

## REQUEST FOR PROPOSAL

---

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

### **LISTOS CALIFORNIA CERT SUPPORT GRANT (LC) PROGRAM**

Release Date: February 7, 2023, Revised March 20, 2023

**Extended Due Date: March 27, 2023**

This Request for Proposal (RFP) provides detailed information and forms necessary to prepare a proposal for Cal OES grant funds. The terms and conditions of this RFP supersede previous RFPs and conflicting provisions stated in the [Subrecipient Handbook \(SRH\)](#).

### **PROGRAM SYNOPSIS**

#### **Description:**

The purpose of the Listos California CERT Support Grant (LC) Program is to provide funding to new and existing CERT programs to support projects that help prepare vulnerable and underserved populations.

#### **Eligibility:**

California Community Emergency Response Team (CERT) programs that are registered through the [Federal Emergency Management Agency \(FEMA\)](#) website as an existing CERT Program, new CERT Programs approved by the California State CERT Administrator, CERT Program Sponsoring Agencies or a fiscal agent representing the CERT Program are the only eligible Applicants.

#### **Grant Subaward Performance Period:**

June 1, 2023 – December 31, 2024

#### **Available Funding:**

There is approximately \$500,000 in State General Funds available for the Program. Applicants may apply for up to \$25,000.

#### **Submission Deadline:**

Monday, March 27, 2023



# LISTOS CALIFORNIA CERT SUPPORT GRANT (LC) PROGRAM

---

## 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.....	3
F. FUNDING INFORMATION .....	3
G. PROGRAMMATIC INFORMATION .....	4
PART II – RFP INSTRUCTIONS .....	8
A. SUBRECIPIENT HANDBOOK .....	8
B. FORMS.....	8
C. SPACE LIMITATIONS .....	8
D. PROPOSAL COMPONENTS .....	8
1. Grant Subaward Face Sheet (Cal OES Form 2-101) .....	9
2. Grant Subaward Contact Information (Cal OES Form 2-102) .....	9
3. Grant Subaward Signature Authorization (Cal OES Form 2-103).....	9
4. Grant Subaward Certification of Assurance of Compliance (Cal OES Forms 2-104) .....	9
5. Grant Subaward Budget Pages (Cal OES Form 2-106b) .....	10
6. Grant Subaward Budget Narrative (Cal OES Form 2-107) .....	13
7. Grant Subaward Programmatic Narrative (Cal OES Form 2-108) .....	13
8. Subrecipient Grants Management Assessment.....	14
9. Grant Subaward Service Area Information (Cal OES Form 2-154) .....	14
10. Organizational Chart .....	14
11. Additional Forms/Documents .....	14
E. BUDGET POLICIES .....	15
F. ADMINISTRATIVE REQUIREMENTS .....	15
PART III – SELECTION AND FINALIZING THE GRANT SUBAWARD .....	17
A. SELECTION OF PROPOSAL FOR FUNDING .....	17
1. Proposal Rating .....	17
2. Funding Decision.....	17
3. Notification Process .....	18
B. FINALIZING THE GRANT SUBAWARD.....	18
1. Grant Subaward Application .....	18
2. Grant Subaward.....	18
3. Standard Grant Subaward Funding Authority .....	19
PART IV – RATING SHEET .....	21
PART V – CHECKLIST .....	23

# LISTOS CALIFORNIA CERT SUPPORT GRANT (LC) PROGRAM

## PART I – OVERVIEW

---

- A. PUBLIC RECORDS ACT NOTICE
  - B. CONTACT INFORMATION
  - C. SUBMISSION DEADLINE AND REQUIREMENTS
  - D. ELIGIBILITY
  - E. GRANT SUBAWARD PERFORMANCE PERIOD
  - F. FUNDS
  - 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 RFP, the proposal process, or programmatic issues must be submitted in writing by email to [ListosGrants@caloes.ca.gov](mailto:ListosGrants@caloes.ca.gov).

Cal OES staff cannot assist the Applicant with the actual preparation of their proposal. Cal OES can only respond to technical questions about the RFP during the period of time between the publication date and completion of the RFP process.

### C. SUBMISSION DEADLINE AND REQUIREMENTS

One proposal must be emailed to [ListosGrants@caloes.ca.gov](mailto:ListosGrants@caloes.ca.gov) by **5:00 pm on Monday, March 27, 2023**. Proposals must be attached as a single document (e.g., PDF) and contain the forms outlined in Part II - RFP Instructions. **Emails should identify the name of the RFP in the Subject line.**

### D. ELIGIBILITY

1. Eligibility to Compete for Funding

For a proposal to be eligible to compete for funding (i.e., read and rated) all the following conditions must be met:

- The Applicant must be registered through the [Federal Emergency Management Agency \(FEMA\)](#) website as an existing CERT Program, a new CERT Program approved by the California State CERT Administrator, a CERT Program Sponsoring Agency or a fiscal agent representing the CERT Program. **For new CERT Programs, an approval letter from the California State CERT Administrator must be included in the grant submission packet.**
- The Applicant must be conducting classroom-based, instructor-led, CERT training based on the 20-hour FEMA curriculum, incorporating all nine modules and all hands-on exercises (e.g., fire suppression, medical triage, cribbing), including a disaster simulation drill, or utilizing the approved CERT Training curriculum. If an applicant is in a county where classroom based training has not resumed, utilizing the hybrid CERT training will suffice. The Hybrid CERT training can be taken for free on the [Cal OES CSTI Learning Management System; Be Ready – Train CSTI](#).
- The proposal must be submitted per the instructions in Part I, Subpart C.
- The Grant Subaward Programmatic Narrative (Cal OES 2-108) and Grant Subaward Budget Narrative (Cal OES 2-107) must be submitted **unaltered** and in accordance with the instruction in Part II – Section B of this RFP (e.g., adhering to page limits). Cal OES cannot accept alternate or modified forms, without undermining its neutral competitive selection process and will not read pages more than the maximum allowed.

**Please Note: proposals that do not meet the above requirements will be disqualified and not read and rated.**

## 2. Eligibility to Receive Funding

**If selected**, the following must be completed within 60 days of receiving the Intent to Fund letter to be eligible to receive funding, 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](#).

Only one proposal per Applicant will be eligible to receive funding. If an Applicant submits more than one proposal, only the highest scoring proposal, meeting the criteria above, will be considered for funding.

E. GRANT SUBAWARD PERFORMANCE PERIOD

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

F. FUNDING INFORMATION

There is \$500,000 of State General Fund available for the LC Program for the Grant Subaward performance period.

1. Funding Amount

Applicants may apply for up to \$25,000 for the 19-month Grant Subaward performance period to enhance existing or establish new California Cert Programs.

2. Allowable use of Funds

Funds may be used to increase the capacity for the CERT Programs to provide CERT training to vulnerable and underserved populations, and to purchase personal protection equipment, background checks, and liability coverage for CERT volunteers.

3. Funds may not be used:

- For out-of-state travel, or
- For the cost of food and/or beverages at Grant Subaward-sponsored conferences, meetings, or office functions.

4. Funding Source

The Program is supported through the State General Fund. Cal OES's four-character code for this grant is LIST. 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. PROGRAMMATIC INFORMATION

### 1. Programmatic Description

The purpose of the Listos California CERT Support Grant Program is to provide funding to new and existing CERT Programs to support projects that help prepare vulnerable and underserved populations including: providing CERT training in languages other than English, providing CERT training to underserved and/or populations that are at high risk for disasters, providing accommodations for training participants that have access or functional needs, such as ESL interpretation, and building capacity to respond to disasters.

### 2. Listos California Grant Program Materials

Listos California branded materials is required and will be provided by a Cal OES Vendor. Further information will be provided once a vendor is selected. If the Subrecipient chooses to produce their own materials with Listos California Grant Program funds, they must receive prior approval from Cal OES, including the Listos California logo, and adhere to the SRH *Part 8*.

### 3. Communication Requirement

The Subrecipient must respond within five business days to all Cal OES required programmatic requests.

### 4. Training

The Subrecipient must incorporate the materials and resources developed for and provided by the Listos California Grant Program in any emergency preparedness, response, recovery, and mitigation training conducted with grant funding.

### 5. Eligible Activities

#### a. Training

Funding may be used:

- To register for CERT-related trainings, i.e.: CERT Basic training, advanced CERT modules, first-aid/CPR, and disaster response training.

- To travel to and from CERT-related trainings, meetings and workshops.
- To attend Listos California training classes monthly throughout the entire Grant Subaward performance period.

b. Equipment

Funds may be used for the procurement of:

- Personal protection equipment as needed for their CERT programs.
- CERT-related training equipment and items that support in-person training sessions, i.e.: laptops, software, projectors, portable screens, and speaker systems.

c. Supplies and Materials

CERT Programs may use grant funding for:

- CERT-related training supplies, printing, training manuals and materials.

d. Liability Coverage and Background Checks

Cert Programs may use grant funding:

- To provide liability coverage for CERT volunteers in their Program. The coverage can supplement the California Disaster Service Worker Volunteer Program.
- To provide background checks for CERT volunteers in their Program.

e. Disaster Deployment

Cert Programs may use funding to:

- Create/develop/maintain a cadre of CERT volunteers for disaster deployment.
- Cover the cost of deploying CERT volunteers for emergency disaster response.

f. Staffing

- CERT Programs may use funding to hire staff that manage all aspects of their CERT Program.

g. Accommodations

- CERT Programs may use funding to provide accommodations for training participants that have access or functional needs, such as ESL interpretation.

6. Reporting Requirements

Progress and engagement reports serve as a record for the implementation of the Grant Subaward. Statistics for Progress Reports must be collected on a bi-annual basis and statistics from Engagement Reports must be collected after each engagement activity, even when reporting occurs less frequently.

Information collected will include, but is not limited to:

- Diversity of vulnerable populations reached.
- Number of individuals reached.
- Number of and type of organizations reached.
- Number of outreach trainings/events held.
- CERT training, preparedness, and disaster response activities.
- How the grant has increased your Program's capacity to provide CERT training.

a. Cal OES Progress Reports

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

Report	Report Period	Due Date
1 <sup>st</sup> Report	June 1, 2023 – November 30, 2023	December 31, 2023
2 <sup>nd</sup> Report	December 1, 2023 – May 31, 2024	June 30, 2024
Final Report	June 1, 2024 – December 31, 2024	January 31, 2025

b. Cal OES Engagement Reports

Engagement reports are based upon direct public engagement activities. Subrecipients will be required to submit data directly into



an online database immediately after an engagement, activity, or training commences; or no later than the end of each month.

To determine what constitutes an engagement, refer to the [Listos California Community Resiliency Campaign, Preliminary Guidance for Defining and Tracking Engagements](#).

# LISTOS CALIFORNIA CERT SUPPORT GRANT (LC) PROGRAM

## PART II – RFP INSTRUCTIONS

---

- A. SUBRECIPIENT HANDBOOK
  - B. FORMS
  - C. SPACE LIMITATIONS
  - D. PROPOSAL COMPONENTS
  - E. BUDGET POLICIES
  - F. 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. 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 (Cal OES Form 2-108) and the Grant Subaward Budget Narrative (Cal OES Form 2-107). No tables, charts, or changes to the margins are allowed.**

- C. SPACE LIMITATIONS

If a space limitation is specified under the Programmatic Narrative section, strict adherence to the space limitation is required. **Information included beyond the space limitation and/or unrequested attachments will not be considered in the rating process.**

- D. PROPOSAL COMPONENTS

Applicants must complete and submit all required forms. All forms have written instructions. General information regarding each form is below. The Checklist in Part V is included to ensure Applicants submit all required components.

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 Forms 2-104)

These forms are 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;
- Federal grant fund requirements;
- Lobbying restrictions;
- Debarment and Suspension requirements; and
- Proof of Authority documentation from the city council/governing board.

Subrecipients may be asked to sign and submit an updated Grant Subaward Certification of Assurances of Compliance (Cal OES Form 2-104) once in Grant Subaward. Every year, Cal OES updates each Grant Subaward Certification of Assurance of Compliance (Cal OES Form 2-104) to ensure that any new conditions placed upon the federal award are passed down to Subrecipients. Subrecipients will be notified if this change is needed.

5. Grant Subaward Budget Pages (Cal OES Form 2-106b)

This form demonstrates 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. **Grant Subaward Budget Pages (Cal OES Form 2-106b) are subject to Cal OES modifications and approval.** 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 expenses.**

The Budget Pages should:

- 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; and
- Include costs in the correct category (i.e., Personnel Costs, Operating Costs, and Equipment Costs – see below).

Include **only** those items covered by Grant Subaward funds, including match funds, when applicable. Applicants may supplement Grant Subaward funds with funds from other sources. However, since approved line items are subject to audit, Applicants should not include matching funds (if applicable) in excess of the required match on the Grant Subaward Budget Pages (Cal OES Form 2-106b).

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. Sick leave, vacation, holidays, overtime, and shift differentials must also be budgeted 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 percentage of salaries. 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 budget items 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 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 with an acquisition cost of \$4,999 or less;
- Indirect costs (*SRH Section 4.045*);
- Insurance (e.g., vehicle, fire, bonding, theft, malpractice, 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; and
- 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) – Maximum Two Pages

The Budget Narrative should describe the following:

- a. How the proposed budget supports the objectives and activities.
  - b. How the grant funds will be allocated, including organization purchasing guidance and requirements and current relationships with vendors/contractors.
  - c. 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 – Maximum Two Pages

In narrative form, address the following:

- 1) Describe your CERT Program's current capacity to deliver CERT training and help prepare your community and any gaps and barriers to doing so.
- 2) Describe your CERT Program's current capacity to deliver CERT training to vulnerable and underserved populations.

b. Plan – Maximum Two Pages

In narrative form, address the following:

- 1) Describe the number and type of engagements your CERT Program intends to accomplish.
- 2) Describe the preparedness and/or disaster response-related activities that your CERT Program will perform during the performance period and how grant funding will be utilized to support these activities.

- 3) Describe how your CERT Program currently supports the vulnerable and underserved populations and how grant funding would enhance this support.

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.

10. Organizational Chart

The Organizational Chart should clearly depict the structure of the Applicant organization and the specific unit within the organization responsible for the implementation of the Grant Subaward. This chart should also depict supporting units within the organization (e.g., the Accounting Unit) and the lines of authority within the organization. Job titles on the Organizational Chart must match those in the Grant Subaward Budget Pages (Cal OES Form 2-106b) and Grant Subaward Budget Narrative (Cal OES Form 2-107).

11. Additional Forms/Documents

The following are required only if applicable:

- Operational Agreement(s)/Operational Agreements Summary Form (Cal OES Form 2-160)

This form lists the OAs a Subrecipient has with participating agencies/organizations. OAs are required per Part I, Subpart G of this RFP.

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

This form is required only if the Applicant proposes a line item on their Grant Subaward Budget Pages (Cal OES Form



2-106b) that meets the criteria for a Non-Competitive Procurement Request per *SRH Section 6.045*.

- Out-of-State Travel Request (Cal OES Form 2-158)

This form is required only if the Applicant proposes a line item for out-of-state travel per *SRH Section 4.065*.

- Lodging Rate Exemption Request (Cal OES Form 2-165)

This form is required only if the Applicant is requesting approval for an exemption to lodging costs per *SRH Section 4.065*.

- Payee Data Record (STD 204)

This form is required only if the Applicant has not previously received a Grant Subaward from Cal OES.

#### E. 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*);
- Match Requirements (*SRH Section 9.060*);
- 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*); and
- Travel (*SRH Section 4.065*).

#### F. 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*); and
- Records Requirements (*SRH Part 12*).

# LISTOS CALIFORNIA CERT SUPPORT GRANT (LC) PROGRAM

## PART III – SELECTION AND FINALIZING THE GRANT SUBAWARD

---

- A. SELECTION OF PROPOSAL FOR FUNDING
  - B. FINALIZING THE GRANT SUBAWARD
- 

### A. SELECTION OF PROPOSAL FOR FUNDING

#### 1. Proposal Rating

Eligible proposals received by the deadline are generally evaluated by a three-member team. The rater scores are averaged and then ranked numerically. Proposals are only evaluated numerically; no notes are taken during the evaluation. The Rating Sheet used for this process is included in Part IV of this RFP and is for informational purposes only.

#### 2. Funding Decision

A proposal must receive a minimum score of 50% of available points on the Rating Sheet to be considered for funding.

Final funding decisions are made by the Director of Cal OES. Funding decisions are based on the following:

- The ranked score of the proposal;
- Consideration of priorities or geographical distribution specific to this RFP; and
- Prior negative administrative and programmatic performance, if applicable.

Subrecipients previously funded by Cal OES will be reviewed for poor past compliance, including fiscal management, progress and annual reports, audit reports, and other relevant documentation or information. This review may result in one or more of the following actions:

- The Subrecipient may not be selected for funding;
- The amount of funding may be reduced; and
- Grant Subaward Conditions may be placed on the Grant Subaward.

### 3. Notification Process

All Applicants will be notified in writing, via electronic communication, of the results of the rating process. The notification will be sent only to the Official Designee (the person authorized to sign the Grant Subaward Face Sheet).

Applicants will receive one of the following:

- Letter of Congratulation to Applicants selected for funding;
- Letter of Denial to Applicants not selected for funding, including the Applicant's scores and information regarding the appeal process; or
- Letter of Ineligibility:
  - to Applicants whose proposals were not read and rated, including information regarding the appeal process; and
  - to Applicants who scored less than the required 50% of points possible, including the Applicant's scores and information regarding the appeal process.

Cal OES can only respond to technical questions about the RFP during the period of time between the RFP release date and completion of the RFP process. Requests for records must be made through a Public Records Act request at [PRA@caloes.ca.gov](mailto:PRA@caloes.ca.gov).

## B. FINALIZING THE GRANT SUBAWARD

### 1. Grant Subaward Application

Once selected for funding, Cal OES may require additional documentation to finalize the Grant Subaward Application package. The Program Specialist identified in your Award Letter can provide technical assistance in completing these components.

### 2. Grant Subaward

A copy of the executed Grant Subaward and pertinent attachments will be sent to the Grant Subaward Director. The Applicant is not authorized to incur costs against the grant until a copy of the fully executed Grant Subaward is received. When the executed Grant

Subaward is received, a Report of Expenditures and Request for Funds (Cal OES Form 2-201) may be submitted for reimbursement.

a. Grant Subaward Conditions

Cal OES may add conditions to the Grant Subaward in order to execute the Grant Subaward. If conditions are added, these will be discussed with the Subrecipient and a copy of the conditions will be sent to the Subrecipient when the conditions are made part of the Grant Subaward.

b. Grant Subaward Amounts

When the amount of funds available is limited, Cal OES may reduce the amount of the Grant Subaward from the amount requested by the Applicant. In addition, Cal OES reserves the right to negotiate budgetary changes with the Applicant prior to executing the Grant Subaward. If either of these actions is required, Cal OES will notify the Applicant prior to executing the Grant Subaward.

3. Standard Grant Subaward Funding Authority

Cal OES does not have the authority to disburse funds until the State Budget is passed, and the Grant Subaward is fully executed. Expenditures incurred prior to authorization are made at the Subrecipient's own risk and may be disallowed. Cal OES employees are not able to authorize an Applicant to incur expenses or financial obligations prior to the execution of a Grant Subaward. However, once the Grant Subaward is finalized the Subrecipient may claim reimbursement for expenses incurred on, or subsequent to, the start of the Grant Subaward performance period.

If, during the term of the Grant Subaward, the state and/or federal funds appropriated for the purposes of the Grant Subaward are reduced or eliminated by the California Legislature or the United States Government, or in the event revenues are not collected at the level appropriated, Cal OES may immediately terminate or reduce the Grant Subaward by written notice to the Subrecipient.

Cal OES Grant Subawards are subject to applicable restrictions, limitations, or conditions enacted by the California Legislature and/or

the United States Government, subsequent to the execution of the Grant Subaward.

**LISTOS CALIFORNIA CERT SUPPORT GRANT (LC) PROGRAM**

**PART IV – RATING SHEET**

---

Control # \_\_\_\_\_  
Rater # \_\_\_\_\_  
Applicant \_\_\_\_\_  
Funds Requested: \_\_\_\_\_

---

<u>CATEGORY</u>	<u>TOTAL POINTS POSSIBLE</u>
1. PROBLEM STATEMENT	<u>48</u>
2. PROGRAM PLAN	<u>72</u>
3. BUDGET PAGES AND NARRATIVE	<u>30</u>
4. COMPREHENSIVE ASSESSMENT	<u>12</u>
<b>TOTAL</b>	<b><u>162</u></b>

Each of the above categories contain questions assigned a point value. The point scale is divided into five columns labeled **I, II, III, IV, and V**. The Applicant's response to each question is evaluated on the following criteria:

- I. ABSENT:** The response does not address the specific question or a response was not provided.
  
- II. UNSATISFACTORY:** The response does not completely address the question. The information presented does not provide a good understanding of Applicant's intent, does not give the detailed information requested by the RFP, and/or does not adequately support the proposal or the intent of the Program.
  
- III. SATISFACTORY:** The response addresses the question and provides a good understanding of the Applicant's intent. The response adequately supports the proposal and the intent of the Program.
  
- IV. ABOVE AVERAGE:** The response is above average and provides a clear and detailed understanding of the Applicant's intent. The response presents a persuasive argument that supports the proposal and the intent of the Program.
  
- V. EXCELLENT:** The response is outstanding, with clear, detailed, and relevant information. The response presents a compelling argument that supports the proposal and the intent of the Program.

<b>PROGRAMMATIC NARRATIVE</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>V</b>
<b>a. Problem Statement</b> (Maximum Two Pages) How well does the proposal:	<b>0</b>	<b>6</b>	<b>12</b>	<b>18</b>	<b>24</b>
1) Describe the number of engagements your organization intends to accomplish.					
2) Describe the CERT Program's current capacity to deliver CERT training and help prepare your community and any gaps and barriers to doing so?					
3) Describe your CERT Program's current capacity to deliver CERT training to vulnerable and underserved populations?					
<b>b. Plan</b> (Maximum Two Pages) How well does the proposal:	<b>0</b>	<b>6</b>	<b>12</b>	<b>18</b>	<b>24</b>
1) Describe the preparedness and/or disaster response-related activities that your CERT Program will perform during the performance period and how grant funding will be utilized to support these activities?					
2) Describe how your CERT Program currently supports the vulnerable and underserved populations and how grant funding would enhance this support?					
<b>BUDGET PAGES &amp; NARRATIVE</b> (Maximum Two Pages) How well does the proposed Budget Pages & Narrative:	<b>0</b>	<b>2</b>	<b>4</b>	<b>7</b>	<b>10</b>
1) Support the objectives and activities?					
2) Describe how the grant funds will be allocated, including organization purchasing guidance and requirements and current relationships with vendors/contractors?					
3) Describe how Grant Subaward-funded staff duties and time commitments support the proposed objectives and activities?					
<b>COMPREHENSIVE ASSESSMENT</b>	<b>0</b>	<b>5</b>	<b>10</b>	<b>15</b>	<b>20</b>
How well does this proposal support the overall intent, goals, and purpose of the Program?					



# LISTOS CALIFORNIA CERT SUPPORT GRANT (LC) PROGRAM

## PART V – CHECKLIST

---

This checklist is provided to ensure that a complete proposal is submitted to Cal OES.

**NOTE:** Leave subaward number section blank on the forms.

- 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
- CERT TRAINING CERTIFICATION
- GRANT SUBAWARD BUDGET PAGES (EXCEL SPREADSHEET FORMAT) ([Cal OES FORM 2-106b](#) Budget Pages with One Funding Source)
- UNALTERED** GRANT SUBAWARD BUDGET NARRATIVE ([Cal OES FORM 2-107](#))
- UNALTERED** GRANT SUBAWARD PROGRAMMATIC NARRATIVE ([Cal OES FORM 2-108](#))
  - PROBLEM STATEMENT
  - PLAN
- [SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT](#)
- GRANT SUBAWARD SERVICE AREA INFORMATION ([Cal OES FORM 2-154](#))
- ORGANIZATIONAL CHART
- ADDITIONAL FORMS, IF APPLICABLE
  - OPERATIONAL AGREEMENTS SUMMARY FORM ([Cal OES FORM 2-160](#))
  - NON-COMPETITIVE PROCUREMENT REQUEST ([Cal OES FORM 2-156](#))
  - OUT-OF-STATE TRAVEL REQUEST ([Cal OES Form 2-158](#))
  - LODGING RATE EXEMPTION REQUEST ([Cal OES FORM 2-165](#))
  - PAYEE DATA RECORD – Please complete if Applicant has not previously received a Grant Subaward from Cal OES ([Std. 204](#))
  - CERT Training Certification Form