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## REQUEST FOR PROPOSAL

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

### **EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG) PROGRAM FOR FEDERALLY-RECOGNIZED TRIBES IN CALIFORNIA**

Release Date: December 21, 2023

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

### **PROGRAM SYNOPSIS**

#### **Program Description:**

The purpose of the *EMPG Program for Federally-Recognized Tribes in California* (FY 2023 Tribal EMPG) is to assist federally-recognized tribes in preparing for all hazards. Funds provided under this Program must be used to support activities that effectively contribute to the tribe's capability to prevent, prepare for, mitigate against, respond to, and recover from emergencies and disasters, whether natural or man-made.

#### **Eligibility:**

Restricted to federally-recognized tribes in California.

#### **Grant Subaward Period of Performance (POP):**

March 1, 2024 – June 30, 2025

#### **Available Funding:**

There is \$196,804 available for the Program.

#### **Submission Deadline:**

The proposal package must be received electronically, no later than 11:59 PM (PST) on Friday, February 2, 2024.



# EMPG PROGRAM FOR FEDERALLY-RECOGNIZED TRIBES IN CALIFORNIA

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# EMPG PROGRAM FOR FEDERALLY-RECOGNIZED TRIBES IN CALIFORNIA

## PART I - OVERVIEW

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- A. PROGRAM OVERVIEW
  - B. PROGRAM OBJECTIVES
  - C. AWARD & ELIGIBILITY INFORMATION
  - D. CONTACT INFORMATION
  - E. PROJECT ACTIVITY GUIDELINES
  - F. SPECIAL CONSIDERATIONS
- 

### A. PROGRAM OVERVIEW

Each year, the U.S. Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA) announces a Notice of Funding Opportunity (NOFO) for the EMPG Program. The intent of the Program is to support state, local, and tribal efforts to protect against, mitigate the effects of, respond to, and recover from natural or human-caused disasters and other catastrophic events. The funds provided by this Program help to prepare the nation for the threats and hazards that pose the greatest risk to lives, property, and the environment in the United States.

The EMPG Program provides funding to implement projects that enhance all-hazards preparedness and serve to build, sustain, and deliver [32 core capabilities](#) across the five [Mission Areas](#) of the [National Preparedness Goal \(NPG\)](#). These Mission Areas, which are essential to the security and resilience of the nation, are Prevention, Protection, Mitigation, Response, and Recovery. The building, sustainment, and delivery of these core capabilities require the combined effort of the whole community, inclusive of children, individuals with disabilities and others with access and functional needs, diverse communities, and people with limited English proficiency.

### B. PROGRAM OBJECTIVES

The purpose of this funding opportunity is to assist federally-recognized tribes in preparing for all hazards. The whole community approach is inclusive of local units of government, tribes, and nonprofit organizations, including partners at the state level. Statewide preparedness activities must address high-priority preparedness gaps across one or more of the 32 core capabilities. Funds provided under this Program must be used to support activities that effectively contribute to the tribe's capability to prevent, prepare for, mitigate against, respond to, and recover from emergencies and disasters, whether natural or man-made.

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### C. AWARD & ELIGIBILITY INFORMATION

|  |   |
|--|---|
| Eligible Applicants (Subrecipients):     | Federally-Recognized Tribes in California |
| Total Amount Available for Solicitation: | \$196,804                                 |
| Period of Performance:                   | March 1, 2024 – June 30, 2025             |
| Cost Share or Match Requirement:         | Cost Share or Match IS REQUIRED           |

### D. CONTACT INFORMATION

Questions concerning this RFP, the proposal process, or programmatic issues must be submitted via e-mail to:

Internal Projects Unit  
[InternalProjects@caloes.ca.gov](mailto:InternalProjects@caloes.ca.gov)

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. Requests for records must be made through a Public Records Act request at [PRA@caloes.ca.gov](mailto:PRA@caloes.ca.gov).

### E. PROJECT ACTIVITY GUIDELINES

Proposals will be considered by Cal OES for eligibility based on the evaluation criteria identified in Part III. All projects must be used to support activities that effectively contribute to the tribe's capability to prevent, prepare for, mitigate against, respond to, and recover from emergencies and disasters, whether natural or man-made and meet the criteria listed in the [FY 2023 EMPG NOFO](#).

In developing projects for the FY 2023 EMPG Program, Applicants should fund projects that address areas for improvement as they relate to emergency management capabilities, and projects that fall into the state, regional, and national priority areas, including:

- Planning
- Operational Coordination
- Community Resilience
- Equity
- Climate Resilience
- Readiness

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DHS/FEMA does not prescribe a minimum funding amount for these priorities. However, Applicants are required to support local, regional, state, and national efforts in achieving the desired outcomes of these priorities.

FEMA has identified the allowable categories of cost under the EMPG Program as Planning, Organization, Equipment, Training, and Exercise. The following is a brief description of examples of costs associated with each of these categories:

### **Planning**

Planning spans all five NPG Mission Areas and provides a methodical way to engage the whole community in the development of a strategic, operational, and/or community-based approach to preparedness.

EMPG Program funds may be used to develop or enhance emergency management planning activities. Allowable planning activities are associated with the development, review, and revision of Emergency Operations Plans, Communication Plans, Administrative Plans, Whole Community Engagement/Planning, Resource Management Planning, Shelter and Evacuation Planning, Recovery Planning, Continuity of Operations Plans, and Threat Hazard Identification and Risk Assessments.

### **Organization**

Organizational activities are generally associated with specific personnel, groups or teams, or an overall organizational structure. EMPG Program funds may be used for all-hazards emergency management operations, staffing, and other day-to-day activities in support of emergency management.

### **Equipment**

Unless otherwise stated, equipment must meet all mandatory regulatory and/or DHS-adopted standards to be eligible for purchase using these funds. Equipment being purchased must be found in the FEMA [Authorized Equipment List](#) (AEL). Additional approvals may be required for specific allowable equipment items. In addition, Applicants must obtain and maintain all necessary certifications and licenses for the requested equipment. All equipment must be received no later than the end of the Grant Subaward POP.

### **Training**

Allowable training-related costs under EMPG include the establishment, support, conduct, and attendance of training. All training courses must receive a Training Feedback number from Cal OES Training & Exercise prior to the start of the course. To request for a Training Feedback number, please download and complete the [Training Feedback Form](#) and forward the completed request to [training@caloes.ca.gov](mailto:training@caloes.ca.gov).

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### Exercise

Exercises conducted with EMPG Program funding should be managed and conducted consistent with the Homeland Security Exercise and Evaluation Program (HSEEP). HSEEP guidance for exercise design, development, conduct, evaluation, and improvement planning can be found at [FEMA HSEEP](#).

Any exercise(s) conducted using EMPG Program funds will be required to submit an After Action Report/Improvement Plan (AAR/IP) no later than 90 days after completion of the exercise to your Program Representative and to FEMA at [hseep@fema.dhs.gov](mailto:hseep@fema.dhs.gov) by June 30, 2025.

All projects must be completed within the established POP. Any costs incurred outside of the POP will be unallowable under the Grant Subaward.

### Unallowable Costs

Grant funds may not be used for:

- Unauthorized exercise-related costs including:
  - Reimbursement for maintenance and/or wear and tear costs of general use vehicles (e.g., construction vehicles) and emergency response apparatus (e.g., fire trucks, ambulances). The only vehicle costs that are reimbursable are fuel/gasoline or mileage.
  - Equipment that is purchased for permanent installation and/or use, beyond the scope of exercise conduct (e.g., electronic messaging signs).
  - Durable and nondurable goods purchased for installation and/or use beyond the scope of exercise conduct.
- Unallowable Equipment: Grant funds must comply with [FEMA Policy 207-22-0002](#) regarding Prohibited and Controlled Equipment and may not be used for the purchase of the following equipment: firearms, ammunition, grenade launchers, bayonets, or weaponized aircraft, vessels, or vehicles of any kind with weapons installed.
- Expenditures for weapons systems and ammunition.
- Costs to support hiring sworn public safety officers whose primary job responsibilities include fulfilling traditional public safety duties such as law enforcement, firefighting, emergency medical services, or other first responder duties.
- Costs that supplant traditional public safety positions and responsibilities.
- Activities and projects unrelated to the completion and implementation of the EMPG Program.

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### F. SPECIAL CONSIDERATIONS

#### **Environmental Planning and Historic Preservation (EHP)**

DHS/FEMA is required to consider the effects of its actions on environmental, historic, or cultural resources to ensure all activities and programs funded by the agency, including grant-funded projects, comply with federal EHP regulations, laws, and Executive Orders, as applicable. As a Recipient of DHS/FEMA funding, these requirements are assumed by Cal OES and Subrecipients of Cal OES. Proposed projects that have the potential to impact the environment, including, but not limited to, the construction of communication towers, modification or renovation of existing buildings, structures and facilities, or new construction, including replacement of facilities, must participate in the DHS/FEMA EHP review process.

The EHP review process involves the submission of a detailed project description along with supporting documentation, so that DHS/FEMA may determine whether the proposed project has the potential to impact environmental resources or historic or cultural properties. In some cases, DHS/FEMA is also required to consult with other regulatory agencies and the public in order to complete the review process. The EHP review process must be completed before funds are released to carry out the proposed project; otherwise, DHS/FEMA and Cal OES may not be able to fund the project due to non-compliance with EHP laws, Executive Orders, regulations and policies.

Examples of activities requiring EHP review include field-based training, full-scale exercises, and select equipment, such as communications towers and physical security enhancement equipment. If the project could result in adverse impacts to those resources, it may be necessary to change the scope of the project to avoid those impacts or to incorporate mitigation measures to minimize the impacts to those resources. The EHP Screening Form and related policies, checklists, and guides may be found [here](#).

#### **Requirements Applicable to Emergency Communications Projects**

EMPG Program funds used to support emergency communications investments are required to comply with the SAFECOM Guidance on Emergency Communications Grants, which can be found at [SAFECOM funding](#).

#### **Specialized Equipment – Small Unmanned Aircraft Systems**

All requests to purchase Small Unmanned Aircraft Systems (SUAS) with FEMA grant funding must comply with [FEMA Policy 207-22-0002](#) and include a description of the policies and procedures in place to safeguard individuals' privacy, civil rights, and civil liberties of the jurisdiction that will purchase, take title to, or otherwise use the SUAS equipment. The AEL listing for

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[03OE-07-SUAS](#) details questions that must be included in an aviation request justification. **All SUAS require FEMA approval prior to making the purchase.** Reference the [FY 2023 EMPG State Supplement](#) for more information.

### **Program Match**

The FY 2023 Tribal EMPG requires a dollar-for-dollar match. This can be cash or third-party in-kind contributions. There are no waivers for this match requirement. Refer to 2 C.F.R. § [200.306](#) for specific details.

### **Reporting Requirements**

#### Quarterly Performance Reports

Subrecipients must submit Performance Reports to Cal OES quarterly until all grant activities are completed and the Grant Subaward is formally closed. The quarterly reports must include progress made on approved activities and any other project-specific information required by Cal OES. Failure to submit a Performance Report could result in Grant Subaward reduction, suspension, or termination. Quarterly reports are cumulative and each report will include information provided in previous reports.

In order to ensure that mandated performance metrics and other data required under the Grant Subaward are reported accurately, all EMPG Program Performance Reports must first be submitted electronically to the Cal OES Tribal EMPG Program Representative for review. Electronic documents should be submitted for Cal OES review no later than seven (7) calendar days from the due date. Submission of the final signed electronic copy is only to occur after the Subrecipient is directed by the Program Representative. Please refer to the FY 2023 EMPG State Supplement for more information about the Quarterly Performance Reports.

#### Biannual Strategy Implementation Report (BSIR)

Subrecipients must also complete the BSIR using the DHS/FEMA [Grants Reporting Tool](#) (GRT). The BSIR is due within 30 days after the end of the reporting period: July 30 for the reporting period of January 1 through June 30 (summer BSIR report); and January 30 for the reporting period of July 1 through December 31 (winter BSIR report). All required attributes of each project must be included. Updated obligations, expenditures, and significant developments must be provided within the BSIR to show progress of implementation for every project, as well as how expenditures support Planning, Organization, Equipment, Training, and Exercise.

### **Integrated Preparedness Plan (IPP)**

Subrecipients are required to develop, and annually update, an IPP through an IPP Workshop that incorporates links to the NPG Core Capabilities. Further guidance can be found in the [HSEEP](#).



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### Training and Exercise Requirements

All EMPG Program-funded personnel, including Management and Administration staff, and any staff being used for match must:

- 1) Complete the National Incident Management System (NIMS) Training and FEMA Professional Development Series or the National Emergency Management Basic Academy listed under the FY 2023 EMPG State Supplement; **and**
- 2) Must participate in no less than two exercises between March 1, 2024, and June 30, 2025. These exercises must align to one of the priority areas via the Performance Reports. The Great Shakeout is ineligible for the purpose of the two exercise requirement.

Additional information on Training and Exercise requirements can be found in the FY 2023 EMPG State Supplement.

### Sustainability

Grant funds are intended to supplement existing fiscal resources and are not guaranteed long-term sustainability solutions. Projects funded under this grant opportunity are expected to be reasonably sustained after the end of the POP without the expectation to receive future grant funds.

### Changes to Scope of Work

Subrecipients are selected through a competitive proposal process. Projects are rated and ranked based on the proposal submitted. **Therefore, any changes to the scope of work are not permitted.** The expectation is for each Applicant to thoroughly plan out the entire process of each proposed project, from project conception to completion. Please ensure the projects being proposed are well planned and detailed. Funds remaining at the end of the POP will be disencumbered and returned to Cal OES.

### Extension Requests

Subrecipients are expected to complete all grant-funded activity by the end of the POP. Any costs incurred outside of the POP will be unallowable under the Grant Subaward. Extensions to the POP identified in the Grant Subaward will be extremely limited and will only be considered through formal, written requests with specific, reasonable, and compelling justifications that warrant an extension.

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## PART II – RFP INSTRUCTIONS

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- A. PROPOSAL DUE DATE AND SUBMISSION INSTRUCTIONS
  - B. PROPOSAL COMPONENT
  - C. RESOURCES (web links)
- 

### A. PROPOSAL DUE DATE AND SUBMISSION INSTRUCTIONS

The proposal must be submitted to Cal OES no later than **11:59 PM (PST) Friday, February 2, 2024**. Only electronic submissions will be accepted. Proposals submitted after this time/date will **not** be considered. Applicants must e-mail their proposals to:

Internal Projects Unit  
[InternalProjects@caloes.ca.gov](mailto:InternalProjects@caloes.ca.gov)

### B. PROPOSAL COMPONENT

Your proposal **MUST** include the following documents in order to be considered for funding:

#### Notice of Interest (NOI)

- Describe the tribe's current emergency management system (EMS), and how FY 2023 EMPG Program funding will help improve it.
- Describe the proposed project(s) and how each proposed project will fill critical emergency management gaps.
- Describe how the tribe will meet the Program's 50% match requirement.
- Describe how each proposed project(s) will be completed within the POP, including a timeline with key milestones.
- Budget Detail

The purpose of the NOI process is to solicit and obtain proposed tribal emergency management projects from interested and eligible Applicants seeking funding from the FY 2023 Tribal EMPG. Eligible NOIs received by the submission deadline will be read, evaluated, and scored by a panel to determine which interested Applicants will be selected to continue in the Grant Subaward application process. The provided NOI template must be used to be considered for funding.

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It is very important to note that Cal OES staff cannot assist in the creation of the document. Cal OES staff may only provide clarification on the questions presented in the NOI. This NOI document must be fully completed at the time of submission. Incomplete NOIs will not be accepted.

Applicants should check the box on the bottom of the first page if they are willing to accept less than the full amount requested based on scoring and fund availability. If the box is not checked, partial funding may not be given in the event that full funding is not available for the project. Applicants who are willing to accept less than the requested amount must also identify the minimum amount in grant funding they would be willing to accept.

**\*Applications are subject to the Public Records Act, Government Code Section 7920.000, et seq. Do not put any personally identifiable information or private information on this application. If you believe that any of the information you are putting on this application is exempt from the Public Records Act, please indicate what portions of the application 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.**

### **Unique Entity Identifier (UEI)**

Applicants will need to provide a UEI. Applicants registered in the federal System for Award Management (SAM) have already been assigned a UEI and it can be found by logging into SAM.gov. Applicants who do not currently have a Data Universal Numbering System (DUNS) number will need to register at SAM.gov to obtain a UEI.

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### C. RESOURCES (web links)

[FY 2023 EMPG Notice of Funding Opportunity \(NOFO\)](#)

[FEMA Preparedness Grants Manual](#)

[FY 2023 EMPG State Supplement to the NOFO](#)

[DHS/FEMA Information Bulletins](#)

[National Incident Management System \(NIMS\) Guide](#)

[Mission Areas and Core Capabilities](#)

[FEMA Authorized Equipment List](#)

[SAFECOM Funding](#)

[SAM Registration](#)

# EMPG PROGRAM FOR FEDERALLY-RECOGNIZED TRIBES IN CALIFORNIA

## PART III – PROPOSAL EVALUATION

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- A. EVALUATION CRITERIA
  - B. EVALUATION CRITERIA DEFINED
  - C. FUNDING RECOMMENDATION
  - D. NOTIFICATION PROCESS
  - E. APPEAL OF DECISION
  - F. POST AWARD REQUIREMENTS
  - G. ALLOCATION CONTINGENT ON RECEIPT OF FEDERAL AWARD
- 

### A. EVALUATION CRITERIA

Funding will be awarded to the highest-ranked proposals. Evaluation of the proposals is based on five scored criteria, totaling 35 points.

**Projects that are not in support of Emergency Management or cannot be completed within the POP will be disqualified.**

| Evaluation Criteria  | Maximum Value    |
|--|------------------|
| I. Describe the tribe's current emergency management system (EMS) and how FY 2023 EMPG funding will help improve it.<br><b>A:</b> Description of current EMS..... (5 points)<br><b>B:</b> Ability to improve current EMS..... (5 points) | <b>10 Points</b> |
| II. Describe the proposed project(s) and how each proposed project will fill critical emergency management gaps.<br><b>A:</b> Project Description..... (5 points)<br><b>B:</b> Ability to fill emergency management gaps..... (5 points) | <b>10 Points</b> |
| III. Describe how the tribe will meet the Program's 50% match requirement.   | <b>5 Points</b>  |
| IV. Describe how each proposed project(s) will be completed within the POP, including a timeline with key milestones.  | <b>5 Points</b>  |
| V. Budget Detail   | <b>5 Points</b>  |

Five bonus points will be awarded to federally-recognized tribes that have not received prior EMPG funding in the past.

Points may be deducted during the rating process based on negative past performance under a prior EMPG award (i.e. funds disencumbered, failure to submit required documents and reports).

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Cal OES will review and approve projects which meet the criteria based on program guidance and the scoring system established for this Program. All projects must be completed within the Subrecipient POP. All applicable EMPG guidelines and policies remain in effect for the grant.

### **B. EVALUATION CRITERIA DEFINED**

#### **Describe the tribe's current emergency management system, and how FY 2023 EMPG funding will help improve it.**

Provide the tribe's emergency management plans and/or protocols currently in place to assist with the preparedness of all hazards. The Applicant should also thoroughly describe how FY 2023 EMPG Program funding will enhance this EMS.

#### **Describe the proposed project(s) and how each proposed project will fill critical emergency management gaps.**

Applicants should thoroughly describe the project(s) being proposed, outlining the various elements or stages involved to implement and complete the project, including the end-goal of the project. Applicants should also describe how each proposed project will fill critical emergency management gaps.

#### **Describe how the tribe will meet the Program's 50% match requirement.**

Provide a breakdown of each match activity that will be used to meet the match requirement by description and amount. All match activities must be EMPG allowable and completed within the POP.

#### **Describe how each proposed project(s) will be completed within the POP. Please provide a timeline with key milestones.**

Proposed projects must be completed within the POP. If equipment is being procured, all items must be received no later than the end of the POP. A timeline with milestones should provide a clear outline of activities that lead up to the completion of the project.

Projects that have a potential to impact environmental, historic, or cultural resources must participate in the EHP review process, including projects involving ground disturbance, equipment installation, sonar, and communications towers. The EHP review process may take as little as one month to as much as one year to complete, depending on the location and complexity of the project, and should be incorporated into the timeline, where applicable.

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Projects should also consider other processes that could directly affect the timeline of the project, including the ability to obtain all necessary approvals related to the project, procurement process, and availability of resources.

### **Budget Detail**

Provide a breakdown of all allowable costs, to include an itemized list of activities. Where applicable, provide a list of equipment to be purchased, including quantities, costs, AEL numbers, and AEL titles. Providing an analysis of alternatives for achieving the same results and concluding that the proposed alternative is more cost effective, or if it is the only solution, is encouraged.

The budget must provide line-item detail of cost and be equal to the total amount of funding being requested.

### **Funding History**

If the tribe has received EMPG funding in the past, provide the funding year and total funding received. Five bonus points will be awarded to federally-recognized tribes that have never received prior EMPG funding.

## **C. FUNDING RECOMMENDATION**

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

- The ranked score of the application
- Consideration of funding priorities
- Prior negative administrative and programmatic performance, if applicable

Projects previously funded by Cal OES will be reviewed for 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 project may not be selected for funding
- The amount of funding may be reduced
- Grant Subaward Special Conditions may be included in the Grant Subaward

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### **D. NOTIFICATION PROCESS**

Applicants will be notified of the results of the rating process in writing. Applicants not selected for funding will receive a notification letter containing their average score and information on the appeal process.

### **E. APPEAL OF DECISION**

Applicants are entitled to appeal the denial of funding pursuant to the Cal OES Appeal Guidelines for Competitive Funding Decisions. A copy of these guidelines will be included with the denial of funding letter.

### **F. POST AWARD REQUIREMENTS**

Applicants identified for funding must submit all documentation identified on the checklist in the [FY 2023 EMPG State Supplement](#). All signed forms must be submitted via e-mail for review and approval.

### **G. ALLOCATION CONTINGENT ON RECEIPT OF FEDERAL AWARD**

Cal OES does not have the authority to disburse federal funds until the federal Grant Award is received. 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 POP.

If, during the term of the Grant Subaward, federal funds appropriated for the purposes of the Grant Subaward are reduced or eliminated by the United States Government, or any other action that impacts federal funds received by Cal OES, Cal OES may immediately terminate or reduce the Grant Subaward by written notice to the Subrecipient. However, no such termination or reduction shall apply to allowable costs already incurred by the Subrecipient to the extent federal funds are available for payment of such costs.

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.