



**FISCAL YEAR 2024-25
LISTOS CALIFORNIA CERT SUPPORT GRANT (LC) PROGRAM
PROGRAM SUPPLEMENTAL**

The California Governor's Office of Emergency Services (Cal OES) has a Competitive Funding Opportunity (CFO) for the LC Program.

This Program Supplemental provides programmatic information and the requirements necessary to prepare a proposal for Cal OES grant funds. The provisions of this Program Supplemental supersede previous RFPs and conflicting administrative and fiscal requirements in the [Subrecipient Handbook \(SRH\)](#).

A. CONTACT INFORMATION

Questions concerning this CFO, the proposal process, or technical assistance with navigation in Grants Central System (GCS) must be submitted 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 CFO during the period between the publication date and the completion of the CFO process.

B. 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; and,
- must have the capacity to support any California Community Emergency Response Team (CERT) programs 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.

Please Note: proposals that do not meet the above requirements will be disqualified (i.e., ineligible) 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.

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. Prerequisites to Receive Funding

If selected, all the following must be completed within 60 days of receiving the Intent to Fund notification 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 (applies to non-profit organizations only. [Check non-profit status](#).)
- Have a current registration on the IRS Tax Exempt Organization Search website (e.g., must not be on the Auto-Revocation List). If an Applicant is on the Auto-Revocation List, they must provide documentation that substantiates they have been registered. [Check IRS Status](#).

C. FUNDING INFORMATION

There is \$500,000 available for the Grant Subaward performance period. Funds are supported through the State General Fund.

- Applicants may apply for up to \$500,000, for the 19-month Grant Subaward performance period.
- Subrecipients may request a one-time advance of up to 25 percent of their awarded funds. All subsequent payments will be on a reimbursement basis.
- Applicants can only receive funding from one FY24 Listos California Grant Program. An outline of each program is listed in Section D,

PROGRAMMATIC INFORMATION. Applicants are encouraged to review each program entirely to determine which one to apply for.

- There is no match required for the Program.

D. PROGRAMMATIC INFORMATION

1. Programmatic Information

The purpose of the LC Program is to provide funding to a fiscal administrator which will in coordination with Cal OES, support new and existing CERT programs to build their capacity to prepare vulnerable and underserved populations including, but not limited to: providing CERT training in languages other than English, providing CERT training to underserved populations and/or populations that are at high risk for disasters, providing accommodations for training participants that have access and functional needs, such as English as a Second Language (ESL) interpretation, and building capacity to respond to disasters.

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 are 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 LC Program being a critical one. Each program is outlined below.

- a. Listos California Regional Grant Program - Coastal CFO** – There is a separate CFO with approximately \$1.5 million available for CBOs serving socially vulnerable communities within California’s Coastal Region to support the same general activities of this CFO.
- b. Listos California Regional Grant Program - Inland CFO** – There is a separate CFO with approximately \$1.5 million available for CBOs

serving socially vulnerable communities within California's Inland Region to support the same general activities of this CFO.

- c. **Listos California Regional Grant Program - Southern CFO** – There is a separate CFO with approximately \$1.5 million available for CBOs serving socially vulnerable communities within California's Southern Region to support the same general activities of this CFO.
- d. **Listos California Tribal Grant Program CFO** – There is a separate RFP with approximately \$500,000 available for federally-recognized tribes located in California and CBOs that serve tribal governments to support the same general activities of this RFP.
- e. **Listos California Statewide Grant Program CFO** – There is a separate CFO with approximately \$2,250,000 million available for CBOs serving multiple counties throughout California to support the same general activities of this CFO.

2. Programmatic Components

a. 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](#) and the [Listos California Brand Style Guide](#).

The Subrecipient is required to share Cal OES approved Listos California Materials to CERT Programs that are being supported by the Subrecipient at all trainings and preparedness outreach activities.

b. Communication Requirement

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

c. Training

The Subrecipient must attend Listos California orientation, training classes and meetings provided by Cal OES to receive updates and resources throughout the Grant Subaward performance period.

d. Training to New and Existing CERT Programs

The Subrecipient is required to allocate a minimum of \$100,000 in Grant Subaward funds to provide the following training courses to new and existing CERT programs throughout the State:

- **CERT Train-the-Trainer (English)** – A minimum of one CERT Train-the-Trainer course must be provided to each Cal OES region (Coastal, Inland, and Southern) in English language.
- **CERT Train-the-Trainer (Non-English)** – A minimum of one CERT Train-the-Trainer course must be provided in a language other than English.
- **CERT Program Manager (English)** – A minimum of one CERT Program Manager Training course must be provided to each Cal OES region (Coastal, Inland, and Southern) in English language.
- **CERT Program Manager (Non-English)** – A minimum of one CERT Program Manager Training course must be provided in a language other than English.
- **CERT Master Instructor** – A minimum of one CERT Master Instructor Training course must be provided.

Cal OES will provide the Subrecipient with a listing of all California CERT programs.

The Subrecipient must utilize FEMA or State approved instructors when delivering the CERT training courses listed above and must receive approval from Cal OES prior to securing an instructor.

Allowable expenses when providing CERT-related training to CERT programs are:

- Instructor stipends
- In-state travel for instructors and staff
- Translation services for materials and/or participants
- Training equipment and supplies
- Fees to reserve facility rooms
- Bottled water for participants

e. Direct Support to New and Existing CERT Programs

The Subrecipient is required to allocate a minimum of \$150,000 in Grant Subaward funds to provide direct support to new and existing CERT programs throughout the State to increase their capacity in preparing and educating vulnerable and underserved populations on emergency preparedness.

The Subrecipient shall create a listing of direct support items along with their estimated costs for CERT Programs to request from the Subrecipient. The initial intake of requests will be reviewed and evaluated by the Subrecipient taking precedence on CERT programs that:

- Support vulnerable communities including, but are 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.
- Plan to provide CERT Basic Trainings in a language other than English.
- Have a minimal budget for their CERT program.
- Have a sponsoring agency starting a new CERT program and has been approved by the State CERT administrator.
- Is in a county with less than 600,000 people.

The Subrecipient must submit a direct support plan to Cal OES and receive approval prior to providing direct support to CERT programs.

The maximum amount any one CERT program can request for direct support is \$5,000 for existing CERT programs and \$10,000 for new CERT programs.

Allowable expenses when providing direct support to CERT programs include, but are not limited to:

- CERT training equipment and supplies
- CERT PPE for volunteers
- Background checks
- Liability coverage
- Instructor stipends
- Registration fees and travel costs to attend CERT-related training, workshops, and conferences
- Language interpretation
- First aid/CPR training and certification costs
- Preparedness outreach materials and supplies

f. Subgranting Funds

Subgranting funds to CERT programs for direct support is not allowable under this Program.

g. Additional Allowable Use of Funds

In addition to the required training and direct support to new and existing CERT programs, Program funds may be used for:

1. Additional Training and Workshops

The Subrecipient can use funds to:

- Provide additional CERT related training, workshops and conferences to new and existing CERT programs.
- Directly support the costs to register participants in CERT-related trainings, workshops and conferences, i.e.: CERT

Basic Training, advanced CERT modules, first aid/CPR, and Disaster Response Training.

- Directly support the costs to travel to and from CERT-related trainings, meetings, workshops and conferences.
- Costs for CERT programs to attend Listos California training classes.

2. Personnel Costs

The Subrecipient can use funds for:

- Management and administration of Grant Subaward funds.
- Staff registration and travel to attend CERT-related training, workshops, and conferences.
- Staff to attend Listos California orientation, training classes, and meetings provided by Cal OES.

3. Disaster Deployment

The Subrecipient can use funds to directly support the cost to:

- Create, develop, or maintain a cadre of CERT volunteers for disaster deployment.
- Deploy CERT volunteers for emergency disaster response.

The Subrecipient will work with Cal OES to ensure that Disaster Response training support by Program funds meets local, state, and federal guidance for CERT volunteers. Subrecipient will work with Cal OES to ensure that disaster deployment requests have been made by an active Emergency Operations Center or approved by the affected jurisdiction before approving reimbursement for a CERT disaster deployment by a local program.

h. 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.

i. Food and Beverages

The cost of food and/or beverages at Grant Subaward-sponsored conferences, meetings, or office functions is not allowed.

E. PROGRAM 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 semi-annual 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:

- Populations reached.
- Number of CERT trainings offered.
- Number of CERT trainees reached/certified.
- Number of and type of organizations reached.
- Number of outreach trainings/events held.
- CERT training, preparedness, and disaster response activities.
- How the grant has increased the network of supported CERT Program's capacity to provide CERT training and make their communities more disaster prepared and resilient.

1. Cal OES Progress Reports

There are five 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, 2025 – September 30, 2025	October 30, 2025
2 nd Report	October 1, 2025 – January 31, 2026	February 28, 2026
3 rd Report	February 1, 2026 – May 31, 2026	June 30, 2026
4 th Report	June 1, 2026 – September 30, 2026	October 30, 2026
Final Report	October 1, 2026 – December 31, 2026	January 30, 2027

2. Cal OES Engagement Reports

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

F. PROGRAMMATIC NARRATIVE

Applicants must respond to all Rating Questions in GCS. The Applicant's response to each question will be evaluated as part of the rating process.

In narrative form, address the following:

- 1) Describe how the proposed budget supports the objectives and activities of the LC Program.
- 2) Describe how the CERT programs currently support vulnerable and underserved populations and how grant funding would enhance this support.
- 3) Describe the Applicant's current capacity to support CERT programs statewide.
- 4) Describe the Applicant's current capacity to deliver FEMA CERT curriculum trainings to CERT programs and/or vulnerable and underserved communities.
- 5) Describe a detailed preliminary plan on how the Applicant plans to deliver CERT-related trainings throughout the State, including the number and type of CERT trainings and the number of CERT certified individuals the Applicant intends to train. The plan must include a timeline with target dates of completion.
- 6) Describe the Applicants plan on how they will provide equal opportunity outreach to all CERT programs throughout the State and how individual CERT programs will be selected to receive emergency preparedness training and resources from the Applicant.
- 7) Describe the CERT preparedness and/or disaster response-related activities the Applicant will support during the performance period and how funding will be utilized to support these activities.

G. SELECTION OF PROPOSAL FOR FUNDING

1. Proposal Rating

Eligible proposals submitted through GCS by the due date are generally evaluated by a three-member team. Each Rating Question is assigned a point value (up to 20 points) and the Applicant's response to each question is evaluated on the following criteria:

ABSENT: The response does not address the specific question, or a response was not provided.

Points Possible: 0

UNSATISFACTORY: The response does not completely address the question. The information presented does not provide a good understanding of the Applicant's intent, does not give the detailed information requested by the CFO, and/or does not adequately support the proposal or the intent of the Program.

Points Possible: 1-5

SATISFACTORY: The response addresses the question and provides a good understanding of Applicant's intent. The response adequately supports the proposal and the intent of the Program.

Points Possible: 6-10

ABOVE AVERAGE: The response is adequate 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.

Points Possible: 11-15

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.

Points Possible: 16-20

The rater scores are averaged and ranked numerically. Proposals are only evaluated numerically; no notes are taken during the evaluation.

2. Funding Decision

A proposal must receive a minimum score of 50% of available points 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 CFO.
- Prior negative administrative and programmatic performance, if applicable.

Applicants 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 Applicant may not be selected for funding.
- The amount of funding may be reduced.
- Grant Subaward conditions may be added to the Grant Subaward.

3. Notification Process

All Applicants will be notified in writing, via electronic communication, the results of the rating process. The notification will be sent to the Authorized Agent and all Entity Representatives identified in GCS.

Applicants will receive one of the following notifications:

- Intent to Fund if selected for funding.
- Denial if not selected for funding, including the Applicant's scores and information regarding the appeal process.
- Ineligibility:
 - If the proposal did not meet Eligibility to Compete for Funding, 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 CFO during the period between the publication date and completion of the CFO process. Requests for records must be made through a [Public Records Act request](#).

H. FINALIZING THE GRANT SUBAWARD

1. Grant Subaward Application

Once selected for funding, Cal OES may require revisions and/or additional documentation to finalize the submission of the Grant Subaward Application. The Grants Analyst identified in the Applicant's Intent to Fund notification can provide technical assistance in completing these components.

2. Grant Subaward Approval

The Grant Subaward will be available in GCS. The Applicant is not authorized to incur costs against the Grant Subaward until the application is approved. Once the Grant Subaward is approved, a request for payment may be submitted.

a. Grant Subaward Conditions

Cal OES may add conditions to execute the Grant Subaward. If conditions are added, these will be discussed with the Subrecipient and will become 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.

c. Report of Expenditures and Payment Requests

Upon receipt of an executed Grant Subaward, Subrecipient is required to report expenditures and request funds on a monthly basis.

Subrecipients must submit a Report of Expenditure and Payment Request in GCS within 30 calendar days from the end of each billing period, whether or not funds are requested.

3. Standard Grant Subaward Funding Authority

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 of expenses incurred on, or after, the start of the Grant Subaward performance period.

If, during the Grant Subaward performance period, the state and/or federal 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.

Grant Subawards are subject to applicable restrictions, limitations, or conditions enacted by the California Legislature and/or the United States Government, after the execution of the Grant Subaward.