

## REQUEST FOR PROPOSAL

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

### **LISTOS CALIFORNIA TARGET GRANT (LG) 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 Target Grant (LG) Program is to support organizations throughout California that serve smaller populations with key social vulnerability factors located in any given area at moderate to high risk from natural hazard. Community-based organizations throughout the state, referred to as CBOs, can work independently or subgrant with local CBOs to provide disaster training and resources to vulnerable and diverse populations. This work is intended to increase their communities' disaster preparedness, response, recovery, and mitigation capabilities.

#### **Eligibility:**

To be eligible, Applicants must be a nonprofit organization with 501c(3) status serving socially vulnerable populations of less than one million people in a given area. Each Applicant must identify its entire organization's service area not restricted by jurisdictional boundaries.

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

June 1, 2023 – December 31, 2024

#### **Available Funding:**

There is approximately \$6 million in State General Funds available for the Program. Applicants may apply for up to \$300,000.

#### **Submission Deadline:**

Monday, March 27, 2023



# LISTOS CALIFORNIA TARGET GRANT (LG) PROGRAM

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# LISTOS CALIFORNIA TARGET GRANT (LG) PROGRAM

## PART I – OVERVIEW

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- 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

For a proposal to be accepted for consideration (i.e., read and rated):

1. To be eligible, Applicant must be a nonprofit organization with 501c(3) status serving socially vulnerable populations of less than one million people in a given area. Each Applicant must identify its entire organization's service area not restricted by jurisdictional boundaries.

**Note:** Applicants cannot receive funding for both the Listos California Statewide Grant Program and the Listos California Target Grant Program. Only the first proposal submitted will be reviewed and scored. Applicants are encouraged to review each Program entirely to determine which one to apply for.

2. The proposal must be submitted per the instructions in C. SUBMISSION DEADLINE AND REQUIREMENTS.
3. 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.
4. Be registered and current in reporting with the Attorney General's Registry of Charitable Trusts.

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

To be eligible to receive funding, if selected:

1. Applicants that are non-governmental organizations must be registered with the California Department of Justice's Registry of Charitable Trusts with a "current," "exempt," or "pending" status. [Check nonprofit status](#) by the beginning of the Grant Subaward performance period.

#### E. GRANT SUBAWARD PERFORMANCE PERIOD

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

#### F. FUNDING INFORMATION

There is \$6 million available for the LG Program for the Grant Subaward performance period.

1. Funding Amount

Applicants may apply for up to \$300,000. Award amounts are based on the number of engagements an Applicant commits to accomplish during the 19-month Grant Subaward performance period. To determine what constitutes an engagement, refer to the [Listos California Community Resiliency Campaign, Preliminary Guidance for Defining and Tracking Engagements.](#)

Award Tiers

- CBOs committed to engage more than 75,000 or more may receive up to \$300,000
- CBOs committed to engage 50,000 – 74,999 may receive up to \$250,000
- CBOs committed to engage 25,000 – 49,999 may receive up to \$150,000

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.

2. Funding Source(s)

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

G. PROGRAMMATIC INFORMATION

1. Programmatic Description

The LG Program is to support organizations throughout California that serve smaller populations with key social vulnerability factors located in any given area at moderate to high risk from natural hazard.

Community-based organizations throughout the state referred to as CBOs, can work independently or subgrant with local CBOs to provide disaster training and resources to vulnerable and diverse populations.

This work is intended to increase their communities' disaster preparedness, response, recovery, and mitigation capabilities. Social vulnerability refers to the potential negative effects on communities caused by external stresses on human health. Such stresses include natural or human-caused disasters, or disease outbreaks. Reducing social vulnerability can decrease both human suffering and economic loss.

Socially vulnerable populations include those who have special needs, such as, but not limited to, immigrants and refugees, farmworkers, people with disabilities, seniors/older adults, individuals and families experiencing homelessness, areas with geographically isolated individuals or families with low broadband subscription, households with limited English proficiency, and people without vehicles.

The Listos California Program is comprised of multiple entities, the LG Program being a critical one. The other entities will all compete for other grant funding. For better understanding of the other roles, they are outlined below.

- a. Listos California Statewide Grant Program RFP** – There is a separate RFP with approximately \$8 million available for CBOs serving communities statewide to support the same general activities of this RFP.
- b. Listos California Tribal Grant Program RFP** – There is a separate RFP with approximately \$1 million available for federally-recognized tribes with administrative offices located in California to support the same general activities of the RFP.
- c. Listos California CERT Support Grant Program RFP** – There is a separate RFP with approximately \$500,000 available for Community Emergency Response Team (CERT) Programs to provide training resources and community engagement to underserved and/or populations that are at high risk for disasters. CBO partners are encouraged to collaborate with CERT Programs who are available to provide emergency preparedness training in various formats and languages.

## 2. Preference Points

Preference points will be given to Applicants that have communities that reside within the perimeter of a city or county that has received a local,

state, or federal disaster declaration within the last 5 years. Applicants must describe how they are eligible under the declaration and what they are doing to improve their planning, preparedness, and recovery to similar possible future disasters. Please see Rating Sheet.

3. Programmatic Components

a. Managing Subgranted Funds to Local CBOs

The Subrecipient may subgrant funds to a local CBO(s) who will provide disaster training and resources to vulnerable and diverse populations and have the ability to serve as a fiscal sponsor for the selected local CBO(s). **Subrecipients cannot subgrant to other CBOs that have been awarded Listos California Grant Program funds.**

The number of local CBOs selected should be informed by the regional picture of vulnerable populations the Applicant intends to reach. These local CBOs will engage the greatest possible number of vulnerable members in the Applicant's service area to reach the statewide objective of connecting more than one million Californians to culturally and linguistically competent support.

b. 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*.

c. Communication Requirement

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

d. 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.

- The Subrecipient must attend monthly Listos California instructional training offered by Cal OES or a Cal OES designated vendor during the first six months of the Grant Subaward performance period.
- The Subrecipient must attend monthly training classes/meetings to receive updates and resources throughout the Grant Subaward performance period.

e. Establish and Implement a Peer-To-Peer Engagement Approach

CBOs who represent and connect to the region's most diverse and vulnerable populations, will create and implement a peer-to-peer approach to engage and educate the community that reflects the needs of the target population.

Each CBO must organize their community to establish a tailored approach, by hosting monthly engagement activities to ensure their community:

- i. Is knowledgeable about what to do during a disaster and consider engaging community partners such as faith-based communities, schools, community centers, etc.
- ii. Has emergency preparedness materials and access to information they need before a disaster hits.
- iii. Is clear on the steps to take to increase their communities' disaster preparedness, response, recovery, and mitigation capabilities and keep themselves, their families, and communities safe.
- iv. Shares final approach and results with the Cal OES Listos California Support Team.

f. Identify Gaps and Propose Solutions

The Subrecipient must identify gaps raised by community input in the peer-to-peer engagement and organizing process, and propose solutions to strengthen local county emergency plans. Share the recommendations on identified gaps and solutions with the Cal OES Listos California Support team.

g. Host a Conversation to Identify Emergency Preparedness Needs of the Community for Integration into Local Emergency Plans



The Subrecipient must host a conversation to identify disaster preparedness, response, recovery, and mitigation needs of the community for integration into local emergency plans as a joint effort with local leaders across sectors and the County Emergency Manager. Share outcomes of the conversation with the Cal OES Listos California Support Team.

h. Capture Stories of Impact

The Subrecipient must capture stories of impact highlighting outcomes and results of the local strategies and connections made as part of this effort that illustrate the purpose and intent of the LG Program and provide the stories to the Cal OES Listos California Support Team. These stories may be submitted in written articles, videos, and photos. Please ensure that formal permission is granted for all stories.

4. 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 quarterly basis and statistics for 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.
- Peer-to-peer outreach plans for each vulnerable population to be engaged.
- Recommendations on gaps and proposed solutions to strengthen local county emergency preparedness plans.
- Outcomes of cross-sector community conversations on the community's identified emergency preparedness needs of this Program.
- Success stories highlighting outcomes and results of the local strategies and connections that illustrate the purpose and intent of this Program.

a. Cal OES Progress Reports

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 <sup>st</sup> Report	June 1, 2023 – September 30, 2023	October 31, 2023
2 <sup>nd</sup> Report	October 1, 2023 – January 31, 2024	February 28, 2024
3 <sup>rd</sup> Report	February 1, 2024 – May 31, 2024	June 30, 2024
4 <sup>th</sup> Report	June 1, 2024 – September 30, 2024	October 31, 2024
Final	October 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.

# LISTOS CALIFORNIA TARGET GRANT (LG) PROGRAM

## PART II – RFP INSTRUCTIONS

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- A. SUBRECIPIENT HANDBOOK
  - B. FORMS
  - C. SPACE LIMITATIONS
  - D. PROPOSAL COMPONENTS
  - E. BUDGET POLICIES
  - F. 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' 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 Assurances (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 Certificate 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:

- 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 EXTENDED - FY22 Listos Target RFP Pages

The Budget Narrative should describe the following:

- a. How the proposed budget supports the objectives and activities.
  - b. How funds are allocated to minimize administrative costs and support direct services.
  - c. How shared costs are allocated.
  - d. How Grant Subaward-funded staff duties and time commitments support the proposed objectives and activities.
  - e. The necessity for subcontracts and unusual costs.
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 the service area to be served along with population demographics, including population size, income levels, ages, languages, access and functional needs, and the number of engagements your organization intends to accomplish. Include the source for your population demographic estimates.
- 2) Describe which of the following vulnerable groups your organization intends to serve (more than one category may be selected):
  - Immigrants and Refugees
  - Farmworkers
  - People with Disabilities
  - Seniors/Older Adults
  - Individuals and Families Experiencing Homelessness



- Areas with Geographically Isolated Individuals or Families/Low Broadband Subscription
- Households with Limited English Proficiency

3) Describe what tools and materials you need to make your efforts successful.

b. Plan – Maximum Four Pages

In narrative form, address the following:

1) Describe how your organization will meet the targeted outreach and engagement goals including the type of community engagements/activities your organization will be conducting; and how your organization plans to deliver culturally appropriate peer-to-peer disaster preparedness, response and recovery outreach/education/training to vulnerable and diverse populations. If subawarding funds is part of your organization's plan include:

- The total number of local CBOs that your organization will subgrant to, including their official business names;
- The accountability measures that your organization will utilize to ensure local CBOs meet their targeted outreach and engagement goals for vulnerable and diverse populations;
- The criteria your organization will use in selecting the local CBOs;
- How your organization will provide technical assistance to the local CBOs on disaster preparedness, response, recovery, and mitigation training, data collection, and grant management; and
- How your organization will fix existing service gaps for diverse and vulnerable populations on disaster preparedness and how this will promote and encourage increased community resilience.

c. Capabilities – Maximum One Page

In narrative form, address the following:

1) Describe your organization's ability, and staff qualifications, to implement the plan to deliver culturally appropriate peer-to-

peer disaster preparedness, response and recovery outreach/education/training to vulnerable and diverse populations.

- 2) Describe your organization's expertise in administering grant programs.
- 3) Describe your organization's expertise as a convener and ability to collaborate across sectors and with diverse groups within the identified service area in a manner that is culturally inclusive, provides language access, and is ADA compliant.
- 4) Describe your organization's experience in managing similar community-wide initiatives.
- 5) Describe your organization's experience in compiling and analyzing data, conducting research, and preparing reports.
- 6) Describe your organization's disaster preparedness, response, recovery, and mitigation experience or willingness to receive such training.

d. Preference Points – Maximum One Page

Preference points will be given to Applicants that have communities that reside within the perimeter of a city or county that has received a local, state, or federal disaster declaration within the last 5 years. Applicants must describe how they are eligible under the declaration and what they are doing to improve their planning, preparedness, and recovery to similar possible future disasters.

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 Agreements Summary Form (Cal OES Form 2-160)

This form lists the OAs a Subrecipient has with participating agencies/organizations.

- 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 TARGET GRANT (LG) PROGRAM

## PART III – SELECTION AND FINALIZING THE GRANT SUBAWARD

---

- A. SELECTION OF PROPOSAL FOR FUNDING
  - B. FINALIZING THE GRANT SUBAWARD
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### 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 TARGET GRANT (LG) PROGRAM

## PART IV – RATING SHEET

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Control # \_\_\_\_\_

Rater # \_\_\_\_\_

Applicant \_\_\_\_\_

Funds Requested: \_\_\_\_\_

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<u>CATEGORY</u>	<u>TOTAL POINTS POSSIBLE</u>
1. PROBLEM STATEMENT	<u>45</u>
2. PLAN	<u>60</u>
3. CAPABILITIES	<u>48</u>
4. PREFERENCE POINTS	<u>15</u>
5. BUDGET PAGES AND NARRATIVE	<u>40</u>
6. COMPREHENSIVE ASSESSMENT	<u>20</u>
<b>TOTAL</b>	<b><u>228</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>3</b>	<b>7</b>	<b>11</b>	<b>15</b>
1) Describe the service area to be served along with population demographics, including population size, income levels, age, languages, and access and functional needs. Did they include the number of engagements their organization intends to accomplish? Did they include the source of their population demographic estimates?					
2) Describe which of the following vulnerable groups they intend to serve? More than one category may be selected: Immigrant and Refugees, Farmworkers, People with Disabilities, Seniors/Older adults, Individuals and Families Experiencing Homelessness, Areas with Geographically Isolated Individuals or Families/Low Broadband Subscription, Households with Limited English Proficiency.					
3) Describe what tools and materials they need to make their efforts successful?					
<b>b. Plan</b> (Maximum Four Pages) How well does the proposal:	<b>0</b>	<b>15</b>	<b>30</b>	<b>45</b>	<b>60</b>
1) Describe how they will meet the targeted outreach and engagement goals including the type of community engagements/activities they will be conducting; and how they plan to deliver culturally appropriate peer-to-peer disaster preparedness, response and recovery outreach/education/training to vulnerable and diverse populations? If subawarding funds is part of their plan, did they include: <ul style="list-style-type: none"> <li>The total number of local CBOs that their organization will subgrant to, including the official businesses names;</li> </ul>					

PROGRAMMATIC NARRATIVE	I	II	III	IV	V
<ul style="list-style-type: none"> <li>• The accountability measures that they will utilize to ensure local CBOs meet their targeted outreach and engagement goals for vulnerable and diverse populations;</li> <li>• The criteria they will use in selecting the local CBOs;</li> <li>• How they will provide technical assistance to the local CBOs on disaster preparedness, response, recovery, and mitigation training, data collection, and grant management; and</li> <li>• How they will fix existing service gaps for diverse and vulnerable populations on disaster preparedness and how this will promote and encourage increased community resilience?</li> </ul>					
<p><b>c. Capabilities</b> (Maximum One Page) How well does the proposal:</p>	<b>0</b>	<b>2</b>	<b>4</b>	<b>6</b>	<b>8</b>
<p>1) Describe their ability, and staff qualifications, to implement the plan to deliver culturally appropriate peer-to-peer disaster preparedness, response, and recovery outreach/education/training to vulnerable and diverse populations?</p>					
<p>2) Describe their expertise in administering grant programs?</p>					
<p>3) Describe their expertise as a convener and ability to collaborate across sectors and with diverse groups within the identified service area in a manner that is culturally inclusive, provides language access, and is ADA compliant?</p>					
<p>4) Describe their experience in managing similar community-wide initiatives?</p>					
<p>5) Describe their experience in compiling and analyzing data, conducting research, and preparing reports?</p>					

<b>PROGRAMMATIC NARRATIVE</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>V</b>
6) Describe their disaster preparedness, response, recovery, and mitigation experience or willingness to receive such training?					
<b>c. Preference Points</b> (Maximum One Page) How well does the proposal:	<b>0</b>	<b>3</b>	<b>7</b>	<b>11</b>	<b>15</b>
Describe how they are eligible under a local, state, or federal disaster declaration within the last 5 years and describe what they are doing to improve their planning preparedness and recovery to similar possible future disasters.					
<b>BUDGET PAGES &amp; NARRATIVE</b> (Maximum Five Pages) How well does the proposed Budget Pages & Narrative:	<b>0</b>	<b>2</b>	<b>4</b>	<b>6</b>	<b>8</b>
1) Support the objectives and activities?					
2) Describe how funds are allocated to minimize administrative costs and support direct services?					
3) Describe how shared costs are allocated?					
4) Describe how grant subaward-funded staff duties and time commitments support the proposed objectives and activities?					
5) Support the necessity for subcontracts and unusual expenditures?					
<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 TARGET (LG) PROGRAM

## PART V – CHECKLIST

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

**NOTE:** Leave the subaward number section on each form blank.

- 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](#) 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
  - CAPABILITIES
  - PREFERENCE POINTS
- [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](#))