



## GRANT MANAGEMENT MEMORANDUM

2013-04

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**Date:** July 12, 2013  
**To:** All California Governor's Office of Emergency Services Subgrantees  
**From:** Homeland Security Grants Processing  
**RE:** Summer 2013 Biannual Strategy Implementation Report/Financial Management Forms Workshops

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You are invited to the Summer 2013 Biannual Strategy Implementation Report (BSIR)/Financial Management Forms Workbook (FMFW) workshops sponsored by the California Governor's Office of Emergency Services (Cal OES). The workshops and webinars are intended for those new to grants management, and anyone who would like a refresher on the BSIR and FMFW. Cal OES subgrantees are strongly encouraged to attend these workshops.

The first part of the training will deal with the Financial Management Forms Workbook (FMFW), reimbursements, advances, and project modifications. The second part of the training will provide instruction on the Grants Reporting Tool (GRT) modules and tabs necessary to complete the BSIR for **FY08, FY09, FY10, FY11 and FY12**.

**Your Summer 2013 BSIR is due to Cal OES by close of business September 6, 2013.**

You will find attached our schedule of three workshops and two webinars. We look forward to your participation.

- **RSVP in advance:** [christopher.sampang@calema.ca.gov](mailto:christopher.sampang@calema.ca.gov) or 916-845-8645

For more information, contact:

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