

REQUEST FOR PROPOSAL (RFP)

For

California For All CERT and LISTOS Capacity Building Grant RFP

RFP# EP18-004

April 12, 2019

State of California



1400 10th Street, 2nd Floor
Sacramento, CA 95814

Written Proposals Due at the
CaliforniaVolunteers Office
No Later Than:

May 9, 2019 at 5pm Pacific Standard Time

FAXES and EMAIL WILL NOT BE ACCEPTED IN LIEU OF PROPOSALS

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BACKGROUND

California Volunteers (CV), Office of the Governor, addresses community and state challenges by investing in high impact service solutions, while leveraging public, private, and nonprofit partnerships and resources. Through AmeriCorps, Disaster Volunteering, and Community Partnerships, California Volunteers transforms small investments into big community impact.

Led by Karen Baker, State of California Chief Service Officer, California Volunteers is supported by a 25-member Commission appointed by the Governor.

Through recent legislation, AB 72 appropriates \$50 million to fund the California For All (CFA) Emergency Preparedness Campaign to bolster statewide disaster resilience, of which the California Office of Emergency Services will distribute \$20 million and California Volunteers will distribute \$30 million. The California For All Emergency Preparedness Campaign empowers community-based organizations to provide emergency preparedness education and resources to California's most vulnerable populations, which can be described by social vulnerability factors, including social isolation, poverty, language barriers, and other access and functional needs and challenges. California Volunteers is looking to fund projects focused on increasing the emergency preparedness and resilience for communities and individuals throughout the state.

Eligible Applicants

A valid Sponsoring Agency for a CERT program according to FEMA and State guidance. Sponsoring agencies include local government agencies, tribal governments, first responder agencies, local government with disaster preparedness and/or response responsibilities, and higher education campuses. As the California State Administrator for CERT, California Volunteers may approve private sector and faith-based organizations as a Sponsoring Agency on a case-by case basis provided they meet additional Federal and State criteria (See Attachment A).

CERT Eligibility Requirements

- Must be registered as an approved California CERT program on the National FEMA CERT website at: <https://community.fema.gov/Register> as an existing CERT program or vetted by California Volunteers as a new CERT program.
- Must have completed the surveymonkey at: <https://www.surveymonkey.com/r/CERTTRFP>
- Must have completed the California CERT Program Contact List at: <https://www.surveymonkey.com/r/CACERTContactList>
- CERT Basic Course manager must have taken the State or FEMA approved CERT Train-the-Trainer Course
- Is conducting classroom-based, instructor-led, CERT training based on the 20-hour FEMA curriculum, incorporating all 9 modules and all hands-on exercises (e.g., fire suppression, medical triage, cribbing), including a disaster simulation drill.

LISTOS Program Eligibility Requirement

- Must be part of a CERT program and be registered on the state LISTOS website at: <https://www.cafsti.org/programs/alertar-y-preparar-and-LISTOS/>

PURPOSE OF THIS REQUEST FOR PROPOSALS

Over the past decade, California Volunteers has served as the state lead for volunteer and donations management during disaster response and recovery. With this role, California Volunteers has actively collaborated with local communities throughout California, connecting with nonprofits, community-based organizations (CBOs), faith communities, local government, tribal government, and the corporate sector to improve resiliency and capacity in the state

CaliforniaVolunteers is the State Administrator for the CERT program in California and works in partnership with Alertar y Preparar to manage and administer the LISTOS Program. There are over 400 CERT programs in the State of California and over 3,000 programs nationwide. There are currently 30 LISTOS programs in California.

GRANT PROGRAM OVERVIEW

A total of up to \$8.3 million is available for the CERT and LISTOS Capacity Building Grant.

- Up to \$8,000,000 is available to enhance existing or establish new California CERT Programs to support 16,000 CERT volunteer slots at \$500 per slot, and
- Up to \$300,000 is available to support 60 CERT programs who currently have a LISTOS program or to start a new LISTOS program.

For Existing CERT programs

Grants will be based on the following:

- Eligible CERT programs can request funding for anywhere from 20-50 CERT Volunteer slots.
- Each CERT volunteer slot is eligible for \$500 in grant funds.
- For each CERT volunteer slot requested, CERT programs will be required to engage 20 Californians in disaster preparedness as outlined in attachment B (averaged for the program).
 - For example, if a CERT program requests funding for 40 volunteer slots, the program is eligible to receive \$20,000 (\$500 x 40 volunteer slots).
 - In this example, the program will be responsible to engage 800 Californians in preparedness training or activities (40 volunteer slots x 20 engagements).
 - At a minimum, CERT programs must first allocate the grant funding to pay for the following for each funded volunteer slot:
 - Background checks per the CFA requirements, if not already completed (see Attachment C,)
 - Liability coverage for medical expenses should the volunteer be injured during a preparedness engagement, if coverage not already provided (Attachment D).
 - Standard California For All (CFA) CERT helmet, and (vest) (see Attachment E.
 - Once the CERT Program allocates for the three items listed above, the Program can allocate the remaining grant funding to pay for the following
 - Additional Preparedness Engagements activities (food is not allowable with grant funding), see Attachment B for more information.
 - California For All Preparedness training and activities (A suite of California For All Preparedness tools and training materials will be available in Fall, 2019).
 - CERT and LISTOS training and workshops.

- Travel for program managers/coordinators and instructors to attend Preparedness, CERT, and LISTOS training, meetings, workshops, etc.
- Additional training equipment, supplies, and materials
- Staff and consultants to support the preparedness activities

For New CERT programs

- The same provisions for the Existing CERT Programs apply with the following exception:
 - Programs will not be required to be registered as an approved California CERT program on the National Citizen Corps website (as they will not yet meet the requirements). Potential new CERT Programs will apply via a valid sponsoring agency and verify that they will meet the requirements of a registered CERT program before the end of the grant performance period.

LISTOS funding for CERT Programs

CERT Programs who have a LISTOS Program or those who would like to start a LISTOS Program can apply for additional funding to support this effort.

- Existing and New LISTOS programs must be registered on the state LISTOS website at: <https://www.cafsti.org/programs/alertar-y-preparar-and-LISTOS/>
- LISTOS programs can request a maximum of \$5,000 in grant support. The funds can support the following:
 - Training equipment and supplies
 - Instructor stipend and/or travel and other eligible cost reimbursement
- Each LISTOS program must deliver at least two LISTOS trainings and train at least 30 people total during the course of the grant period

SCOPE OF WORK

CERT Key Components:

CERT Sponsoring Agencies can apply for \$500 in support costs for each CERT volunteer slot they request, including new and existing volunteer slots. For each CERT volunteer slot requested, the program will be required to engage 20 Californians in disaster preparedness (averaged for the CERT program). Sponsoring Agencies can utilize the grant funding to:

- Add new CERT volunteers to existing program
- Enhance existing CERT volunteers within existing program
- Establish a new CERT program with new CERT volunteers

At minimum, CERT programs must use the grant funding to pay for the following:

1. Background checks per the CFA requirements (see Attachment C)
2. Liability coverage to cover medical expenses should the volunteer get injured during a preparedness engagement (see Attachment D)
3. Standard California For All CERT helmet and vest (see Attachment E)

Once the three items listed above are paid for, CERT programs can allocate remaining grant funding to pay for:

- Preparedness engagement requirements (see Attachment B for requirements)

- Travel for program managers/coordinators and instructors to attend training, meetings, workshops, etc.
- Training equipment, supplies, and materials
- Staff and consultants

CERT Volunteer Personal Protective Equipment (PPE)

Please note that at minimum, all CERT Volunteers supported by this grant will need a standard California For All CERT helmet and vest (see Attachment E). Programs are able to use this grant funding to provide additional PPE as needed for their CERT programs, including CERT volunteers not part of this grant request and additional equipment beyond the CFA CERT Helmet and Vest.

CERT Volunteer Background Check

Applicant must provide Department of Justice and Federal Bureau of Investigation (DOJ/FBI) background checks for all CERT Volunteers funded through this grant in compliance with the California For All Background Check Requirements and include the disqualification criteria noted in Attachment C. Programs can use this grant funding to provide background checks for CERT Volunteers in their program not included in this grant request.

If Programs already provide background checks for their CERT Volunteers, they are not required to complete another background check if their criteria meet those of the CFA Background Check Requirements.

CERT Volunteer Preparedness Activities Liability Coverage

Applicant must provide / pay for liability coverage for their CERT Volunteers. Please note that this coverage can supplement the California Disaster Service Worker Volunteer Program (DSWVP), which does not cover preparedness activities. The liability coverage must at minimum cover medical costs for the CERT Volunteers who are performing preparedness activities as part of the grant. There is no requirement for Programs to use the DSWVP administered through Cal OES or to purchase workers' compensation coverage for the CERT Volunteers. Programs can use the grant funding to provide liability coverage for additional CERT volunteers in their program beyond the number of support volunteer slots requested. Please indicate in your grant application if your Program already provides CERT Volunteers with this liability coverage through its existing risk management / insurance program

Preparedness Engagement Activities

Program will identify preparedness engagement activities to be funded through this grant. Funding can be used to cover the cost of items to include but not be limited to:

- CERT and LISTOS Training - Number and type, number of Californians to be engaged
- Preparedness events - number and type
- Exercise/simulation drills - number of drills, number of Californians to be engaged
- Event materials and supplies
- Travel costs (indicate for whom, event)
- Instructor/Presenter/Consultant costs

A list of approved engagement events will be posted on the California Volunteers website at <https://californiavolunteers.ca.gov>. Please list additional engagement activities that you would like to submit for approval.

CERT Support for California For All Emergency Preparedness Campaign

In addition, CERT Programs may be asked to partner with local community-based organizations that have been funded through another California For All Emergency Preparedness Campaign grant to conduct outreach and emergency preparedness training for vulnerable populations, utilizing the California For All Public Outreach and Education Campaign materials.

Training

Program will identify type and number of trainings to be funded through this grant. CERT programs can use grant funding to provide CERT Basic training and other training such as the advanced CERT modules, first-aid/CPR, Incident Command System, etc. for their CERT volunteers. Funding can be used to cover the costs for these trainings including instructor pay, training equipment and supplies, travel costs for instructors/presenters.

How CERT Volunteer Slots Will Be Allocated

All eligible California CERT programs can apply for grant funding. The total number of CERT Volunteer slots that can be supported is 16,000 at \$500 per slot. All eligible programs can request anywhere between 20 to 50 slots. The number of grants approved will be based on the number of slots requested. Programs will be approved based on the selection criteria listed later in this document.

LISTOS Key Components

CERT Sponsoring Agencies can apply for up to a maximum of \$5K to support an existing LISTOS program or start a new LISTOS program.

There is a budget of \$300K to fund 60 LISTOS programs at \$5,000 per program, both existing and new programs. Should there be funding requests for more than 60 LISTOS Programs, the applications will be scored and ranked based on the percentage of the jurisdiction's population that is considered Hispanic, according to the U.S. Census Bureau 2010 data found here: <https://www.census.gov/2010census/data/>. The 60 highest scoring programs will be funded.

Each CERT Program requesting LISTOS funding support will be required to engage at least 100 Californians in Disaster Preparedness.

Additional Requirements and Reporting

In addition to the above activities, the Grantee will perform the following:

- Ensure their CERT program is registered on the National CERT Website at: <https://community.fema.gov/Register>
- Complete the CA CERT Contact list Survey at: <https://www.surveymonkey.com/r/CACERTContactList>
- Complete the attached Grant Application Form (Attachment F)
- Complete the Grant Application Survey at: <https://www.surveymonkey.com/r/CERTRFP>

CERT Deliverables

- CERT program must engage 20 Californians in Disaster and Emergency Preparedness (see Attachment B for Member Engagement Requirements) per CERT Volunteer support slot. Example, if you are requesting funding for 50 CERT Volunteers, you are committing to engaging 50 x 20 = 1,000 Californians engaged in disaster preparedness.
- Background checks for volunteers, if not already provided by Program
- Liability coverage for medical costs volunteers, if not already provided by Program
- California For All CERT Helmet and Vest for each volunteer slot requested
- Quarterly preparedness engagement reports and bi-annual grant reports

LISTOS Deliverables

- At least two LISTOS trainings with a minimum total of 30 people trained
- Sign-in sheets for training
- LISTOS programs must engage at least 100 Californians

Reporting Requirements

CERT Reporting Requirements

The minimum reporting requirements for the grant include the following:

1. List of approved CERT Volunteer and Preparedness Engagement activities
2. CERT Volunteers supported and Preparedness engagement activities captured in a standard tracking platform provided by California Volunteers
3. Copies of sign-in sheets for engagement activities (form to be provided by California Volunteers)
4. Quarterly report to include highlights of engagement activities and bi-annual grant reports

LISTOS Reporting Requirements

- Sign-in sheets for training
- Quarterly report to include highlights of engagement activities and bi-annual grant reports

Quarterly Engagement Activities Report Schedule

Report	Report Period	Due Date
1 st Report	July 1, 2019 – September 31, 2019	October 31, 2019
2 nd Report	October 1, 2019 – December 31 2019	January 31, 2020
3 rd Report	January 1, 2020 – June 30, 2020	July 31, 2020
4 th Report	July 1, 2020 – September 31, 2020	October 31, 2020
Final	October 1, 2020 – December 31, 2020	January 31, 2021

Bi-Annual Grant report schedule

Report	Report Period	Due Date
1 st Report	June 1, 2019 – December 31, 2019	January 31, 2020
2 nd Report	January 1, 2020 – June 30, 2020	July 31, 2020
Final	July 1, 2020 – December 31, 2020	January 31, 2021

1. Grantees will receive a report template for the Quarterly Preparedness Engagement Activities Report and the Bi-Annual Grant Report.

KEY ACTION DATES

Listed below are the important actions and dates and times by which the actions must be taken or completed. If the State finds it necessary to change any of these dates, it will be accomplished via an addendum to this RFP.

<u>Event</u>	<u>Date</u>
RFP available to prospective Grantees	4/12/19
Final Date for Proposal Submission	5/9/19 at 5pm PST
Proposal Opening and Review	5/10/19
Notice of Intent to Award	5/17/19
Proposed Award Date	5/30/19
Expected Project Start Date	6/14/19
Project End Date	12/31/2020

Expected start date is contingent upon CaliforniaVolunteers and Grantee agreement of final grant terms.

COMPLETING AND SUBMITTING THE APPLICATION

To simplify our review process, we ask that you comply with the format and content requirements detailed in this section. Resumes, samples of work, and letters of support are the only exceptions to this requirement. Proposals which are clear and succinct, and do not substitute length for substance, will be most favorably received.

Please submit four (4) hardcopies of your proposal. Correlate major sections of your proposal with the proposal narrative instructions below:

PROPOSAL NARRATIVE INSTRUCTIONS

Please complete the Grant Application Form (Attachment G) and the Grant Budget Worksheet (Attachment H), the online survey at: <https://www.surveymonkey.com/r/CERTRFP>, and include any other supporting documents listed below.

I. Project Design / Approach (40%):

Complete Attachment F detailing the project scope including how the grant funding will be allocated.

II. Qualifications (30%)

Complete Attachment F detailing the qualifications of the CERT Sponsoring Agency to perform the duties outlined in your application including, but not limited to: Number of trained instructors, volunteer coordinators, local government support, local partnerships, and current CERT and preparedness activities.

- Include Resume of the CERT Program Manger
- Include Resume of the Lead CERT Instructor

III. Communication style (10%)

Demonstrate the ability to effectively describe projects and how grant deliverables will be executed in the Grant Application Form (Attachment G)

IV. Project management (10%)

Demonstrate the staffing and oversight support needed to effectively execute the grant and deliverables in the Grant Application Form (Attachment G)

V. Cost (10%) (Minimum is 10%)

Effective breakdown of how the grant funds will be allocated, including organization purchasing guidance and requirements and current relationships with vendors/contractors in the Grant Application Form (Attachment G) and the Budget Template Spreadsheet (Attachment H).

SELECTION PROCESS

Applicants are required to submit the following items in response to this Request for Proposal:

- 1) CERT and LISTOS Program Capacity Building Grant Request Form (Attachment G)
- 2) Budget Template Spreadsheet (Attachment H)
- 3) SurveyMonkey survey <https://www.surveymonkey.com/r/CERTRFP> populated with the information provided in Attachment G
- 4) Resumes for the CERT Program Manager and Lead CERT Basic Instructor/Course Manager

Responses to the RFP, Attachments G and H, and supporting documents, are due by 5:00pm Pacific Standard Time on May 9, 2019. All eligible proposals will be reviewed to determine if they meet the format requirements specified in the RFP. Those that meet the requirement will be submitted to an agency review panel that will evaluate and score each proposal independently using the criteria specified below.

Project Design / Approach	40%
Complete Attachment F detailing the project scope including how the grant funding will be allocated	
Qualifications	30%
Complete Attachment F detailing the qualifications of the CERT Sponsoring Agency to perform the duties outlined in your application including, but not limited to: Number of trained instructors, volunteer coordinators, local government support, local partnerships, and current CERT and preparedness activities	

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Communication Style	10%
Demonstrate the ability to effectively describe projects and how grant deliverables will be executed	
Project Management	10%
Demonstrate the staffing and oversight support needed to effectively execute the grant and deliverables	
Cost	10%
Effective breakdown of how the grant funds will be allocated, including organization purchasing guidance and requirements and current relationships with vendors/contractors.	

The scores for each criterion, based on the above rubric, are added to get a final proposal score. The proposals receiving the highest score will be awarded the grant until all up to 8.3 million grant dollars have been award (up to \$8 million for CERT and \$300,000 for LISTOS). Each applicant will be notified thereafter. Notice of the grant award will be given to each applicant and will be posted for a period of 5 days at www.CaliforniaVolunteers.ca.gov.

The following rating sheet will be used to score applications

RATING SHEET

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

<u>CATEGORY</u>	<u>TOTAL POINTS POSSIBLE</u>
1. PROJECT DESIGN / APPROACH	40
2. QUALIFICATIONS	30
3. COMMUNICATIONS STYLE	10
4. PROJECT MANAGEMENT	10
5. COST	10
TOTAL	100

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:

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- 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.

	I	II	III	IV	V
Project Design / Approach (Maximum 40 Points) How well does the Proposal:	0	10	20	30	40
Complete Attachment G detailing the project scope including how the grant funding will be allocated					
Qualifications (Maximum 30 Points) How well does the proposal:	0	7.5	15	22.5	30
Complete Attachment G detailing the qualifications of the CERT Sponsoring Agency to perform the duties outlined in your application including, but not limited to: Number of trained instructors, volunteer coordinators, local government support, local partnerships, and current CERT and preparedness activities					
Communications Style (Maximum 10 Points) How well does the proposal:	0	2.5	5	7.5	10
Demonstrate the ability to effectively describe projects and how grant deliverables will be executed in Attachment G.					
Project Management (Maximum 10 Points) How well does the proposal:	0	2.5	5	7.5	10
Demonstrate the staffing and oversight support needed to effectively execute the grant and deliverables in Attachment G					
Cost (Maximum 10 Points) How well does the proposal:	0	2.5	5	7.5	10
Effectively break down how the grant funds will be allocated, including organization purchasing guidance and requirements and current relationships with vendors/contractors in Attachment G and Attachment H.					

SUBMISSION PROCESS

Please remember to follow the submission requirements for the proposal, as outlined earlier in this RFP – Completing the Grant Application Form (Attachment G), the Grant Budget Worksheet (Attachment H), and completing the online survey at:

<https://www.surveymonkey.com/r/CERTRFP>.

Include a title page with the following information:

- *Title - California For All CERT and LISTOS Capacity Building*
- *RFP number – EP18-004*

DEPARTMENT CONTACT

The project Representatives during the term of this agreement will be:

State Agency: CaliforniaVolunteers	Grantee:
Name: Suu-Va Tai	Name:
Phone: 916-524-3964	Phone:
Email: suu-va.tai@cv.ca.gov	Email:

Direct all inquiries to:

State Agency: CaliforniaVolunteers	Grantee:
Section/Unit: Finance & Administration	Section/Unit:
Attention: Kaitlin Meyer	Attention:
Address: 1400 10th Street, 2 ND Floor, Sacramento, CA 95814	Address:
Phone: 916.323.7646	Phone:
Fax: 916.558.3185	Fax: