

June 6, 2022

Mark Annas, Emergency Services Administrator Riverside, City of 3085 St. Lawrence Street Riverside, CA 92504-4469

Subject: Notification of Grant Subaward Application Approval

Listos California CERT Support Grant Program

Grant Subaward #: LC21 01 7850

Dear Mark Annas:

Congratulations! The California Governor's Office of Emergency Services (Cal OES) has approved your Grant Subaward application in the amount of \$15,000, subject to Budget approval. A copy of your approved Grant Subaward is enclosed for your records.

Cal OES will make every effort to process payment requests within 45 days of receipt of your Report of Expenditures & Request for Funds (Cal OES Form 2-201).

This Grant Subaward is subject to the Cal OES Subrecipient Handbook. You are encouraged to read and familiarize yourself with the Cal OES Subrecipient Handbook, which can be viewed on the Cal OES website at www.caloes.ca.gov.

Any funds received in excess of current needs, approved amounts, or those funds owed as a result of a close-out or audit, must be refunded to Cal OES within 30 days upon receipt of an invoice.

Please contact your Program Specialist, Kathryn Hardoy, at (916) 328-7651 with questions about this notice.

VS Grants Processing Unit

cc: Subrecipient's file
Program Specialist

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The Californ	nia Govern	nor's Offic	e of Emergency Se	ervices (Cal OES) here			ls to the following:	Snw	
1. Subrecip		City of Ri		, , , , , , , , , , , , , , , , , , , ,	, , , , , , , , , , , , , , , , , , , ,		50 1900 D	0.050011	N/A KH
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2. Impleme	enting Age	ency:		ncy Management	<u> </u>		2a. UEI#:	04000211 4	N/A KH
3. Impleme	enting Age	ency Addi	ess:	3085 St. Lawrence	Street		Riverside		92504-4669
				(Street)			(City)		(Zip+4)
4. Location	of Project	t:	Riverside				Riverside		92504-4669
			Listos-California	CERPSUS PORT (LC)	-Program		(County)		(Zip+4)
5. Disaster,	/Program 1	litle:	LC - Listos Californ	nia CERT Support Gra	int Program	Performance/ Budget Period:	6/1/2022	to	12/31/2023
			Listos California	a CERT Support G	rant (LC Progra	im Bodger Feriod.	(Start Date)		(End Date)
7. Indirect	Cost Rate:		Select N/A K	H	1	Federally Approved	ICR (if applicable):	N/A KH	%
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Item Number	Grant Year 2021	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Cost
8.	2022	LIST	\$15,000	\$15,000	1200				\$15,00
			4,0,000						\$15,00
9.	Select	Select				·			
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Grant Subaward Contact Information

G	rant Subaward #: LC21 01 7850 (v	wn)
	brecipient: City o fRiverside	
1	Grant Subaward Director:	
	Name: Mark Annas Title: Emergency Services Administrator	
	Telephone #: 951-320-8103 Email Address: MAnnas@riversideca.gov	
	Address/City/Zip Code (9-digit): 3085 Saint Lawrence St., Riverside, 92504-4469	
2	Financial Officer	
Ζ,	Financial Officer: Name: Edward Enriquez Title: Chief Financial Officer/Treasurer	
	Telephone #: 951-826-5972 Email Address: EEnriquez@riversideca.gov Address/City/ Zip Code (9-digit): 3900 Main St., Riverside, 92522-0002	-
	Address/City/ Zip Code (7-digit). 2700 Mait 31., Riverside, 72322-0002	
3.	Programmatic Point of Contact:	
	Name: Phillip Stachelski Title: Community Preparedness Coordinator	
	Telephone #: 951-320-8112 Email Address: PStachelski@riversideca.gov	
	Address/City/ Zip Code (9-digit): 3085 Saint Lawrence St., Riverside, 92504-4469	
4.	Financial Point of Contact:	
	Name: Marilene Cabanlit Title: Sr. Management Analyst	
	Telephone #: 951-320-8106 Email Address: MCabanlit@riversideca.gov	
	Address/City/Zip Code (9-digit): 3085 Saint Lawrence St., Riverside, 92504-4469	-
_	Function Director of a New Comment of the Comment o	
٥.	Executive Director of a Non-Governmental Organization or the Chief Executive	
	Officer (i.e., chief of police, superintendent of schools) of the implementing agence Name: Michael Moore KH Title: Fire Chief be same as #2	Cy:
	Telephone #: 951-826-5624 Email Address: MMoore@riversideca.gov	_
	Address/City/ Zip Code (9-digit): 3401 University Ave., Riverside, 92501-3326	
,		
5.	Official Designee, as stated in Section 15 of the Grant Subaward Face Sheet: Nam	ne:
	Al Zelinka Title: City Manager	
	Telephone #: 951-826-5771 Email Address: AZelinka@riverisdeca.gov	
	Address/City/ Zip Code (9-digit): 3900 Main St., Riverside, 92522-0002	
7.	<u>Chair</u> of the <u>Governing Body</u> of the Subrecipient:	
	Name: Lock Dawson KH Title: Mayor Connect to SMo	
	elephone #: 951-826-5551 Email Address: 2Mayor@riversideca.gov	
	Address/City/ Zip Code (9-digit): 3900 Main St., Riverside, 92522-0002	



Grant Subaward Signature Authorization

Grant Subaward #: LC21 01 7850	(wn)
Subrecipient: City of Riverside	
Implementing Agency: City of Riverside - Offi	ce of Emergency Management
The Grant Subaward Director and Financial O	fficer are REQUIRED to sign this form.
Grant Subaward Director:	Financial Officer:
Printed Name: Mark Annas	Printed Name: Edward Enriquez
Signature: Ma V	Signature:
Date: 5/11/22	Date:
The following persons are authorized to sign for the Grant Subaward Director:	The following persons are authorized to sign for the Financial Officer:
Signature:	Signature: Mini Alth
Printed Name: Phillip Stachelski	Printed Name: Marilene Cabanlit
Signature:	Signature:
Printed Name:	Printed Name:
Signature:	Signature:
Printed Name:	Printed Name:
Signature:	Signature:
Printed Name:	Printed Name:
Signature:	Signature:
Printed Name:	Printed Name:

Grant Subaward Signature Authorization – Cal OES 2-103 (Revised 10/2020)





Grant Subaward Certification of Assurance of Compliance

Subrecipient: City of Riverside

vn)		Cal OES Program Name Listos-California CERT Support (LC) Program	Grant Subaward #: ^(wn)	Grant Subaward Performance Period
	1	LC-=-Listos-California CERT Support Grant-Program-	LC21 01 7850	06/01/22 - 12/31/2023
	2	Listos California CERT Support Grant (LC) Program		
	3			
Ī	4			
	5			
	6			

I, Al Zelinka (Official Designee; same person as Section 15 of the Grant Subaward Face Sheet) hereby certify that the above Subrecipient is responsible for reviewing the Subrecipient Handbook (SRH) and adhering to all of the Grant Subaward requirements as directed by Cal OES including, but not limited to, the following areas:

I. Proof of Authority – SRH 1.055

The Subrecipient certifies they have written authority by the governing board (e.g., County Board of Supervisors, City Council, or Governing Board) granting authority for the Subrecipient/Official Designee (see Section 3.030) to enter into a specific Grant Subaward (indicated by the Cal OES Program name and initial Grant Subaward performance period) and applicable Grant Subaward Amendments with Cal OES. The authorization includes naming of an Official Designee (e.g., Executive Director, District Attorney, Police Chief) for the agency/organization who is granted permission to sign Grant Subaward documents on behalf of the Subrecipient. Written proof of authority includes one of the following: signed Board Resolution or approved Board Meeting minutes.

II. Civil Rights Compliance – SRH Section 2.020

The Subrecipient acknowledges awareness of, and the responsibility to comply with all state and federal civil rights laws. The Subrecipient certifies it will not discriminate in the delivery of services or benefits based on any protected class and will comply with all requirements of this section of the SRH.

III. Equal Employment Opportunity – SRH Section 2.025

The Subrecipient certifies it will promote Equal Employment Opportunity by prohibiting discrimination or harassment in employment because of any status protected by state or federal law and will comply with all requirements of this section of the SRH.



IV. Drug-Free Workplace Act of 1990 – SRH Section 2.030

The Subrecipient certifies it will comply with the Drug-Free Workplace Act of 1990 and all other requirements of this section of the SRH.

V. California Environmental Quality Act (CEQA) – SRH Section 2.035

The Subrecipient certifies that, if the activities of the Grant Subaward meet the definition of a "project" pursuant to the CEQA, Section 20165, it will comply with all requirements of CEQA and this section of the SRH.

VI. Lobbying – SRH Sections 2.040 and 4.105

The Subrecipient certifies it will not use Grant Subaward funds, property, or funded positions for any lobbying activities and will comply with all requirements of this section of the SRH.

All appropriate documentation must be maintained on file by the Subrecipient and available for Cal OES upon request. Failure to comply with these requirements may result in suspension of payments under the Grant Subaward(s), termination of the Grant Subaward(s), and/or ineligibility for future Grant Subawards if Cal OES determines that any of the following has occurred: (1) the Subrecipient has made false certification, or (2) the Subrecipient violated the certification by failing to carry out the requirements as noted above.

CERTIFICATION				
I, the official named below, am the same individual authorized to sign the Grant				
Subaward [Section 15 on Grant Subaward Face Sheet], and hereby affirm that I				
am duly authorized legally to bind the Subrecipient to the above-described				
certification. I am fully aware that this certification, executed on the date, is made				
under penalty of perjury under the laws of the state of California.				
Official Designee's Signature:				
Official Designee's Typed Name: Al Zelinka				
Official Designee's Title: City Manager				
Date Executed:				
AUTHORIZED BY:				
I grant authority for the Subrecipient/Official Designee to enter into the specific				
Grant Subaward(s) (indicated by the Cal OES Program name and initial Grant				
Subaward performance period identified above) and applicable Grant Subaward				
Amendments with Cal OES.				
City Manager County Manager				
Governing Board Chair				
Signature: Signature Needed				
Typed Name: Edward Enriquez				
Title: Chief Financial Officer				
Date Executed: Date needed 5/11/2022				



Grant Subaward Budget Pages

Single Fund Source

(wn)

Subrecipient: City of Riverside	Grant Subaward #:LC	C21 01 7850
A. Personnel Costs - Line-item description an	d calculation	Total Amount Allocated
CERT Instructor Overtime @ \$77.35/hour x 1.5 overtime rate x 13 hours per course x 3 courses		\$4,525
Tokal da	non not geld up. Looly hous \$2120.00	
*		
ERSONNEL COSTS CATEGOTY TOTAL		\$4,52



Grant Subaward Budget Pages

Single Fund Source

(wn)

Subrecipient: City of Riverside	Grant Subaward #	LC21 01 7850
B. Operating Costs - Line-item description o	and calculation	Total Amount Allocated
ASL Interpretation @ 2 interpreters x \$85.00	D/hour x 20 hours x 1 class	\$3,400
Spanish-speaking CERT instructor @ \$64.52 2 classes	2/hour x 31 hours per class	\$4,000
CERT Marketing Material Printing - \$1,200 t	total budget	\$1,200
CERT Backpacks @ \$75 each x 25 backpa	icks	\$1,875
	Civo S v house brook down	
PERATING COSTS CATEGORY TOTAL		\$10,475



Grant Subaward Budget Pages

Single Fund Source

(wn)

Subrecipient: City of Riverside Grant Subaward #: LC	21 01 7850
C. Equipment Costs - Line-item description and calculation	Total Amount Allocated
N/A	
EQUIPMENT COSTS CATEGORY TOTAL	
Total Project Cost (Must match the Grant Subaward Face Sheet)	\$15,000

VSPS Budget Summary Report

LC21 Listos California CERT Support Grant Program Riverside, City of				Subaward #: LC21 01 7850 Performance Period: 06/01/22 - 12/31/23			
Listos Califor	rnia CERT Support	Grant Program		est Request: , Not			
A. Persona	al Services - Sala	ries/Employee Benefits					
F/S/L	Funding Source	Budget Amount	Paid/Expended	Balance	Pending	Pending Balance	
S	21LIST	4,525	0	4,525	0	4,525	
Total A. Pe	ersonal Services	- Salaries/Employee Benefits: 4,525	0	4,525	0	4,525	
B. Operatin	g Expenses						
F/S/L	Funding Source	Budget Amount	Paid/Expended	Balance	Pending	Pending Balance	
S	21LIST	10,475	0	10,475	0	10,475	
Total B. Operating Expenses: 10,475			0	10,475	0	10,475	
C. Equipme	<u>ent</u>						
F/S/L	Funding Source	Budget Amount	Paid/Expended	Balance	Pending	Pending Balance	
S	21LIST	0	0	0	0	0	
Total C. Equ	uipment:	0	0	<u> </u>	0	0	
		Budget Amount	Paid/Expended	<u>Balance</u>	<u>Pending</u>	Pending Balance	
Total Local Match:		0	0	0	0	0	
Total Funded: 15,00			0	15,000	0	15,000	
Total Project Cost: 15,000			0	15,000	0	15,000	





Grant Subaward Programmatic Narrative

Grant Subaward #: LC21 01 7850

(wn)

Subrecipient: City of Riverside

The City of Riverside CERT program is overseen by a full-time CERT Coordinator who focuses on community outreach and preparedness and coordinating and scheduling CERT training and community preparedness events. This person is actively engaged in seeking out new contacts in the business community, and at local schools and universities. Over the past two years, despite the challenge of the pandemic, we have delivered at least two classes each year (training at least 30 people per year) and maintain a cadre of approximately 25 active volunteers who participate in a wide variety of events each year, including staffing outreach community booths and events, assisting with city emergency preparedness projects, and assisting OEM with incident support throughout the city. We have trained over 2,000 residents since the inception of the program and are excited to continue to expand and improve the program. We are working on increasing CERT courses for underserved populations within the city, including hearing-impaired and Spanish-speaking residents.

A few challenges our program faces currently include:

The retirement of our lead instructor, and soon to be retirement of another longtime instructor. This will create a challenge with scheduling classes around these instructor's primary duties.





Grant Subaward Programmatic Narrative

Grant Subaward #:	(wn)
20.0	

Subrecipient: City of Riverside

- Lack of ASL- and Spanish-proficient instructors. Our program seeks to reach into the non-English-speaking parts of our community but needs the assistance of ASL Interpreters and Spanish translation services. We currently provide information via our ReadyRiverside.org website that can be translated via the Google Translate feature, but live interpretation would bring our outreach to underserved communities to the next level.
- We are seeking to expand out CERT Volunteer Cadre, which we call locally our CERT Support & Outreach Team, who we provide with upgraded and locally branded equipment in exchange for assistance with scheduled events, preparedness projects, and incident support.

With these funds, our program plans to:

- Hold 1-2 CERT classes in Spanish.
- Have ASL Interpretation available for CERT classes conducted during the performance period.
- Hold at least 5 preparedness events in underserved neighborhoods using the printed marketing material.
- Supply 25 CERT Support and Outreach Team members with the CERT backpacks.

City of Riverside Organizational Chart

RIVERSIDE Updated

January 2022



Mayor Lock Dawson City of Riverside



Erin Edwards Ward 1



Clarissa Cervantes Ward 2



Ronaldo Fierro Ward 3



Chuck Conder Ward 4



Gaby Plascencia Ward 5



Jim Perry Ward 6



Steve Hemenway Ward 7



































Office of Sustainability



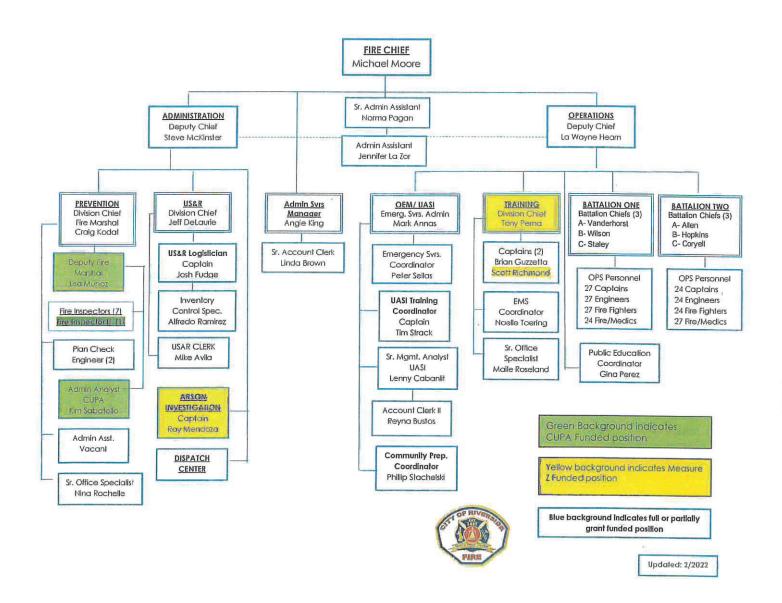












Name of Agency:





LISTOS CALIFORNIA CERT SUPPORT GRANT PROGRAM CERT Training Certification

City of Riverside

is res	Al Zelinka e Grant Subaward Face She ponsible for adhering to all c al OES including, but not limi	_ (Official Designee; same person as Section 15 et) hereby certify that the above Subrecipient of the Grant Subaward requirements as directed ited to, the following area:
•	instructor-led, CERT training incorporating all nine mod	ney are conducting classroom-based, g based on the 20-hour FEMA curriculum, ule and all hands-on exercises (e.g., fire e, cribbing), including a disaster simulation drill, ERT Training curriculum.
and o may of the Cal C has n	available for Cal OES upon re result in suspension of paym e Grant Subaward(s), and/or DES determines that any of th	nust be maintained on file by the Subrecipient equest. Failure to comply with this requirement ents under the Grant Subaward(s), termination ineligibility for future Grant Subawards if ne following has occurred: (1) the Subrecipient to the Subrecipient was noted above.
		mis as noted above.
CERTI	FICATION	
CERTI I, the Subar duly a	official named above, am toward [Section 15 on Grant Stauthorized legally to bind the ication. I am fully aware that	he same individual authorized to sign the Grant ubaward Face Sheet], and hereby affirm that I am e Subrecipient to the above-described this certification, executed on this date, is made e laws of the state of California.



CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT



Subrecipient City of Riverside	Duns# <u>040502114</u> J FIPS# <u>065-62000</u>	
Disaster/Program Title: LG - Listos Galifornia GERT	Support-Grant-Program Listos Galifornia GERT Support (LC) Program. (WI)	
Performance Period: 06/01/22 to 12/31/23	Subaward Amount Requested: \$15,000 Remarks	
Type of Non-Federal Entity (Check Box): \square	State Gov. 🗆 Local Gov. 🗆 JPA 🗀 Non-Profit 🗀 Tribe	

Per Title 2 CFR § 200.332, Cal OES is required to evaluate the risk of noncompliance with federal statutes, regulations and grant terms and conditions posed by each subrecipient of pass-through funding. This assessment is made in order to determine and provide an appropriate level of technical assistance, training, and grant oversight to subrecipients for the award referenced above.

The following are questions related to your organization's experience in the management of federal grant awards. This questionnaire must be completed and returned with your grant application materials.

For purposes of completing this questionnaire, grant manager is the individual who has primary responsibility for day-to-day administration of the grant, bookkeeper/accounting staff means the individual who has responsibility for reviewing and determining expenditures to be charged to the grant award, and organization refers to the subrecipient applying for the award, and/or the governmental implementing agency, as applicable.

Assessment Factors	Response
 How many years of experience does your current grant manager hav managing grants? 	'E >5 years
2. How many years of experience does your current bookkeeper/accoustaff have managing grants?	unting >5 years
3. How many grants does your organization currently receive?	>10 grants
4. What is the approximate total dollar amount of all grants your organiz receives?	ation \$ 180,390,449
5. Are individual staff members assigned to work on multiple grants?	Yes
6. Do you use timesheets to track the time staff spend working on specificactivities/projects?	iC Yes
7. How often does your organization have a financial audit?	Annually
8. Has your organization received any audit findings in the last three year	rs? Yes
9. Do you have a written plan to charge costs to grants?	Yes
10. Do you have written procurement policies?	Yes
11.Do you get multiple quotes or bids when buying items or services?	Sometimes
12. How many years do you maintain receipts, deposits, cancelled check invoices, etc.?	S, >5 years
13.Do you have procedures to monitor grant funds passed through to oth entities?	ner Yes

Certification: This is to certify that, to the best above is accurate, complete and current.	of our knowledge and belief, the data furnished
Signature: (Authorized Agent)/	Date: 5/11/17
Print Name and Title: Al zalica/City Manager	Phone Number: 951-826-5771
Cal OES Staff Only: SUBAWARD #LC21 01 7850	(wn)



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Grant Subaward Service Area Information

Gran	t Subaward #:	(wn)
	ecipient: City of Riverside	
1.	County or Counties Served: Riverside	
	County where principal office is located: Riverside	
2.	U.S. Congressional District(s) Served: 2	
	U.S. Congressional District where principal office is located: CA 41	
3.	State Assembly District(s) Served: 2	
	State Assembly District where principal office is located: 61	
4.	State Senate District(s) Served:	
	State Senate District where principal office is located: 31st Senate District	
5.	Population of Service Area: 314,998	

Grant Subaward Service Area Information – Cal OES 2-154 (Revised 11/2020)