



Disaster Corps Phase II Grant  
Application

REQUEST FOR APPLICATIONS (RFA)

APPLICATIONS DUE

Friday, February 24, 2012

by 5:00 p.m. PST

# DC Phase II Grant Application

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**Purpose:** The purpose of this grant is to provide continuation funding for the further development/enhancement of the Disaster Corps program and Operational Area Volunteer Coordination in the five Operational Areas awarded grants in the 2010 Disaster Corps Grant Program. The funding will support ongoing and new work to implement the Disaster Corps program and develop volunteer coordination plans and procedures within these Operational Areas. An important part of this grant is developing a sustainment plan to continue the Disaster Corps and the volunteer coordination function after the end of grant funding.

**Eligible Applicants:** Eligible applicants are the five Operational Areas (OAs) funded to implement the Disaster Corps Program in 2010 who have signed Disaster Corps MOUs with California Volunteers that expire December 31, 2013. These OAs are Los Angeles, Riverside, San Bernardino, San Diego, and San Francisco.

**Funding:** There is a total of \$625,000 available in Homeland Security Grant Program (HSGP) funding. The maximum award for each applicant is \$125,000. The grant performance period is for 10 months--May 1, 2012, to February 28, 2013.

**Grant Program Timeline:** The following is the grant application and program timeline. This timeline is subject to change.

Date	Action
Monday, February 6, 2012	Request for Applications (RFA) available
Thursday, February 9, 2012, 9am to 12 pm	CaliforniaVolunteers staff available by phone to provide technical assistance to applicants. Phone number: 1 (866) 640 4044, Passcode: 489238
Friday, February 24, 2012	Applications Due – applications must be submitted by email, hand delivered, or mailed and received by 5:00 p.m. at:  Email: <a href="mailto:DisasterCorps@cv.ca.gov">DisasterCorps@cv.ca.gov</a>  Physical Address: CaliforniaVolunteers Attn: Disaster Corps RFA 770 L Street, Suite 1160 Sacramento, CA 95814  Emailed submissions must be accompanied by hard copy application materials, postmarked by 5:00 pm, February 24, 2012. More information about submission is on page 4 under Submission of Application.
Wednesday, February 29, 2012 9am to 3pm	Applicants must be available to respond to questions about their application from the CaliforniaVolunteers Review Panel

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Date	Action
Thursday, March 1, 2012	CaliforniaVolunteers review panel reviews and scores applications; prepares ranking for the Disaster Volunteering and Preparedness (DVP) Committee. The DVP Committee is a committee of the CaliforniaVolunteers Commission that oversees the Disaster Volunteering and Preparedness grantmaking.
Friday, March 2, 2012	DVP Committee reviews staff recommendations and acts to award grants
Friday, March 2, 2012	Funding Decisions Announced
Tuesday March 27, 2012	Required meeting of all subgrantees in Sacramento.
Tuesday May 1, 2012	Performance period begins when contract is fully executed by all parties: Subgrantee and CaliforniaVolunteers.
February 28, 2013	Performance Period Ends
March 15, 2013	Final invoices must be received by CaliforniaVolunteers, or funding will be jeopardized.

**Technical Assistance:** CaliforniaVolunteers will schedule one conference call to answer general questions about the grant application process, including the areas of application submittal, review, and grant award.

Date	Call In Number	Passcode	Time
Thursday, February 9, 2012	866-640-4044 (toll free)	489238#	9:00am-12:00am

**Submission of Applications:**

Applications may be submitted by email, hand-delivered, and/or mailed to CaliforniaVolunteers. Applications must be received by the CaliforniaVolunteers office by 5:00 p.m. PST, Friday, February 24, 2012, at the following email address or mailing address respectively.

Email Address: [DisasterCorps@cv.ca.gov](mailto:DisasterCorps@cv.ca.gov)

Applicants submitting by email are also required to mail (postmarked by 5 p.m., February 24, 2012) or hand-deliver all hardcopy documents and forms with original signatures to the CaliforniaVolunteers office address below.

For hand-delivered or mailed applications:

CaliforniaVolunteers  
Attn: Disaster Corps RFA  
770 L Street, Suite 1160  
Sacramento, CA 95814

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It is the applicant's responsibility to ensure that the application is received on time.

**Applications received after the respective deadlines above will be returned to the applicant unopened and not considered for funding.**

Hardcopy applications must be printed on 8 ½" x 11" on white paper with all pages numbered consecutively, using 11-point Arial font, double-spaced type with one inch page margins. An original and three copies of the application package must be submitted. Using a small binder clip, clip applications in the upper left-hand corner. Please do not use staples, covers, binders, and folders. All application materials will become the property of the CaliforniaVolunteers and will be incorporated as exhibits into the contract document if funding is awarded.

**Eligible Grant Expenses:** Eligible grant expenses are governed by the Homeland Security Grant Program guidelines. Any cost not directly related to the implementation of the grant is *ineligible* for grant funding. These grants are being provided as a subgrant from funds provided to CaliforniaVolunteers through the HSGP administered by CalEMA. As such, subgrantees must follow all rules, requirements, and restrictions associated with these federal funds. Funding can be used for personnel expenses, supplies, training and exercise, and equipment that directly support the Disaster Corps program and volunteer coordination in the OA.

For a detailed list of all eligible and non-eligible costs, please review the FY 2010 Homeland Security Grant Guidance below:

[http://www.fema.gov/pdf/government/grant/2010/fy10\\_hsgp\\_kit.pdf](http://www.fema.gov/pdf/government/grant/2010/fy10_hsgp_kit.pdf)

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The Following Table contains examples of allowable costs under this grant.

Example	Detail – Allowable Costs
<b>Staffing</b>	Salaries and benefits for staff.
<b>Training Activities</b>	Includes workshops and training sessions. Applicants must identify the date and purpose of each workshop/training session and costs in the budget form as part of the grant application. Refer to the FY10 Homeland Security Grant Program Guidance and Application Kit for allowable training activities and costs at the website links above.
<b>Planning Activities</b>	Must result in a tangible product and be included as a grant deliverable, such as disaster volunteer management plans or annexes to an Emergency Operations Plan; procedures for continuing operations in disaster; volunteer center concept of operations, etc.
<b>Supplies</b>	Items that <u>do not exceed \$5,000</u> per unit. Anything in excess of \$5,000 is considered equipment
<b>Travel</b>	Airfare, per diem, etc. subject to state rates and policies (refer to Department of Personnel Administration at <a href="http://www.dpa.ca.gov">www.dpa.ca.gov</a> for detailed information).
<b>Communication and Outreach</b>	Printing (e.g., collateral materials).
<b>Standard Costs</b>	Costs associated with the work of an employee funded by this grant, for example: office supplies, postage, phone service, etc. This does not include Management and Administration costs for the grant, which are ineligible.

The following table contains examples of non-allowable costs under this grant.

Example	Detail – Non allowable Costs
<b>Before/After Contract Period</b>	Costs incurred prior to the date of signed contract, or after February 28, 2013
<b>Food and Beverages</b>	Except for those food expenses which are part of approved training, food, snacks, and beverages are not allowable under this grant
<b>Indirect Costs</b>	Indirect costs associated with management or administration of the organization is not allowed under this subgrant, such as clerical, administrative, or supervising costs to support the volunteer coordinator. These are Management and Administration costs and are non-allowable costs under this grant
<b>General Use</b>	Software, computers and related equipment, vehicles, licensing fees
<b>Weapons</b>	Weapons and ammunitions
<b>Current Grant Covered Costs</b>	Costs currently covered by another homeland security grant or contract
<b>Land/Leases</b>	Purchasing or leasing of land
<b>Other Costs</b>	Other items not in accordance with the Authorized Equipment List (AEL) ( <a href="https://www.rkb.us/mel.cfm?subtypeid=549">https://www.rkb.us/mel.cfm?subtypeid=549</a> ), or guidelines, provisions and regulations that govern this grant or otherwise deemed unallowable by California Volunteers

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**Eligible Activities:** This funding opportunity is for personnel expenses, supplies, training and exercise activities, and equipment that directly support the Disaster Corps program and volunteer coordination in the OA. Below are examples of eligible activities of OA Volunteer Coordinators funded under this grant. Subgrantees are not required to perform all of the activities below. Other activities not listed may be eligible if they are directly related to Disaster Corps program implementation and/or volunteer coordination program development, and approved by CaliforniaVolunteers.

## ***a. Disaster Corps Program Development***

- Coordinate with CaliforniaVolunteers in the implementation of the Disaster Corps in the OA, contributing to statewide program discussions and development of disaster volunteering.
- Provide support and technical assistance to the local government Disaster Corps programs in the OA.
- Provide funding for DOJ/FBI Background Checks and 1<sup>st</sup> Aid/CPR training for Disaster Corps volunteers.

## ***b. Disaster Volunteer Network***

- Complete training on the Disaster Volunteer Network (DVN) and serve as a DVN trainer in the OA.
- Coordinate with Disaster Corps volunteer organizations to populate the DVN with their program and volunteer data. Assist in the maintenance of DVN data and regular reporting updates.
- Work with nongovernmental organizations (NGOs) to populate the DVN with their organizational and/or volunteer data.

## ***c. Disaster Corps/Volunteer Exercises***

- Participate in the development and execution of an annual statewide Disaster Corps/volunteer exercise sponsored by CaliforniaVolunteers.
- Coordinate training programs and exercises for volunteers.

## ***d. Spontaneous Unaffiliated Volunteers***

- Develop a spontaneous volunteer management plan or annex to the OA Emergency Operations Plan.
- Work with local volunteer centers to plan and implement a spontaneous volunteer registration and deployment system, in coordination with the Emergency Operations Center.

## ***e. Volunteer/Voluntary Agency Liaison***

- Work with NGOs, including community- and faith-based organizations, and Voluntary Organizations Active in Disaster in the OA, to build and expand voluntary agency capabilities to support all phases of emergency management.
- Develop the responsibilities and roles of NGO representatives in the OA Emergency Operations Center.
- Participate in committees relating to volunteer programs.

## ***f. Disaster Response***

- Serve in the OA EOC to facilitate and coordinate volunteer resources in a disaster.
- In coordination with the OA Disaster Corps programs, develop response procedures to deploy Disaster Corps volunteers consistent with the California

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Disaster and Civil Defense Master Mutual Aid Agreement, the Standardized Emergency Management System, and the Disaster Corps Program Guide.

**IMPORTANT:** Applicants must provide a duty statement for each staff funded under this grant. Duty statements must show the percentage of time for each activity in the duty statement. Staff paid by the grant must be directly engaged in this grant program's activities as identified in the Statement of Work. The performance of general administrative duties in support of the OA outside of volunteer coordination is not an eligible activity.

**Selection Criteria:** The Selection Criteria consists of a series of answers to the questions above that will become the Applicant's Project Narrative. The Project Narrative will be evaluated based on the following scoring rubric and will become the Statement of Work in subgrantee contracts. There is a total of 100 points available -- 90 points for the Project Narrative and 10 points for the Budget. The table below summarizes the point value of each element.

Scoring Element	Points
Project Narrative – Needs Analysis	10 points
Project Narrative – Statement of Work	40 points
Project Narrative – Methodology	30 Points
Project Narrative – Sustainment	10 Points
Budget	10 Points

**Project Narrative:** The Project Narrative consists of the applicant's proposal to enhance the Disaster Corps program and the volunteer coordination function in their Operational Area. Applicants will describe what needs continue to exist, a statement of work describing proposed objectives that address those needs, and the methodology for what and how the work will be done. The applicant is to address each element (Needs Analysis, Statement of Work, Methodology, and Sustainability) in the Project Narrative by responding to each question or statement under each element. The Project Narrative *is item number 3* on the Application Checklist.

The Project Narrative elements and their point values are listed below.

**Needs analysis: (10 points):**

Describe what was proposed during the first grant performance period, what was accomplished, and the gaps that remain.

- Describe what was proposed for the first grant, what was achieved. Describe future objectives that need to be achieved to continue to implement the Disaster Corps Program and enhance volunteer coordination in the OA. (10 points)

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## Statement of Work (40 points):

- For the identified future objectives above for which the applicant is requesting grant funding:
  - Describe proposed objectives, tasks, and deliverables to implement the Disaster Corps during the performance period. (10 points)
  - Describe proposed objectives, tasks, and deliverables to increase the OAs ability to manage SUVs during the performance period. Identify all deliverables. (10 points)
  - Describe objectives, tasks, and deliverables to integrate nonprofit, community based organizations, faith based organizations and other disaster volunteer programs into the OA's emergency plans. (10 points)
  - Describe objectives, tasks, and deliverables to improve OA Volunteer and Donations Planning. (10 points)

Applicants will convert their narrative Statement of Work into a work plan on the Project Description Tab in the Budget Workbook. Work plan objectives should be specific, measurable, achievable, realistic, and time-based.

Note: The Statement of Work combined with the Methodology will become the scope of work in the subgrantee's contract

Note: All subgrantees will have a mandatory deliverable that is a Final Report. The Final Report will identify achievements, challenges, how they were overcome, and best practices developed by the subgrantee as a result of this grant.

## Methodology (30)

- Describe how each item in the statement of work will be completed, including approach, activities, and deliverables. (10 points)
- Provide duty statements of those personnel that will complete the statement of work. (10 points)
- Provide a timeline for completion for each item that includes milestones. (10 points)

## Sustainability (10 points):

- Describe how the OA will maintain, expand, and enhance the volunteer coordination function following the grant period. Explain how these efforts will be supported through funding, non-financial support, or otherwise supported by the County, local jurisdictions, and partners to support the Disaster Corps program following this grant. (5 points)
- Describe how the OA and participating Disaster Corps volunteer programs will promote, support, adhere to the Disaster Corps Program Guide, and expand the Disaster Corps Program following the grant performance period. (5 points)

## Budget (10 points):

- Provide a detailed budget that describes requested funding for each item in the statement of work. See page 16 in the Application Forms Packet for the more information. (10 points)

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**Scoring Rubric:**

The Project Narrative and budget will be scored based upon the below rubric.

<b>FOR RESPONSES WITH MAXIMUM SCORES OF (5) (10) (15) POINTS RESPECTIVELY:</b>				
<b>(5) (10) (15) OUTSTANDING</b>	<b>(4) (8) (12) GOOD</b>	<b>(3) (6) (9) ADEQUATE</b>	<b>(2) (4) (6) WEAK</b>	<b>(1) (2) (3) INADEQUATE</b>
Applicant's responses to the section's questions and elements are complete, specific, feasible, verifiable, and in line with the goals of this grant program.		Applicant responses to the section's questions and elements are mostly complete, specific, feasible, verifiable, and in line with the goals of this grant program, but some responses are lacking in one or more ways.		Applicant's responses to the section's questions and elements are incomplete, not specific, not feasible, unverifiable, and outside the goals of this grant program.

**Required availability to respond to questions from the review panel:**

All applicants must be available by phone Wednesday, February 29, 2012, from 9:00 a.m. to 3:00 p.m. to respond to questions from CaliforniaVolunteers regarding their application and to allow applicants an opportunity to ask clarifying questions.

**Selection process:**

- All applications will be reviewed for completeness to insure that all the elements contained in the application checklist are included in the application. Those applications that have passed the completeness review will be forwarded to the CaliforniaVolunteers Review Panel. Those applications that do not pass the completeness check will not be considered for funding.
- A review panel of CaliforniaVolunteers staff will score each question in the Project Narrative and budget. Each question has a maximum value; maximum values vary from 5 to 15 points. The maximum value is in parentheses next to each question in the Project Narrative on page 7.
- Each member of the review panel will use the scoring rubric above to score each question. Evaluating the applicant's responses from **Outstanding to Inadequate**, each question's score will be based upon the maximum value and the reviewer's evaluation of the applicant's response to the question. For example: A question with a maximum value of **10** points that is evaluated as **Good** will receive **8** points.
- Each reviewer will sum the points for each question for a total point score.

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- The sum of the reviewers' scores will be divided by the number of reviewers to obtain an average score, which becomes the final score.
- CaliforniaVolunteers staff will present funding recommendations based upon final scores (and a review of deliverables) to the Disaster Volunteering and Preparedness (DVP) Committee which will take action to award the grants on March 2, 2012.
- CaliforniaVolunteers will notify successful applicants on Friday, March 2, 2012.

## **Appeals Process**

CaliforniaVolunteers does not have an appeals process. Once decisions are rendered, they are final.

**Grant Notification Process:** Upon the DVP Committee's action on Friday, March 2, 2012, CaliforniaVolunteers will notify successful applicants.

## **Grant Agreements:**

Following CaliforniaVolunteers DVP Committee's approval of the grant awards, the subgrantee will receive notification of Grant Award and contract documents that set forth all requirements and restrictions of the grant. These documents, together with the applicant's Project Narrative, Budget Narrative and Budget Form will comprise the grant agreement. The signature authority designated by resolution will be required to sign the Grant Agreement Form and return it to CaliforniaVolunteers.

Subgrantees may not begin any work associated with the grant until the contract agreement is fully executed and signed by all parties.

## **Reporting Requirements:**

Subgrantees are required to report quarterly to CaliforniaVolunteers on the percentage of progress made for each of the Tasks listed in the subgrantee's Application.

CaliforniaVolunteers will provide a Quarterly Reporting Form; it will be sent to each subgrantee a month prior to the reporting deadline. A sample of the Quarterly report form is in the Application Forms Packet on page 22. Report dates are listed on page 22 in the Application forms Packet.

Reports will be submitted to:

CaliforniaVolunteers  
Disaster Volunteering and Preparedness Department  
770 L Street, Suite 1160  
Sacramento, CA 95814

## **Grant Closeout:**

Subgrantees must submit final invoices by March 15, 2013. Final invoices will be paid once the Subgrantee's Final Report is submitted and all other grant deliverables have been delivered to CaliforniaVolunteers.

## Application Forms Packet

### **About this packet:**

This packet contains the forms that are required for submission and electronic submission of the Disaster Corps Phase II Grant application. Application forms may be found in the Disaster Corps Phase II Grant Request for Applications (RFA) available at: [http://www.californiavolunteers.org/index.php/Grants/disaster\\_volunteering\\_and\\_preparedness\\_grants/](http://www.californiavolunteers.org/index.php/Grants/disaster_volunteering_and_preparedness_grants/)

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**Applicant Checklist:**

Applicants should use this Application Checklist to insure all elements of the application are submitted to CaliforniaVolunteers

Application Checklist			
	Item	When Required:	✓ Included
1.	Table of Contents	Due with application	
2.	Application Cover Sheet	Due with application	
3.	Project Narrative	Due with application	
4.	Budget Forms	Due with application	
5.	Duty Statements	Due with application	
6.	Grant Assurances and Certifications	Due before grant contract is signed	
7.	OA Designation Documentation	Due with application	
8.	Council/Board/Governing Body Resolution <ul style="list-style-type: none"> <li>• <i>A letter stating the date that the voting item will be calendared can be provided in lieu of the completed resolution <u>for the purposes of submitting this application.</u></i></li> <li>• <i>A completed Governing Body Resolution must be submitted before the grant contract is signed.</i></li> </ul>	Resolution <b>OR</b> Letter	Letter:
			Resolution:
9.	Signature Authority Form	Due before grant contract is signed	

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## 1. Application Table of Contents

	Item	Page
1	Table of Contents	
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3	Project Narrative	
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5	Duty Statements	
6	Grant Assurances and Certification	
7	Jurisdiction Designation	
8	Council/Board/Governing Body Resolution	
9	Governing Body Resolution	
10	Signature Authority Form	

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## 2. Application Cover Sheet

2012 Disaster Corps Phase II Grant Application

Legal Applicant: <i>(Organization that takes formal responsibility and assumes liability for the project)</i>	
Street Address of Legal Applicant:	
Mailing Address <i>(if different from street address):</i>	
City & Zip Code:	County:

Primary Contact <i>(This person is responsible for carrying out the day-to-day management and implementation of the grant. All California Volunteers correspondence will be directed to this individual.)</i>	
Name:	
Title:	
Primary Phone:	Fax:
Secondary/Cell Phone:	
E-mail Address:	
Project Director <i>(This individual has primary responsibility for the project, e.g., Executive Director.)</i>	
Name:	
Title:	
Primary Phone:	Fax:
Secondary/Cell Phone:	
E-mail Address:	

Brief Description of Project (3-5 Sentences):
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Total Grant Request: \$_____ --
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Certification: *(Please select the designated signature authority carefully because only the person in the designated position will be able to sign the Grant Agreement Form and Payment Request Form.)*

I declare, under penalty of perjury, that all information submitted for the Board's consideration for allocation of grant funds is true and accurate to the best of my knowledge and belief.

Signature:	
Date:	Phone:
Print Name and Title of Person Authorized by Resolution:	
Name:	
Title:	

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## 3. Project Narrative

Create your Project Narrative in the area below based upon the elements starting on page 7 in the RFA.

Needs analysis: (10 points):

Statement of Work (40 points):

Methodology (30 points):

Sustainability (10 points):

## 4. Budget and Budget Narrative (10 points total)

**Use attached Excel spread sheets for responses, and Instructions.**

***File name: DC Phase II RFA Budget Workbook\_Template v.1.xlsx***

***View the sample attached spreadsheet below as an example.***

***File name: Sample DC Phase II RFA Budget Workbook Template\_v.1.xlsx***

The Excel Budget Workbook is also item number 4 on the Application Checklist.

The Excel Budget Workbook has 5 worksheets:

- A Instructions comments
  - This tab is for reference only
  - No entry is required on this tab.
- A Project Description
  - There are four entries, Objective name, Objective (s) & Task (s) Description, Objective Milestones, Deliverable(s), and Objective Completion Date.
- A Personnel Roster
  - There are four entries, Name (if available), Title, Dates of Payroll Period, Hourly Rate, Benefit rate, Total Hourly cost, Total hours, and Total Project Cost.
- A Budget Narrative - the overall budget with specific costs broken down.
  - There are 5 required entries for each row, Objective, Task, Expenditure Type, cost detail, and amount.

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- A Budget Summary - summarizes the requested funds
  - This tab will populate automatically with information from the Budget Narrative tab.
  - No entries should be made on this tab.

## **5. Attached Duty Statements**

Attach Duty Statements for those staff that will be funded by this grant. Duty Statements must show percentage of work dedicated to this grant by activity. Staff paid by the grant must be directly engaged in this grant's program activities as identified in the Statement of Work. The performance of general administrative duties in support of the OA outside of volunteer coordination is not an eligible activity.

## **6. Grant Assurances**

These grants are being provided as a subgrant from funds provided to California Volunteers from Federal Homeland Security Grant Program (HSGP) Grant #2010-0085, Cal EMA ID 000-92297, CFDA #97.067

As such, subgrantees must follow all rules, requirements, and restrictions associated with the federal funding. Detailed information on the federal requirements can be found at:

FY 2010

[http://www.fema.gov/pdf/government/grant/2010/fy10\\_hsgp\\_kit.pdf](http://www.fema.gov/pdf/government/grant/2010/fy10_hsgp_kit.pdf)

*By signing the Grant Assurances and Certifications form (Attached), you certify that you agree to perform all actions and support all intentions in the Assurances section.*

## **7. Jurisdiction Designation**

Attach documentation showing that the applicant is the designated entity that serves as the Operational Area, as defined by Government Code 8605.

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## 8. Governing Body Resolution

The purpose of the Governing Body Resolution is to demonstrate that the Governing Body accepts responsibility for the grant award, acknowledges the contract for the grant award, approves the term and dollar amount of the contract, and appoints individuals to act on behalf of the Governing Body.

***Please note: If at the time of the application a Governing Body Resolution is unavailable a letter stating the date the agenda item will be calendared will be accepted in lieu of a signed resolution. However, a signed Resolution must be submitted before the grant contract is executed.***

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### *Authorized Agent(s)*

The Governing Body Resolution allows for the appointment of individuals or positions to sign the contract on the behalf of the Governing Body. For each person or position appointed by the Governing Body, submit the following information, with the resolution, to CaliforniaVolunteers on the Applicant's letterhead:

- Name
  - Title
  - Address
  - City
  - Zip Code
  - Phone Number
  - Fax #
  - E-Mail Address
- 

*On the following page is a sample of a Governing Body Resolution that could be used for this Disaster Corps Grant application package.*

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## 9. Sample Governing Body Resolution

BE IT RESOLVED BY THE

\_\_\_\_\_  
(Governing Body)

OF THE

\_\_\_\_\_TH

AT

(Name of Applicant)

\_\_\_\_\_, OR

(Name or Title of Authorized Agent)

\_\_\_\_\_, OR

(Name or Title of Authorized Agent)

\_\_\_\_\_,

(Name or Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the named legal applicant, a public entity established under the laws of the State of California, any actions necessary for the purpose of obtaining federal financial assistance provided by the federal department of Homeland Security and the California Emergency Management Agency and CaliforniaVolunteers.

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

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## *Certification*

I, \_\_\_\_\_,

duly appointed and

(Name)

\_\_\_\_\_ of

the \_\_\_\_\_

(Title)

(Governing Body)

do hereby certify that the above is a true and correct copy of a resolution passed and approved by the

\_\_\_\_\_ day of

\_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
(Official Position)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

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## 10. Sample Signature Authority Form

AS THE \_\_\_\_\_

(Secretary / Director / President / Chancellor)

OF THE \_\_\_\_\_

(Name of Organization)

I hereby authorize the following individual(s) to execute for and on behalf of the named organization, any actions necessary for the purpose of obtaining federal financial assistance provided by the federal Department of Homeland Security and subgranted through the California Emergency Management Agency and CaliforniaVolunteers.

\_\_\_\_\_, OR

(Name or Title of Authorized Agent)

\_\_\_\_\_, OR

(Name or Title of Authorized Agent)

\_\_\_\_\_ ,

(Name or Title of Authorized Agent)

Signed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2011

\_\_\_\_\_  
(Signature)

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Disaster Corps Phase II Grant Program  
Progress Report Form

**Subgrantee:** [Enter subgrantee name here]

**Required Reporting Period:**

*\*Note: Attach a progress report for the time period covered in the invoice, the first two reporting periods are for 3 months each, the second two reporting periods are for 2 months each. the final progress report is not the mandatory Deliverable of a Final Report.*

Please note quarterly reports are due			
Progress Report	Report Period	Due Date	Check Box
1	May 1, 2012 to July 31, 2012	<b>August 15, 2012</b>	<input type="checkbox"/>
2	Aug. 1, 2012 to Oct. 31, 2012	<b>November 15, 2011</b>	<input type="checkbox"/>
3	Nov. 1, 2012 to Dec. 31, 2011	<b>January 15, 2013</b>	<input type="checkbox"/>
<b>4 -Final</b>	January 1, 2013 to Feb. 28, 2013	<b>March 15, 2011</b>	<input type="checkbox"/>

**Contact Information (for the person completing this report):**

\_\_\_\_\_  
Name Telephone Number

\_\_\_\_\_  
Title E-mail Address

**Directions for using the progress report and invoice report form on next page:**

Report all activities accomplished during the reporting period based on your scope of work and budget. Date and initial each activity entry; when re-submitting progress reports do not delete information submitted in earlier reports. Be sure to highlight information submitted in most current report. For each invoice submitted include a progress report.

If you have any questions, please contact Feuy Saechao at (916) 319-8443 or at feuy.saechao@cv.ca.gov

<b>For CV Use Only</b>			
DVP Received Date: _____	DVP Approval Date: _____	F&A Received Date: _____	F&A Approval Date: _____

# DC Phase II Grant Application

Task	Objective	Activity	% Objective Completed to Date	Objective Completion Date
A				
B				
C				
D				
E				
F				
G				
H				
I				
J				

# DC Phase II Grant Application

Task	Objective	Activity	% Objective Completed to Date	Objective Completion Date
K				
L				
M				
N				
O				