



## REQUEST FOR PROPOSAL

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

### **LISTOS CALIFORNIA COMMUNITY DISASTER AID (LD) PROGRAM**

Release Date: January 30, 2024

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 Listos California Community Disaster Aid (LD) Program is to reimburse community-based organizations (CBOs) throughout the State for work performed in the direct aid of individuals and families impacted by a disaster during response and recovery efforts.

#### **Eligibility:**

The only eligible Applicants are nonprofit organizations with 501(c)(3) status. Each Applicant must identify its entire organization's service area not restricted by jurisdictional boundaries.

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

June 1, 2024 – December 31, 2025

#### **Available Funding:**

There is approximately \$1 million in State General Funds available for the Program.

#### **Submission Deadline:**

Tuesday, March 26, 2024



**LISTOS CALIFORNIA COMMUNITY DISASTER AID (LD) PROGRAM RFP**

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# LISTOS CALIFORNIA COMMUNITY DISASTER AID (LD) PROGRAM RFP

## 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 7920.000, *et seq.* Do not put any personally identifiable information or private information on this proposal. If you believe that any of the information you are putting on this proposal is exempt from the Public Records Act, please indicate what portions of the proposal and the basis for the exemption. Your statement that the information is not subject to the Public Records Act will not guarantee that the information will not be disclosed.

### B. CONTACT INFORMATION

Questions concerning this 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, PST, on Tuesday, March 26, 2024**. Proposals must be attached as a single document (e.g., PDF) and contain the forms outlined in Part II - RFP Instructions. **Emails should identify the name of the RFP in the Subject line.**

D. ELIGIBILITY

1. Eligibility to Compete for Funding

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

- Applicants must be a nonprofit organization with 501(c)(3) status. Each Applicant must identify its entire organization's service area not restricted by jurisdictional boundaries.
- The proposal must be submitted per the instructions in Part I, Subpart C. SUBMISSION DEADLINE AND REQUIREMENTS.

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

E. GRANT SUBAWARD PERFORMANCE PERIOD

The Grant Subaward performance period is June 1, 2024 – December 31, 2025.

F. FUNDING INFORMATION

There is \$1 million available for the LD Program for the Grant Subaward performance period.

1. Funding Amount

Applicants may apply for up to \$1,000,000, for the 19-month Grant Subaward performance period.

**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). An advance can only be received in the beginning of the Grant Subaward performance period.**

2. Funding Source

The LD 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 LD Program.

G. PROGRAMMATIC INFORMATION

1. Programmatic Description

The purpose of the LD Program is to reimburse community-based organizations (CBOs) throughout the State for work performed in the direct aid of individuals and families impacted by a disaster during response and recovery efforts.

The Subrecipient is responsible for serving as the fiscal administrator and have the capacity to provide immediate financial assistance to CBOs to aid the unmet needs of individuals and families impacted by disasters.

The Subrecipient is required to work closely with a committee comprised of Cal OES staff. The initial intake of financial aid requests will be reviewed by the Subrecipient and provided to the Cal OES committee for further review and final approval.

2. Programmatic Components

a. Management and Administration (M&A)

Up to five (5) percent (or up to \$50,000) of Grant Subaward funds are available to the Subrecipient for M&A. All remaining Grant Subaward funds (up to \$950,000) must be subawarded to CBOs for work performed in the direct aid of individuals and families impacted by a disaster during response and recovery efforts.

b. Second-Tier Subawards

The Subrecipient **must** subaward funds (via Second-Tier Subawards, SRH Section 7.101) to local CBOs who can fulfill the unmet needs of individuals/families impacted by a disaster.

c. Allowable Activities for Second-Tier Subawardees

1. Travel

Travel and per diem costs associated with response and recovery efforts are allowable for Second-Tier Subrecipients per *SRH Section 4.065*. Organizations must use the State travel and per diem rates for mileage, meals, incidentals, and transportation.

2. Equipment and Supplies

Equipment and supplies for activities that are directly related to response and recovery efforts are allowable for Second-Tier Subrecipients per *SRH Section 5.010*. Funds may be used for the procurement of:

- Personal protection equipment
- Portable generators
- Battery packs
- Fire extinguishers
- Warning devices for stopped vehicles
- Radios
- Flashlights
- Particulate filters
- Respirators
- Eye and face protection

- Gloves
- Footwear
- Safety Helmets
- Medical first aid kits
- Hotel vouchers
- Clothing
- Gas cards
- Personal hygiene items

Note: This list is illustrative and not exhaustive.

### 3. Printing and Materials

Listos California branded materials are available to provide emergency preparedness resources to communities. These resources will be provided by Cal OES.

#### d. Unallowable Activities

Funds may not be used for the following:

- Costs to hire volunteer staff;
- For out-of-state travel;
- Food and/or beverages at Grant Subaward-sponsored conferences, meetings, or office functions.

#### e. Communication Requirement

When the State Operations Center is activated, the Subrecipient must be readily available to collaborate with Cal OES as needed.

During non-emergency activations, the Subrecipient must respond within five (5) business days to all Cal OES required programmatic requests.

### 3. Reporting Requirements

Progress reports serve as a record for the implementation of the Grant Subaward. Statistics for Progress Reports must be collected quarterly, even when reporting occurs less frequently. Reports should be submitted via the Listos California Portal and/or online tool.

Information collected will include, but is not limited to:

- Organizations requesting assistance
- Organizations that received assistance
- List of unmet needs
- List of items requesting reimbursement
- Demographic of vulnerable communities reached

a. Cal OES Progress Reports

There are five (5) 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, 2024 – September 30, 2024	October 30, 2024
2 <sup>nd</sup> Report	October 1, 2024 – January 31, 2025	February 28, 2025
3 <sup>rd</sup> Report	February 1, 2025 – May 31, 2025	June 30, 2025
4 <sup>th</sup> Report	June 1, 2025 – September 30, 2025	October 30, 2025
Final	October 1, 2025 – December 31, 2025	January 30, 2026



# LISTOS CALIFORNIA COMMUNITY DISASTER AID (LD) 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
- 

### 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. **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.

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

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

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

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;
- Federal grant fund requirements;
- Lobbying restrictions;
- Debarment and Suspension requirements; and
- 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 2-106b) 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.

Specific to the LD Program, Applicants must submit the following information on the Grant Subaward Budget Pages:

- **A. Personnel Costs** – NONE
- **B. Operating Costs**
  - \$950,000 – Second-Tier Subawards (to be determined – please note that as disasters occur and funding is designated to Second-Tier Subawards, Grant Subaward Budget Pages [Cal OES Form 2-106b] will need to be modified); and
  - \$50,000 – M&A Costs
- **C. Equipment Costs** – NONE

Cal OES requires the Applicant to develop a line-item budget that includes a **calculation and justification in the left column for all costs**.

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

- Cover the entire Grant Subaward performance period.
- Include costs related to the objectives and activities of the Grant Subaward as specifically outlined above.
- 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. Applicants may supplement Grant Subaward funds with funds from other sources.

6. 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 Applicant's ability to respond rapidly to incoming requests from CBOs in need of financial aid to support the unmet needs of vulnerable communities they serve that have been impacted by a disaster.

- 2) Describe why the Applicant wants to be the LD Program state fiscal administrator to support CBOs that work with vulnerable communities that have been impacted by a disaster.

b. Plan – Maximum Two Pages

In narrative form, address the following:

- 1) Describe the Applicant's experience working directly with or addressing the unmet needs of vulnerable communities that have been impacted by a disaster.
- 2) Describe the Applicant's ability, staff qualifications, and expertise in administering grant programs focused on supporting vulnerable communities that have been impacted by a disaster.

c. Capabilities – Maximum Two Pages

In narrative form, address the following:

- 1) Describe the Applicant's ability to collaborate with local, state, and federal agencies, local public agencies, nonprofit and/or faith-based organizations to enhance or expand service delivery to vulnerable and diverse communities.
- 2) Describe the Applicant's experience in managing similar community-wide initiatives.
- 3) Describe the Applicant's experience in compiling and analyzing data, conducting research, and preparing reports.

7. 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.

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.

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:

- Payee Data Record (STD 204)

This form provides information for income tax reporting and to ensure tax compliance with federal and state laws.

D. 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*).

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*);
- 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 COMMUNITY DISASTER AID (LD) PROGRAM

## PART III – SELECTION AND FINALIZING THE GRANT SUBAWARD

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

### A. SELECTION OF PROPOSAL FOR FUNDING

#### 1. Proposal Rating

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

#### 2. Funding Decision

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

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

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

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

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

### 3. Notification Process

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

Applicants will receive one of the following:

- Letter of 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](mailto: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 Applicants 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 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 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 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 COMMUNITY DISASTER AID (LD) PROGRAM RFP

PART IV – RATING SHEET

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

<u>CATEGORY</u>	<u>TOTAL POINTS POSSIBLE</u>
1. PROBLEM STATEMENT	80
2. PLAN	80
3. CAPABILITIES	120
4. BUDGET PAGES AND NARRATIVE	10
5. COMPREHENSIVE ASSESSMENT	60
<b>TOTAL</b>	<b>350</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>10</b>	<b>20</b>	<b>30</b>	<b>40</b>
1) describe the Applicant's ability to respond rapidly to incoming requests from CBOs in need of financial aid to support the unmet needs of vulnerable communities they serve that have been impacted by a disaster?					
2) describe why the Applicant wants to be the LD Program state fiscal administrator to support CBOs that work with vulnerable communities that have been impacted by a disaster?					
<b>b. Plan</b> (Maximum Two Pages) How well does the proposal:	<b>0</b>	<b>10</b>	<b>20</b>	<b>30</b>	<b>40</b>
1) describe the Applicant's experience working directly with or addressing the unmet needs of vulnerable communities that have been impacted by a disaster?					
2) describe the Applicant's ability, staff qualifications, and expertise in administering grant programs focused on supporting vulnerable communities that have been impacted by a disaster?					
<b>c. Capabilities</b> (Maximum Two Page) How well does the proposal:	<b>0</b>	<b>10</b>	<b>20</b>	<b>30</b>	<b>40</b>
1) describe the Applicant's ability to collaborate with local, state, and federal agencies, local public agencies, nonprofit and/or faith-based organizations to enhance or expand service delivery to vulnerable and diverse communities?					
2) describe the Applicant's experience in managing similar community-wide initiatives?					
3) describe the Applicant's experience in compiling and analyzing data, conducting research and preparing reports?					
<b>BUDGET PAGES &amp; NARRATIVE</b> (Maximum Two Pages)	<b>0</b>	<b>3</b>	<b>5</b>	<b>7</b>	<b>10</b>

<b>PROGRAMMATIC NARRATIVE</b>	I	II	III	IV	V
1) How well did the Applicant follow instructions found in Part II, B. 5., on how to complete the Grant Subaward Budget Pages (Cal OES Form 2-106b)?					
<b>COMPREHENSIVE ASSESSMENT</b>	<b>0</b>	<b>15</b>	<b>30</b>	<b>45</b>	<b>60</b>
How well does this proposal support the overall intent, goals, and purpose of the Program?					

# LISTOS CALIFORNIA COMMUNITY DISASTER AID (LD) PROGRAM

## PART V – CHECKLIST

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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 One Funding Source)
- UNALTERED** GRANT SUBAWARD PROGRAMMATIC NARRATIVE ([Cal OES FORM 2-108](#))
  - PROBLEM STATEMENT
  - PLAN
  - CAPABILITIES
- [SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT](#)
- GRANT SUBAWARD SERVICE AREA INFORMATION ([Cal OES FORM 2-154](#))

### **The following forms/documents may be required depending on the Applicant's proposal and/or Program requirements.**

- PAYEE DATA RECORD – Please complete if Applicant has not previously received a Grant Subaward from Cal OES ([Std. 204](#))