



## REQUEST FOR PROPOSAL

---

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

### **LISTOS CALIFORNIA TARGET GRANT (LG) PROGRAM**

Release Date: January 8, 2024

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

### **PROGRAM SYNOPSIS**

#### **Description:**

The purpose of the Listos California Target Grant (LG) Program is to support organizations throughout California that serve smaller communities with equity priority factors located in areas at moderate to high risk of disaster. Community-based organizations (CBOs) throughout the State can work independently or subgrant with local CBOs to provide disaster training and resources to diverse populations disproportionately impacted by emergencies. This work is intended to increase their communities' disaster preparedness, response, recovery, and mitigation capabilities.

#### **Eligibility:**

To be eligible, Applicants must be a nonprofit organization with 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 \$6 million in State General Funds available for the Program. Applicants may apply for up to \$400,000.

#### **Submission Deadline:**

Monday, March 04, 2024



# LISTOS CALIFORNIA TARGET GRANT (LG) PROGRAM RFP

---

## TABLE OF CONTENTS

PART I – OVERVIEW .....	1
A. PUBLIC RECORDS ACT NOTICE .....	1
B. CONTACT INFORMATION .....	1
C. SUBMISSION DEADLINE AND REQUIREMENTS .....	1
D. ELIGIBILITY .....	2
E. GRANT SUBAWARD PERFORMANCE PERIOD.....	3
F. FUNDING INFORMATION .....	3
G. PROGRAMMATIC INFORMATION .....	3
PART II – RFP INSTRUCTIONS .....	9
A. SUBRECIPIENT HANDBOOK .....	9
B. PROPOSAL FORMS .....	9
1. Grant Subaward Face Sheet (Cal OES Form 2-101) .....	9
2. Grant Subaward Contact Information (Cal OES Form 2-102) .....	10
3. Grant Subaward Signature Authorization (Cal OES Form 2-103).....	10
4. Grant Subaward Certification of Assurance of Compliance (Cal OES Forms 2-104) .....	10
5. Grant Subaward Budget Pages (Cal OES Form 2-106b) .....	10
6. Grant Subaward Budget Narrative (Cal OES Form 2-107) .....	13
7. Grant Subaward Programmatic Narrative (Cal OES Form 2-108) .....	13
8. Subrecipient Grants Management Assessment.....	15
9. Grant Subaward Service Area Information (Cal OES Form 2-154) .....	15
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. ....	16
C. ADMINISTRATIVE REQUIREMENTS .....	17
PART III – SELECTION AND FINALIZING THE GRANT SUBAWARD .....	19
A. SELECTION OF PROPOSAL FOR FUNDING .....	19
1. Proposal Rating .....	19
2. Funding Decision.....	19
3. Notification Process .....	20
B. FINALIZING THE GRANT SUBAWARD.....	20
1. Grant Subaward Application .....	20
2. Grant Subaward.....	21
3. Standard Grant Subaward Funding Authority .....	21
PART IV – RATING SHEET .....	23
PART V – CHECKLIST .....	27

# LISTOS CALIFORNIA TARGET GRANT (LG) PROGRAM RFP

## PART I – OVERVIEW

---

- A. PUBLIC RECORDS ACT NOTICE
  - B. CONTACT INFORMATION
  - C. SUBMISSION DEADLINE AND REQUIREMENTS
  - D. ELIGIBILITY
  - E. GRANT SUBAWARD PERFORMANCE PERIOD
  - F. FUNDS
  - G. PROGRAMMATIC INFORMATION
- 

### A. PUBLIC RECORDS ACT NOTICE

Proposals are subject to the California Public Records Act, Government Code Section 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 Monday, March 04, 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.

**Note:** Applicants cannot receive funding for both the Listos California Statewide Grant Program and the Listos California Target Grant Program. Applicants are encouraged to review each Program entirely to determine which one to apply for.

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

1. Funding Amount

Applicants may apply for up to \$400,000, 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 LG Program is supported through the State General Fund. Cal OES's four-character code for this grant fund is LIST. This code will be in the drop-down on the Grant Subaward Face Sheet (Cal OES form 2-101).

There is no match required for the LG Program.

G. PROGRAMMATIC INFORMATION

1. Programmatic Description

The purpose of the LG Program is to support organizations throughout California that serve smaller communities with equity priority factors located in areas at moderate to high risk of disaster. Community-based organizations (CBOS) throughout the State can work independently or subgrant with local CBOs to provide disaster training and resources to diverse populations disproportionately impacted by emergencies. This work is intended to increase their communities' disaster preparedness, response, recovery, and mitigation capabilities.

Social vulnerability refers to the potential negative effects on communities caused by external stresses on human health. Such

stresses include natural or human-caused disasters, or disease outbreaks. Reducing social vulnerability can decrease both human suffering and economic loss.

Vulnerable communities include, but not limited to, immigrants and refugees, farmworkers, people with disabilities, seniors/older adults, individuals and families experiencing homelessness, areas with geographically isolated individuals or families with low broadband subscriptions, and households with limited English proficiency.

The Listos California Program is comprised of multiple programs, the LG Program being a critical one. For a better understanding of these programs, they are outlined below.

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

## 2. Programmatic Components

- a. Managing Subgranted Funds to Local CBOs

The Subrecipient may subgrant funds (via Second-Tier Subawards, *SRH Section 7.101*) to a local CBO(s) who will provide disaster training and resources to vulnerable and diverse populations and have the ability to serve as a fiscal sponsor for the Subrecipient.

CBOs identified by the Subrecipient 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 to reach the statewide objective of connecting more than one million Californians to culturally and linguistically competent support.

b. Listos California Grant Program Materials

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

c. Communication Requirement

The Subrecipient must respond within five (5) business days to all Cal OES required programmatic requests.

d. Training

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

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

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

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

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

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

f. Identify Gaps and Propose Solutions

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

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

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



h. Capture Stories of Impact

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

3. Reporting Requirements

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

Information collected will include, but is not limited to:

- Diversity of vulnerable populations reached.
- Number of individuals reached.
- Number and type of organizations reached.
- Number of outreach trainings/events held.
- Outreach plans for each vulnerable community to be engaged.
- Recommendations on gaps and proposed solutions to strengthen local county emergency preparedness plans.
- Outcomes of cross-sector community conversations on the community's identified emergency preparedness needs of this Program.
- Success stories highlighting outcomes and results of the local strategies and connections that illustrate the purpose and intent of this program.

a. Cal OES Progress Reports

There are five (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 Report	October 1, 2025 – December 31, 2025	January 30, 2026

b. Cal OES Engagement Reports

Engagement reports are based upon direct community engagement activities. Subrecipients will be required to submit data directly into an online database immediately after an engagement, activity, or training commences; or no later than the end of each month.

# LISTOS CALIFORNIA TARGET GRANT (LG) PROGRAM

## PART II – RFP INSTRUCTIONS

---

- 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.

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.
- 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.

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 Clerical Staff @ \$1,500/month x 12 months x .50 FTE). Personnel may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must also be budgeted as a part of salaries. If the Applicant's personnel have accrued sick leave or vacation time prior to the approval of the Grant Subaward, they may not take time off using Grant Subaward funds.

2) Benefits

Employee benefits must be identified by type and 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

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 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)
- 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 Four Pages

This form should describe the following:

- How the line items on the Grant Subaward Budget Pages (Cal OES Form 2-106b) support the objectives and activities for the LG Program.
- How funds are allocated to minimize administrative costs and support direct services.
- How Grant Subaward-funded staff duties and time commitments support the proposed objectives and activities for the LG Program.

7. Grant Subaward Programmatic Narrative (Cal OES Form 2-108)

This form is the main body of information describing the problem to be addressed, the plan to address the identified problem through appropriate and achievable objectives and activities, and the ability of the Applicant to implement the proposed plan.

a. Problem Statement – Maximum Three Pages

In narrative form, address the following:

- 1) Provide a description of the Applicant's service area(s) along with population demographics, including population size, income levels, ages, languages, access and functional

needs, and the number of engagements the Applicant intends to accomplish, using current statistical data. Include the source for population demographic estimates.

2) Describe which of the following vulnerable groups the Applicant intends to serve (more than one category may be selected):

- Immigrants and Refugees
- Farmworkers
- People with Disabilities
- Seniors/Older Adults
- Individuals and Families Experiencing Homelessness
- Areas with Geographically Isolated Individuals or Families/Low Broadband Subscription
- Households with Limited English Proficiency

3) Describe the tools and materials needed to make efforts successful.

b. Plan – Maximum Five Pages

In narrative form, address the following:

1) Describe how the Applicant plans to deliver culturally appropriate peer-to-peer disaster preparedness, response, and recovery outreach/education/training to diverse populations.

If subawarding funds is part of the Applicant's plan, include:

- The total number of local CBOs that the Applicant will subgrant to, including their official business names and amount subgranting to each CBO;
- The accountability measures that the Applicant will utilize to ensure local CBOs meet their targeted outreach and engagement goals to diverse populations; and
- The criteria the Applicant will use in selecting the local CBOs and how the Applicant will provide technical assistance to the local CBOs on disaster preparedness, response, recovery, and mitigation training, data collection, and grant management.



- 2) Describe how the Applicant will fix existing service gaps for vulnerable populations on disaster preparedness and how this will promote and encourage increased community resilience.

c. Capabilities – Maximum Two Pages

In narrative form, address the following:

- 1) Describe the Applicant's ability, and staff qualifications, to implement the plan to deliver culturally appropriate peer-to-peer disaster preparedness, response, and recovery outreach/education/training to diverse populations.
- 2) Describe the Applicant's expertise in administering grant programs.
- 3) 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 diverse populations.
- 4) Describe the Applicant's experience in managing similar community-wide initiatives.
- 5) Describe the Applicant's experience in compiling and analyzing data, conducting research, and preparing reports.
- 6) Describe the Applicant's disaster preparedness, response, recovery, and mitigation experience or willingness to receive such training.

8. Subrecipient Grants Management Assessment

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

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

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

### 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.

2. Operational Agreements

An OA is a formal agreement, without the exchange of money, between an implementing agency and one or more participating agencies.

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

A non-competitive procurement transaction is a purchase of property/goods or services, where only a single source that can provide the services or goods is afforded the opportunity to offer a price for the specified services or goods. See SRH Section 6.45 for additional information.

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

This form provides information to support a request for out-of-state travel.

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

This form provides information to support a request for approval of an exemption to the maximum lodging rate per *SRH Section 4.070*.

6. Payee Data Record (STD 204)

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

7. Petty Cash Fund Certification (Cal OES Form 2-238)

A Petty Cash Fund is a small amount of discretionary funds, in the form of cash or gift cards, used for disbursements for unforeseen financial intervention or paid to those directly located in moderate to high risk hazard areas. Subrecipients may budget up to two percent of the total Grant Subaward cost for petty cash.

This form identifies the procedures to maintain safeguards and accountability of these funds.

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 TARGET GRANT (LG) PROGRAM

### PART III – SELECTION AND FINALIZING THE GRANT SUBAWARD

---

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

#### A. SELECTION OF PROPOSAL FOR FUNDING

##### 1. Proposal Rating

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

##### 2. Funding Decision

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

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

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

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

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

### 3. Notification Process

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

Applicants will receive one of the following:

- Letter of 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 TARGET GRANT (LG) PROGRAM RFP**

**PART IV – RATING SHEET**

---

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

---

<u>CATEGORY</u>	<u>TOTAL POINTS POSSIBLE</u>
1. PROBLEM STATEMENT	<u>120</u>
2. PLAN	<u>120</u>
3. CAPABILITIES	<u>240</u>
4. BUDGET PAGES AND NARRATIVE	<u>120</u>
5. COMPREHENSIVE ASSESSMENT	<u>60</u>
<b>TOTAL</b>	<b><u>660</u></b>

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

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

PROGRAMMATIC NARRATIVE	I	II	III	IV	V
<b>a. Problem Statement</b> (Maximum Three Pages) How well does the proposal:	0	10	20	30	40
1) provide a description of the Applicant's service area(s) along with population demographics, including population size, income levels, ages, languages, access and functional needs, and the number of engagements the organization intends to accomplish, using current statistical data? Did the Applicant include the source of their population demographic estimates?					
2) provide which vulnerable groups the Applicant intends to serve: Immigrant and Refugees, Farmworkers, People with Disabilities, Seniors/Older adults, Individuals and Families Experiencing Homelessness, Areas with Geographically Isolated Individuals or Families/Low Broadband Subscription, and Households with Limited English Proficiency?					
3) describe the tools and materials needed to make efforts successful?					
<b>b. Plan</b> (Maximum Five Pages) How well does the proposal:	0	15	30	45	60
1) describe how the Applicant plans to deliver culturally appropriate peer-to-peer disaster preparedness, response and recovery outreach/education/training to diverse populations?  If subawarding funds is part of the Applicant's plan, did the Applicant include: <ul style="list-style-type: none"> <li>• The total number of local CBOs that the Applicant will subgrant to, including their official business names and amount subgranting to each CBO;</li> <li>• The accountability measures that the Applicant will utilize to ensure local CBOs meet their targeted outreach</li> </ul>					

PROGRAMMATIC NARRATIVE	I	II	III	IV	V
<p>and engagement goals to vulnerable and diverse populations; and</p> <ul style="list-style-type: none"> <li>The criteria the Applicant will use in selecting the local CBOs and how the Applicant will provide technical assistance to the local CBOs on disaster preparedness, response, recovery, and mitigation training, data collection, and grant management.</li> </ul>					
<p>2) describe how the Applicant will fix existing service gaps for vulnerable populations on disaster preparedness and how this will promote and encourage increased community resilience?</p>					
<p><b>c. Capabilities</b> (Maximum Two Page) How well does the proposal:</p>	<b>0</b>	<b>10</b>	<b>20</b>	<b>30</b>	<b>40</b>
<p>1) describe the Applicant's ability, and staff qualifications, to implement the plan to deliver culturally appropriate peer-to-peer disaster preparedness, response, and recovery outreach/education/ training to diverse populations?</p>					
<p>2) describe the Applicant's expertise in administering grant programs?</p>					
<p>3) 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 diverse populations?</p>					
<p>4) describe the Applicant's experience in managing similar community-wide initiatives?</p>					
<p>5) describe the Applicant's experience in compiling and analyzing data, conducting research, and preparing reports?</p>					
<p>6) Describe the Applicant's disaster preparedness, response, recovery, and mitigation experience or willingness to receive such training?</p>					

<b>PROGRAMMATIC NARRATIVE</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>V</b>
<b>BUDGET PAGES &amp; NARRATIVE</b> (Maximum Four Pages)	<b>0</b>	<b>10</b>	<b>20</b>	<b>30</b>	<b>40</b>
1) How well does the proposal support the objectives and activities of the LG Program?					
2) How well are the 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 of the LG Program?					
<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 TARGET GRANT (LS) PROGRAM

## 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 One Funding Source)
- UNALTERED** GRANT SUBAWARD BUDGET NARRATIVE ([Cal OES FORM 2-107](#))
- UNALTERED** GRANT SUBAWARD PROGRAMMATIC NARRATIVE ([Cal OES FORM 2-108](#))
  - PROBLEM STATEMENT
  - PLAN
  - CAPABILITIES
- [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.**

- INDIRECT COST RATE AGREEMENT
- OPERATIONAL AGREEMENTS SUMMARY FORM ([Cal OES FORM 2-160](#))
- NON-COMPETITIVE PROCUREMENT REQUEST ([Cal OES FORM 2-156](#))
- OUT-OF-STATE TRAVEL REQUEST ([Cal OES Form 2-158](#))
- LODGING RATE EXEMPTION REQUEST ([Cal OES FORM 2-165](#))
- PAYEE DATA RECORD – Please complete if Applicant has not previously received a Grant Subaward from Cal OES ([Std. 204](#))
- PETTY CASH FUND CERTIFICATION LISTOS CALIFORNIA GRANT PROGRAM ([Cal OES FORM 2-238](#))