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

A.   SUBRECIPIENT HANDBOOK

Applicants are strongly encouraged to review the *SRH*. The *SRH* outlines the terms and conditions that apply to Grant Subawards and provides helpful information for developing an application, 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.

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.

    *   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 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. 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.

    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 3-6.

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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 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)*

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)