



REQUEST FOR PROPOSAL

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

PHILANTHROPY GRANT WRITING TECHNICAL ASSISTANCE (LW) PROGRAM

Release Date: February 22, 2023

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

PROGRAM SYNOPSIS

Description:

The purpose of the Philanthropy Grant Writing Technical Assistance (LW) Program is to provide grant writing technical assistance to organizations seeking to apply for Listos California Grant Program funds, as well as general assistance on applying for other government grants. This program will also coordinate and amplify Listos California Subrecipients for additional philanthropic support and community funds designed to support disaster impacted communities.

Eligibility:

To be eligible, Applicants must be a nonprofit organization with 501(c)(3) status and meet all the requirements in Eligibility on page 2.

Grant Subaward Performance Period:

June 1, 2023 through December 31, 2024

Available Funding:

There is approximately \$2,000,000 in State General Funds available for the Program.

Submission Deadline:

March 13, 2023



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PART I – OVERVIEW

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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:

ListosCampaign@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

Proposals must be emailed to ListosCampaign@caloes.ca.gov and received by **5:00 pm on Monday, March 13, 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.**

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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:

- Applicants must be a nonprofit organization with 501(c)(3) status.
- The proposal must be submitted per the instructions in Part I, Subpart C.

Please Note: proposals that do not meet the above requirements will be disqualified (i.e., ineligible) and not read and rated.

2. Eligibility for Funding Consideration

For a proposal to be considered it must receive a minimum score of 50% of available points on the Rating Sheet (Part IV).

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.

3. Eligibility to Receive Funding

If selected, all of 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](#).

E. GRANT SUBAWARD PERFORMANCE PERIOD

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

F. FUNDING INFORMATION

There is \$2,000,000, for the 19-month Grant Subaward performance period.

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1. Funding Amount

Applicants may apply for up to \$2,000,000, for the 19-month Grant Subaward performance period.

2. Funding Source

The LW 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 this Program.

G. PROGRAMMATIC INFORMATION

1. Program Description

The purpose of the Philanthropy Grant Writing Technical Assistance (LW) Program is to provide grant writing technical assistance to organizations seeking to apply for the Listos California Grant Program, as well as general assistance on applying for other government grants. This Program will also coordinate and amplify Listos California Grant Program Subrecipients for additional philanthropic support and community funds designed to support disaster impacted communities.

The Subrecipient will serve as a project manager and administrative partner to provide technical assistance to organizations seeking to apply for Listos California Grant Program funds, including multi-lingual and multi-cultural workshops around the State, webinars, educational toolkits, and one-one-one support to potential Subrecipients of the Listos California Grant Program.

The LW Program Subrecipients include the following:

- Community-Based Organizations: these are organizations who serve targeted populations with key social vulnerability factors located in areas at moderate to high risk from natural hazard.
- Tribal Governments: these entities increase their communities' disaster preparedness, response, recovery, and mitigation capabilities.
- Critical Emergency Response Teams (CERT): these teams provide CERT training to vulnerable and underserved populations, and

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provide personal protection equipment, background checks, and liability coverage for CERT volunteers.

2. Programmatic Components

The LW Program goals, include, but are not limited to:

- Ensure successful grant writing strategies, educational resources, and materials support, engage and educate local, diverse and vulnerable communities, including tribal governments.
- Multi-lingual and multi-cultural workshops, webinars, educational toolkits, and one-on-one support to potential grant Subrecipients within California.
- Oversee the use of Grant Subaward funds and collaborate with potential grant Subrecipients and experts engaged to deliver on the various needs of this project.
- Host a website and organize funds created for disaster preparedness, mitigation, response, and recovery focusing on equity and communities including, but not limited to, Listos California Grant Program Subrecipients and disaster impacted communities.
- Provide the critical resources and materials to support, leverage, and ensure the success of all potential grant Subrecipients.

a. Managing Subgranted Funds

The Subrecipient may subgrant funds to a local CBO(s) who will provide grant writing training and resources to vulnerable and diverse populations and have the ability to serve as a fiscal sponsor for the selected local CBO(s).

The number of local CBOs selected should be informed by the regional picture of vulnerable populations the Subrecipient intends to reach. These local CBOs will engage the greatest possible number of vulnerable members in the Subrecipients service area to reach the statewide objective of providing grant writing technical assistance and resources to local organizations and tribal governments seeking to apply for Listos California Grant Program funds and other governmental grants.

b. Technical Assistance Efforts

The Subrecipient will provide technical assistance in the form of webinars and in-person training on grant writing techniques.

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c. Outreach and Education Efforts

The LW Program will provide grant writing tools and resources, and broaden grant writing outreach and education efforts to help vulnerable communities prepare grant proposals.

Serving in a lead role, the Subrecipient must have the capacity, infrastructure, and expertise to manage the development and implementation of this Program with assistance in the form of strategic counsel and guidance from Cal OES to ensure all projects meet the guidelines and intent of the Program.

The Subrecipient will create, disseminate, and provide materials and services in support of potential grant Subrecipients seeking to apply for grants.

d. Project Tasks and Requirements

The Subrecipient will develop a scalable strategic outreach and education plan and timeline (Education Plan) that drives a local, regional, and statewide coordinated outreach effort.

The Education Plan will outline how the Subrecipient will effectively reach marginalized communities in California with the grant writing technical assistance training.

The Subrecipient is encouraged to think creatively and utilize technology, such as mobile devices and social media, to recommend innovative ways to communicate to vulnerable communities effectively and quickly.

The Subrecipient shall collaborate efforts with Cal OES to ensure the following:

- a. Identify key locations for in-person training.
- b. Identify language to be used for culturally competent deliveries of training.
- c. Messaging and tactics outlined in the strategy are current, responsive and effective.
- d. Curate content to ensure messaging and tactics appropriately and effectively target local and statewide vulnerable populations.

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- e. Identify and use Key Performance Indicators and other outreach tracking methods as necessary to ensure messaging is effectively reaching intended audiences and adjust as necessary.
- f. Regional efforts are being complemented.
- g. Efforts and resources are not duplicated.

The Subrecipient will seek additional insight and feedback from local vulnerable communities on the needs, barriers and solutions to increase the communities' access and understanding of preparedness, response, and recovery resources including, but not limited to:

- Best outreach practices
- Existing barriers to accessing resources
- Ethnographic insight
- Specific community needs
- Other information as needed

Subrecipient will deliver written Education Plan to Cal OES for review and approval within 30 days of Program execution.

- e. Recommend Tools and Activities

The Subrecipient will also maintain an online platform listing current Listos California Grant Program Subrecipients for potential philanthropic funding. This platform will host vetted community funds directly responding to disasters in California.

- Digital platforms and online toolkits (e.g., website, newsletter, etc.) that will be used as the hub of this effort with all newly developed, and potentially preexisting, preparedness resources, materials, and campaign success stories that can be used by other campaign entities during this effort and in the years to follow.
- This platform should help reach and educate the very audience this Program is intending to reach, California's diverse and vulnerable populations.
- This online platform should also serve as a registry to showcase current Listos California Grant Program Subrecipients and the work they are doing in their

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communities as well as a hub for community funds actively serving disaster impacted areas.

3. Reporting Requirements

Progress Reports serve as a record for the implementation of the Grant Subaward. Statistics for Progress Reports must be collected on a quarterly basis, even when reporting occurs less frequently.

Information collected will include, but is not limited to:

- Updated Education Plan.
 - Budget expense.
 - Achieved results and completed deliverables.
 - Recommendations on gaps and proposed solutions to increase the amount of successful grant applications.
 - Data collection/tracking methodology and track engagement results and provide a digital report to Cal OES on comprehensive outreach and campaign results per reporting period.
- a. 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 st Report	June 1, 2023 – September 30, 2023	October 31, 2023
2 nd Report	October 1, 2023 – January 31, 2024	February 28, 2024
3 rd Report	February 1, 2024 – May 31, 2024	June 30, 2024
4 th Report	June 1, 2024 – September 30, 2024	October 31, 2024
Final	October 1, 2024 – December 31, 2024	January 31, 2025

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PART II – RFP INSTRUCTIONS

- A. SUBRECIPIENT HANDBOOK
 - B. PROPOSAL FORMS
 - C. ADDITIONAL DOCUMENTS
 - D. BUDGET POLICIES
 - E. 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. PROPOSAL 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](#)).

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.

Applicants must complete and submit all required forms. Required forms for this Program are identified on the Checklist in Part V. All forms have written instructions. If a form requires a Grant Subaward number, leave this information blank. General information regarding each form is below.

1. Grant Subaward Face Sheet (Cal OES Form 2-101)

This form is the title page of the Grant Subaward that is signed by the Official Designee (*SRH Section 3.030*) and the Cal OES Director (or designee).

2. Grant Subaward Contact Information (Cal OES Form 2-102)

This form provides Cal OES with contact information for all relevant Subrecipient personnel. Information for each individual should be direct contact information.

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3. Grant Subaward Signature Authorization (Cal OES Form 2-103)

This form provides Cal OES with signatures of authorized signers and who they authorize to sign on their behalf for all Grant Subaward-related matters.

4. Grant Subaward Certification of Assurance of Compliance (Cal OES Form 2-104)

This form is a binding affirmation that the Subrecipient will comply with the following regulations and restrictions:

- State and federal civil rights laws
- Drug Free Workplace
- California Environmental Quality Act
- Lobbying restrictions
- Debarment and Suspension requirements
- Proof of Authority documentation from the city council/governing board

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

These forms demonstrate how the Applicant will implement the proposed plan with the funds available through this Program. This is the basis for management, fiscal review, and audit. Grant Subaward Budget Pages (Cal OES Form 2-106a-b) 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 costs.

The Grant Subaward Budget Pages (Cal OES Form 2-106b) must:

- Cover the entire Grant Subaward performance period.

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- Include costs related to the objectives and activities of the Grant Subaward.
- Strict adherence to required and prohibited expenses.
- Include costs in the correct category (i.e., Personnel Costs, Operating Costs, and Equipment Costs – see below).

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 allocated as a part of salaries. If the Applicant's personnel have accrued sick leave or vacation time prior to the approval of the Grant Subaward, they may not take time off using Grant Subaward funds.

2) Benefits

Employee benefits must be identified by type and include a calculation. The Applicant may use fixed percentages of salaries to calculate benefits. Allocated benefits cannot exceed those already established by the Applicant.

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable. Benefits, such

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as uniforms or California Bar Association dues, are allowable if negotiated as a part of an employee benefit package.

A line item is required for each different position/classification, but not for each individual employee. If several people will be employed full-time or part-time in the same position/classification, provide the number of full-time equivalents (e.g., three half-time clerical personnel should be itemized as 1.5 FTE clerical positions).

Additional information on Personnel Expenses can be found in *SRH Part 3*.

b. Operating Costs

Operating costs are defined as necessary expenditures other than personnel salaries, benefits, and equipment. The costs must be Grant Subaward-related (i.e., to further the Program objectives as defined in the Grant Subaward) and be encumbered during the Grant Subaward performance period.

Examples of common operating costs include, but are not limited to:

- Audit costs (SRH Section 14.035)
- Computers with an acquisition cost of \$4,999 or less
- Computer equipment rentals
- Consultant services (SRH Section 6.050)
- Equipment service and maintenance agreements
- Financial Assistance for clients (SRH Section 4.040)
- Furniture and office equipment (\$4,999 or less)
- Indirect costs (SRH Section 4.045)
- Insurance (e.g., vehicle, fire, bonding, theft, and liability)
- Internet access
- Office supplies
- Office rental space (SRH Section 4.055)
- Postage
- Printing
- Second-Tier Subawards (SRH Section 7.010)
- Software
- Training materials
- Travel and per diem (SRH Section 4.065)

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- Utilities
- Vehicle maintenance

Additional information on Operating Expenses can be found in *SRH Part 4*.

c. Equipment Costs

Equipment is defined as nonexpendable tangible personal property having a useful life of more than one year and a cost of \$5,000 or more per unit (excluding tax).

A line item is required for different types of equipment, but not for each specific piece of equipment (e.g., three copy machines must be one line item, not three).

Additional information on Equipment Costs can be found in *SRH Part 5*.

6. Grant Subaward Budget Narrative (Cal OES Form 2-107) – Maximum Two Pages

This form should describe the following:

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

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a. Plan – Maximum Two Pages

In narrative form, address the following:

1. Describe your organizations approach in accomplishing the scope of work described in the Program Components outlined in Part I, G, Section 2, including how your organization plans to deliver culturally appropriate grant writing outreach/education/training to vulnerable and diverse populations. If subawarding funds is part of your organizations' 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 grant writing technical assistance and resource goals;
 - The criteria your organization will use in selecting the local CBOs; and
 - How your organization will provide technical assistance to the local CBOs on grant management.
2. Provide a timeline and a schedule of deliverables/milestones based on the sequence of activities required.
3. Explain the potential barriers in carrying out the proposed work plan and provide recommendations to address them.

b. Qualifications – Maximum Two Pages

Clearly describe staff qualifications and expertise in this type of project. Include previous experience with community groups; state, local and federal governments, as well as work in the disaster field and other knowledge and experience specifically related to the core competencies needed to complete this project.

In narrative form, address the following:

1. Describe your organization's professional qualifications and experience on similar projects and provide examples of projects.

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c. Project Management and Staff – Maximum Two Pages

In narrative form, address the following:

1. Describe your availability, flexibility, and willingness to meet regularly with Cal OES on the Grant Subaward and your agency's capacity to provide updates when requested by Cal OES project leads.
2. Describe your ability to adhere to project schedules and complete work timely.
3. Propose how your agency will work together with Cal OES project leads to achieve the goals and objectives of this Program.
4. Provide a listing of team members who will perform a major role in this project and include their background information, resumes, and the percentage of time they will be allocated to this grant.

8. Grant Subaward Service Area Information (Cal OES Form 2-154)

This form identifies the counties, cities, and congressional districts served by the Grant Subaward.

9. Subrecipient Grants Management Assessment

Per title 2 CFR § 200.331, Cal OES is required to evaluate the risk of noncompliance with federal statutes, regulations, and terms and conditions posed by each Subrecipient of pass-through funding. The assessment is made in order to determine and provide an appropriate level of technical assistance, training, and oversight to Subrecipients.

10. Payee Data Record (STD 204)

This form provides information for income tax reporting and to ensure tax compliance with federal and state laws. This form is required only if the Applicant has not previously received a Grant Subaward from Cal OES.

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C. ADDITIONAL DOCUMENTS

Applicants may be required to submit additional documents. Required documents for this Program are identified on the Checklist in Part IV. General information regarding each document is below:

1. Indirect Cost Rate Agreement

The Indirect Cost Rate Agreement documents the agreed upon indirect cost rate negotiated between the federal government and an organization. Subrecipients with a negotiated indirect cost rate must provide a copy of the agreement with their proposal if indirect costs are included in the budget.

D. BUDGET POLICIES

The following sections of the [SRH](#) may be helpful in developing the Grant Subaward Budget Pages (Cal OES 2-106a) 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*)
- Independent Contractor/Consultant (*SRH Section 6.050*)
- Indirect Cost or Facilities and Administration (*SRH Section 4.045*)
- Facility Rental (*SRH Section 4.055*)
- Prohibited Operating Costs (*SRH Section 4.070*)
- Grant Subaward and Other Income (*SRH Section 9.075*)
- Supplanting Prohibited (*SRH Section 1.065*)
- Travel (*SRH Section 4.065*)

E. ADMINISTRATIVE REQUIREMENTS

Subrecipients must administer their Grant Subawards in accordance with all [SRH](#) requirements. Failure to comply with these requirements can result in the withholding or termination of the Grant Subaward. The following section may be helpful for developing a proposal and for planning purposes:

- Audit Requirements (*SRH Part 14*)
- Communication and Internet Access (*SRH Section 1.070*)

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- Intellectual Property, Copyright, and Patent Requirements (*SRH Part 8*)
- Fidelity Bond/Certificate of Insurance (*SRH Section 2.015*)
- Monitoring (*SRH Part 13*)
- Report of Expenditures and Request for Funds (*SRH Section 9.025*)
- Records Requirements (*SRH Part 12*)

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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.
- 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.
- Grant Subaward Conditions may be placed on the Grant Subaward.

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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 Intent to Fund if selected for funding.
- Letter of Denial if not selected for funding, including the Applicant's scores and information regarding the appeal process.
- Letter of Ineligibility:
 - If the proposal did not meet Eligibility to Compete for Funding (Part 1, D.), including information regarding the appeal process; or
 - If the proposal 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.

B. FINALIZING THE GRANT SUBAWARD

1. Grant Subaward Application

Once selected for funding, Cal OES may require revisions and/or additional documentation to finalize the Grant Subaward Application package. The Program Specialist identified in the Applicant's Intent to Fund 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 Subaward until a copy of

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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 performance period, 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

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

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PART IV – RATING SHEET

Control # _____

Rater # _____

Applicant _____

Funds Requested: _____

<u>CATEGORY</u>	<u>TOTAL POINTS POSSIBLE</u>
A. PLAN	<u>60</u>
B. QUALIFICATIONS	<u>20</u>
C. PROJECT MANAGEMENT AND STAFF	<u>32</u>
D. BUDGET PAGES AND NARRATIVE	<u>24</u>
E. COMPREHENSIVE ASSESSMENT	<u>20</u>
TOTAL	<u>156</u>

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:

- A. **ABSENT:** The response does not address the specific question, or a response was not provided.
- B. **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.
- C. **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.
- D. **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.
- E. **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.

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PROGRAMMATIC NARRATIVE	I	II	III	IV	V
a. PLAN (Maximum Two Pages) How well does the proposal:	0	5	10	15	20
1) Describe the organization's approach in accomplishing the scope of work described in the Program Components outlined in Part I, G, Section 2, including how the organization plans to deliver culturally appropriate grant writing outreach/education/training to vulnerable and diverse populations? If subawarding funds is part of their organization's plan did they include: <ul style="list-style-type: none"> • The total number of local CBOs that their organization will subgrant to, including the official business names; • The accountability measures that they will utilize to ensure local CBOs meet their grant writing and technical assistance and resource goals; • The criteria they will use in selecting the local CBOs; and • How they will provide technical assistance to the local CBOs on grant management. 					
2) Provide a timeline and a schedule of deliverables/milestones based on the sequence of activities required?					
3) Explain the potential barriers in carrying out the proposed work plan and provide recommendations to address them?					
b. QUALIFICATIONS (Maximum Two Pages) How well does the proposal:	0	5	10	15	20
1) Describe their organization's professional qualifications and experience on similar projects and provide examples of projects.					

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PROGRAMMATIC NARRATIVE	I	II	III	IV	V
c. PROJECT MANAGEMENT & STAFF (Maximum Two Pages) How well does the proposal:	0	2	4	6	8
1) Describe their availability, flexibility, and willingness to meet regularly with Cal OES on the Grant Subaward and their agency's capacity to provide updates when requested by Cal OES project leads.					
2) Describe their ability to adhere to project schedules and complete work timely.					
3) Propose how they will work together with Cal OES project leads to achieve the goals and objectives of this Program.					
4) Provide a listing of team members who will perform a major role in the project and include their background information, resumes, and the percentage of time they will be allocated to this grant.					
BUDGET PAGES & NARRATIVE (Maximum Two Pages)	0	2	4	6	8
1) How well do the proposed Budget Pages & Narrative support the objectives and activities?					
2) How well are funds allocated to minimize administrative costs and support direct services?					
3) How well do Grant Subaward-funded staff duties and time commitments support the proposed objectives and activities?					
COMPREHENSIVE ASSESSMENT	0	5	10	15	20
1) How well does this proposal support the overall intent, goals, and purpose of the Program?					

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PART V – CHECKLIST

This checklist is provided to ensure that a complete proposal is submitted to Cal OES. This also provides the order documents/forms should be organized.

The following forms/documents are required for all Applicants.

- 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 Single Fund Source
- UNALTERED** GRANT SUBAWARD BUDGET NARRATIVE ([Cal OES Form 2-107](#))
- UNALTERED** GRANT SUBAWARD PROGRAMMATIC NARRATIVE ([Cal OES Form 2-108](#))
 - PLAN
 - QUALIFICATIONS
 - PROJECT MANAGEMENT AND STAFF
- GRANT SUBAWARD SERVICE AREA INFORMATION ([Cal OES Form 2-154](#))
- [SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT](#)
- PAYEE DATA RECORD – Please complete if Applicant has not previously received a Grant Subaward from Cal OES ([Std. 204](#))