



REQUEST FOR APPLICATION

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

TSUNAMI DEBRIS MODELING GRANT (TD) PROGRAM

Release Date: January 22, 2024

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

PROGRAM SYNOPSIS

Description:

The purpose of the Tsunami Debris Modeling Grant (TD) Program is to develop a collection of tsunami debris products based on the outcomes of the National Oceanic and Atmospheric Administration (NOAA), Tsunami Debris Model and Planning Workshop that incorporates tsunami debris models into the National Tsunami Hazard Mitigation Program's (NTHMP), Tsunami Debris Guidance Document and the California Tsunami Debris Plan.

Eligibility:

The University of Southern California, Tsunami Resource Center is the only eligible Applicant.

Grant Subaward Performance Period:

February 1, 2024 – July 31, 2024, with the possibility of an extension.

Available Funding:

The Applicant may request up to the amount on the funding chart found in Part 1, F. Funding.

Submission Deadline:

January 26, 2024



3650 SCHRIEVER AVENUE, MATHER, CA 95655

(916) 845-8107 TELEPHONE

[CalOES Website](#)

TSUNAMI DEBRIS MODELING GRANT (TD) PROGRAM RFA

TABLE OF CONTENTS

PART I – OVERVIEW	1
A. PUBLIC RECORDS ACT NOTICE.....	1
B. CONTACT INFORMATION.....	1
C. SUBMISSION DEADLINE AND REQUIREMENTS.....	1
D. ELIGIBILITY	1
E. GRANT SUBAWARD PERFORMANCE PERIOD	1
F. FUNDING INFORMATION	2
1. Funding Amount	2
2. Funding Source(s)	2
3. Match.....	2
G. PROGRAMMATIC INFORMATION	2
1. Background.....	2
2. Program Description.....	2
3. Programmatic Components.....	3
4. Personnel Costs	3
5. Reporting Requirements.....	3
PART II – RFA INSTRUCTIONS.....	5
A. SUBRECIPIENT HANDBOOK.....	5
B. APPLICATION FORMS	5
1. Grant Subaward Face Sheet (Cal OES Form 2-101).....	5
2. Grant Subaward Contact Information (Cal OES Form 2-102)	5
3. Grant Subaward Signature Authorization (Cal OES Form 2-103)	5
4. Grant Subaward Certification of Assurance of Compliance (Cal OES Form 2-104)	6
5. Grant Subaward Budget Pages (Cal OES Form 2-106b).....	6
6. Grant Subaward Budget Narrative (Cal OES Form 2-107)	8
7. Grant Subaward Programmatic Narrative (Cal OES Form 2-108).....	8
8. Federal Fund Grant Subaward Assurances (Cal OES Forms 2-109i)	8
9. Grant Subaward Service Area Information (Cal OES Form 2-154).....	9
10. Subrecipient Grants Management Assessment	9
C. ADMINISTRATIVE REQUIREMENTS	9
PART III – CHECKLIST	10

TSUNAMI DEBRIS MODELING GRANT (TD) PROGRAM RFA

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 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:

Nicolas.Martin@caloes.ca.gov.

C. SUBMISSION DEADLINE AND REQUIREMENTS

Applications must be emailed to NicolasMartin@caloes.ca.gov by **5:00 pm on Friday, January 26, 2024**.

D. ELIGIBILITY

The University of Southern California, Tsunami Resource Center is the only eligible Applicant.

E. GRANT SUBAWARD PERFORMANCE PERIOD

The Grant Subaward performance period is February 1, 2024 – July 31, 2024, with the possibility of an extension.

TSUNAMI DEBRIS MODELING GRANT (TD) PROGRAM RFA

F. FUNDING INFORMATION

There is \$40,000 available for the TD Program for the Grant Subaward performance period.

1. Funding Amount

Individual allocation is as follows:

Subrecipient	Allocation
University of Southern California, Tsunami Resource Center	\$40,000

2. Funding Source(s)

The TD Program is funded by the NOAA, National Weather Service Tsunami Activities Grant Program. Cal OES's four-character code for this grant is NOAA. This code will be in the drop-down menu on the Grant Subaward Face Sheet (Cal OES Form 2-101).

3. Match

There is no match required for the TD Program.

G. PROGRAMMATIC INFORMATION

1. Background

In Fiscal Year 2008, Congress authorized the NOAA National Weather Service, Tsunami Activities Grant Program (TSA) to support tsunami preparedness, mitigating, mapping, modeling, and warning coordination activities. The Tsunami Activities Grant Program enables Cal OES as the lead for the California Tsunami Program (CTP) to develop and implement planning, response, mitigation, and recovery capability for tsunamis that impact California. In return, the CTP can coordinate and provide best practices with local partners, tribal representatives, other states and territories, and federal partners at NOAA, the United States Geological Survey, and the Federal Emergency Management Agency.

2. Program Description

The purpose of the TD Program is to develop a collection of tsunami debris products based on the outcomes of the NOAA, Tsunami Debris

TSUNAMI DEBRIS MODELING GRANT (TD) PROGRAM RFA

Model and Planning Workshop that incorporates tsunami debris models into NTHMP's, Tsunami Debris Guidance Document and the California Tsunami Debris Plan.

3. Programmatic Components

a. Developing Tsunami Debris Products

The Subrecipient is required to collaborate with Cal OES and the California Tsunami Program to develop tsunami debris products showing the types, amounts, and movement of tsunami debris during various types of tsunami events.

The Subrecipient is required to develop tsunami debris visual and statistical products that can be used by harbors and other coastal officials for response, recovery, and mitigation planning.

b. Debris Modeling Results and Summary Report

The Subrecipient is required to submit a Debris Modeling Results and Summary report to Cal OES that summarizes what tsunami debris products have been developed and how they can support recovery and mitigation.

c. Integration of Tsunami Debris Products

The Subrecipient is required to integrate tsunami debris products into NTHMP's Tsunami Debris Guidance Document and the California Tsunami Debris Plan.

4. Personnel Costs

Funds may be used for 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. Personnel may be salaried or hourly, full-time or part-time positions.

Funds may not be used for sick leave, vacation, holidays, overtime, and shift differentials for Grant Subaward staff.

5. Reporting Requirements

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

TSUNAMI DEBRIS MODELING GRANT (TD) PROGRAM RFA

basis, even when reporting occurs less frequently. Information collected will include, but is not limited to:

- A summary of the work completed during the reporting period;
- Highlighted tasks that are behind schedule and adopted remediation plans;
- The tasks expected to be completed in the next reporting period; and
- Ad hoc reporting as required.

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

Report	Report Period	Due Date
1st Report	February 1, 2024 – February 29, 2024	March 15, 2024
2nd Report	March 1, 2024 – July 31, 2024	August 15, 2024
3rd Report *	August 1, 2024 – February 28, 2025	March 15, 2025
Final Report*	March 1, 2025 – July 31, 2025	August 15, 2025

*** Additional Progress Reports will be required after July 31, 2024, if an extension to the performance period is granted.**

TSUNAMI DEBRIS MODELING GRANT (TD) PROGRAM RFA

PART II – RFA INSTRUCTIONS

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

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. 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.

TSUNAMI DEBRIS MODELING GRANT (TD) PROGRAM RFA

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 2-106a-b) 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 2-106a-b) 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.

TSUNAMI DEBRIS MODELING GRANT (TD) PROGRAM RFA

- 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; or Victim Advocate @ \$1,500/month x 12 months x .50 FTE). Personnel may be salaried or hourly, full-time or part-time positions.

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 not allowed for this Program.

TSUNAMI DEBRIS MODELING GRANT (TD) PROGRAM RFA

c. Equipment Costs

Equipment costs are not allowed for this Program.

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

This form should describe the following:

- How the line items on the Grant Subaward Budget Pages (Cal OES Form 2-106b) support the objectives and activities.
- How funds are allocated to minimize administrative costs and support direct services.
- How Grant Subaward-funded staff duties and time commitments support the proposed objectives and activities.

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 organizations approach in accomplishing the scope of work described in the Program Components outlined in Part I, G, 3, Sections a-c.
- 2) Explain any potential barriers in carrying out the proposed work plan and provide recommendations to address them.

8. Federal Fund Grant Subaward Assurances (Cal OES Forms 2-109i)

These forms list all the assurances and are a binding affirmation that Subrecipients will comply with the assurances to receive a federal fund source.

TSUNAMI DEBRIS MODELING GRANT (TD) PROGRAM RFA

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. Non-Competitive Procurement Request (Cal OES Form 2-156) Out-of-State Travel Request (Cal OES Form 2-158)

10. 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. 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*)
- 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*)

TSUNAMI DEBRIS MODELING GRANT (TD) PROGRAM RFA

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
- TSUNAMI DEBRIS MODELING GRANT PROGRAM FEDERAL FUND GRANT SUBAWARD ASSURANCES ([Cal OES Form 2-109j](#)) – Signed by the Official Designee who signed the Grant Subaward Face Sheet
- GRANT SUBAWARD SERVICE AREA INFORMATION ([Cal OES Form 2-154](#))
- [SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT](#)