



REQUEST FOR PROPOSAL

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

LISTOS CALIFORNIA YOUTH DEVELOPMENT GRANT (LY) 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.

PROGRAM SYNOPSIS

Description:

The purpose of the Listos California Youth Development Grant (LY) Program is to support new and existing projects developing or enhancing youth programs that introduce and educate about emergency preparedness. The primary goal is to develop and grow lifesaving skills for youth that can be used at home, school, and in their communities; assist in the discovery of career options in fire and emergency management; as well as promote engagement in community service outreach events.

Eligibility:

The only eligible Applicants are nonprofit organizations with 501c(3) status **or** California Community Emergency Response Team (CERT) programs that are registered through the [Federal Emergency Management Agency \(FEMA\)](#) website as an existing CERT Program, new CERT Programs approved by the California State CERT Administrator, CERT Program Sponsoring Agencies or a fiscal agent representing a CERT Program.

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. Applicants may apply for up to \$200,000.

Submission Deadline:

Monday, March 04, 2024



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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.

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 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 501c(3) status **or** a California Community Emergency Response Team (CERT) program that is registered through the [Federal Emergency Management Agency \(FEMA\)](#) website as an existing CERT Program, a new CERT Program approved by the California State CERT Administrator, a CERT Program Sponsoring Agency or a fiscal agent representing a CERT Program.

For new CERT Programs, an approval letter from the California State CERT Administrator must be included in the grant proposal packet.

- The proposal must be submitted per the instructions in Part I, Subpart C, titled *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 approximately \$1 million available for the LY Program for the Grant Subaward performance period.

1. Funding Amount

Applicants may apply for up to \$200,000, for the 19-month Grant Subaward performance period to enhance existing or establish new Youth Development Programs.

2. Funding Source

The LY 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 LY Program.

G. PROGRAMMATIC INFORMATION

1. Programmatic Description

The purpose of the LY Program is to support new and existing projects developing or enhancing youth programs that introduce and educate about emergency preparedness. The primary goal is to develop and grow lifesaving skills for youth that can be used at home, school, and in their communities; assist in the discovery of career options in fire and emergency management; as well as promote engagement in community service outreach events.

2. Programmatic Components

a. Managing Subgranted Funds

The Subrecipient may subgrant funds to local CBOs or a CERT Program that will provide disaster training and resources to youth populations and have the ability to serve as a fiscal sponsor for the selected organization.

b. Listos California Grant Program Materials

Listos California branded materials are required and will be provided by a Cal OES vendor. 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 use of Listos California logo(s), 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. Meetings

The Subrecipient is expected to participate in meetings, such as monthly meetings offered by Cal OES throughout the Grant Subaward performance period.

e. Establish and Implement a Youth Program Approach

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.

Each Applicant must organize their youth program to establish a tailored approach to include the following:

- i. For non-profit organizations, address which CERT program(s) you plan to collaborate with or identify potential CERT program(s) you plan to work with.

- ii. Knowledge about what to do during a disaster and consider engaging partners such as faith-based organizations, schools, community centers, etc.
 - iii. Have emergency preparedness materials and access to information before a disaster occurs.
 - iv. Is clear on the steps to take to increase their communities' disaster preparedness, response, recovery, and mitigation capabilities and keep themselves, their families, and neighborhoods safe.
 - v. Report Youth Program updates and results with the Cal OES Listos California Team.
- f. Capture Stories of Impact

The Subrecipient must capture stories of impact highlighting outcomes and results of the youth program and connections made as part of the effort that illustrates the purpose and intent of the Program. These stories, which could be comprised of written articles, videos, and photos, should be included in the reports submitted to the Cal OES Listos California team. It is the responsibility of the Subrecipient that formal permission is granted from individuals being highlighted in the stories.

g. Out-Of-State-Travel

Out-of-state travel is only allowed in exceptional situations and must be approved by Cal OES prior to incurring expenses.

h. Food and Beverages

- Snacks for students during class sessions are allowable expenses.
- The cost of food and/or beverages at Grant Subaward-sponsored conferences, meetings, or office functions is not allowed.

3. Reporting Requirements

a. Program Plan

Within 90 days of notification of being awarded, the Subrecipient must submit a **finalized** detailed narrative program curriculum (minimum two (2) pages/maximum five (5) pages). The plan should include:

- Subaward number and organization name
- A detailed preliminary program plan to include:
 - Timeline of program planning
 - Identified CERT program collaborator(s)
 - Identified key stakeholder(s) that the Subrecipient plans to collaborate with
- Program objectives and deliverables, including the target goal of the number of youths the program will work with
- Program timeline and target dates of completion
- Course(s) descriptions
- Materials/supplies needed for a successful program
- Training and class schedule

b. Cal OES Progress Reports

Progress reports serve as a record for the implementation of the Grant Subaward. Statistics for Progress Reports must be collected on a semi-annual basis, 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:

- Number of youth enrolled in the Program
- Number of youth completing the Program
- Target areas and/or demographics reached
- Number and description of trainings offered
- Number and description of community service projects and/or activities held
- Success stories highlighting outcomes and results of the strategies and connections that illustrate the purpose and intent of the Program

There are three 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, 2024 – December 31, 2024	January 30, 2025
2 nd Report	January 1, 2025 – June 30, 2025	July 30, 2025
Final Report	July 1, 2025 – December 31, 2025	January 30, 2026

LISTOS CALIFORNIA YOUTH DEVELOPMENT GRANT (LY) 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 Two 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 LY 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 LY 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 Two Pages

In narrative form, address the following:

- 1) Provide a description of the Applicant's service area(s), including population figures, using current statistical data.

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

b. Plan – Maximum Four Pages

In narrative form, address the following:

- 1) Describe how the Applicant plans to accomplish the Program Components identified in Part I, G. 2, titled *Programmatic Components*.
- 2) Provide a detailed preliminary plan outlining the Program timeline, including the curriculum, objectives, and deliverables, targeted dates of completion, as well as the goal of the number of youth the Applicant aims to work with. Applicants must include which CERT program(s) it plans to collaborate with or identify potential CERT program(s) it plans to work with.
- 3) Describe how the Applicant plans to engage youth in community service projects and events in underserved neighborhoods.

c. Capabilities – Maximum Two Pages

In narrative form, address the following:

- 1) Describe the Applicant's ability, and the staff qualifications needed, to implement the plan.
- 2) Describe the Applicant's experience in administering grant programs.
- 3) Describe the Applicant's experience in compiling and analyzing data, conducting research, and preparing reports.

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. Out-of-State travel is only allowed for this Program in exceptional situations and must be approved by Cal OES prior to incurring expenses.

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 YOUTH DEVELOPMENT GRANT (LY) 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.

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 YOUTH DEVELOPMENT GRANT (LY) PROGRAM

PART IV – RATING SHEET

Control # _____
Rater # _____
Applicant _____
Funds Requested: _____

<u>CATEGORY</u>	<u>TOTAL POINTS POSSIBLE</u>
1. PROBLEM STATEMENT	<u>80</u>
2. PLAN	<u>120</u>
3. CAPABILITIES	<u>36</u>
4. BUDGET PAGES AND NARRATIVE	<u>120</u>
5. COMPREHENSIVE ASSESSMENT	<u>60</u>
TOTAL	<u>416</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:

- 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
a. Problem Statement (Maximum Two Pages) How well does the proposal:	0	10	20	30	40
1) provide a description of the Applicant's service area(s), including population figures, using current statistical data?					
2) describe the tools and materials needed to make efforts successful?					
b. Plan (Maximum Four Pages) How well does the proposal:	0	10	20	30	40
1) describe how the Applicant plans to accomplish the Program Components identified in Part I, G.2. titled <i>Programmatic Components</i> ?					
2) describe a detailed preliminary plan outlining the Program timeline, including the curriculum, objectives, and deliverables, targeted dates of completion, as well as the goal of the number of youth the Applicant aims to work with. Did the Applicant include which CERT program(s) it plans to collaborate with or identify potential CERT program(s) it plans to work with?					
3) describe how the Applicant plans to engage youth in community service projects and events in underserved neighborhoods?					
c. Capabilities (Maximum Two Pages) How well does the proposal:	0	3	6	9	12
1) describe the Applicant's ability, and staff qualifications needed, to implement the plan?					
2) describe the Applicant's experience in administering grant programs?					
3) describe the Applicant's experience in compiling and analyzing data, conducting research, and preparing reports?					

PROGRAMMATIC NARRATIVE	I	II	III	IV	V
BUDGET PAGES & NARRATIVE (Maximum Two Pages)	0	10	20	30	40
1) How well do the line items on the Grant Subaward Budget Pages support the objectives and activities of the LY 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 LY Program?					
COMPREHENSIVE ASSESSMENT	0	15	30	45	60
How well does the proposal support the overall intent, goals, and purpose of the Program?					

LISTOS CALIFORNIA YOUTH DEVELOPMENT GRANT (LY) 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](#))