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**GRANT MANAGEMENT MEMORANDUM  
GMM 2013-19**

**Date:** September 11, 2013

**To:** Fiscal Year 2013 California Governor's Office of Emergency Services  
NSGP Applicants and any other interested parties.

**From:** Infrastructure Protection Grants Unit

**Subject:** Award Announcement for the Fiscal Year 2013 NSGP Grant Awardees and  
information regarding a **Mandatory** Required Documents Workshop

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The California Governor's Office of Emergency Services (Cal OES) is pleased to announce that the Federal Department of Homeland Security (DHS) announced on August 23, 2013, that the State of California was awarded \$2,315,444 for 31 Subgrantees for the FY 2013 Nonprofit Security Grant Program (NSGP). Reference: DHS Information Bulletin # 390. On August 28, 2013, Cal OES received the Grant Award Notice # EMW-2013-UA-00017. This documentation indicated which subgrantees in the State of California were selected for receiving the funds.

Cal OES is holding workshops to assist NSGP subgrantees with completing the required grant documents. In order to accomplish the transfer of funds, Cal OES must receive and approve a FY 2013 Financial Management Forms Workbook (FMFW), Grant Assurances, a 501(c) 3 Letter, a Governing Body Resolution accepting the funds and naming an authorized agent, and a Payee Data Record form STD 204. Also needed are the completed FEMA Environmental Planning and Historic Preservation (EHP) Screening Form, and all supporting documents, to be submitted to FEMA for approval, in order to subsequently receive a Cal OES FY 2013 NSGP Project Award Letter.

## FY 2013 California Nonprofit Organization Awardees

NOTE: Per the grant program guidance, the amounts awarded to subgrantees will be reduced by 5% to support the state's management and administration (M&A) activities.

<u>Subgrantee</u>	<u>Urban Area</u>	<u>Award Amount</u>	<u>Subgrantee</u>	<u>Urban Area</u>	<u>Award Amount</u>
Chabad Jewish Center of S Clemente Inc	Anaheim/Santa Ana	75,000	Aish Tamid of Los Angeles	Los Angeles/Long Beach	75,000
Merage Jewish Community Center of Orange County	Anaheim/Santa Ana	75,000	Alef Center	Los Angeles/Long Beach	75,000
Chabad Israeli Community	Bay Area	75,000	Chabad of Brentwood Inc	Los Angeles/Long Beach	75,000
Chabad Jewish Student Center at Berkeley Inc	Bay Area	75,000	Chabad of Burbank Inc	Los Angeles/Long Beach	75,000
Chabad of Noe Valley Inc	Bay Area	75,000	Chabad of Central Westwood	Los Angeles/Long Beach	75,000
Congregation Am Echad	Bay Area	75,000	Chabad of Granada Hills	Los Angeles/Long Beach	75,000
Mikvah Taharas Israel Congregation	Bay Area	75,000	Chabad of North Hollywood	Los Angeles/Long Beach	75,000
Planned Parenthood Shasta-Diablo Inc	Bay Area	75,000	Chabad of SCV	Los Angeles/Long Beach	75,000
Santa Rosa Reform Jewish Congregation Inc	Bay Area	65,444	Griffith Avenue Shul	Los Angeles/Long Beach	75,000
Sisters of Mercy of the Americas, Burlingame	Bay Area	75,000	Jewish Student Center	Los Angeles/Long Beach	75,000
Kol Tikvah	Los Angeles/Long Beach	75,000	Yeshivat Ohr Chanoach Inc	Los Angeles/Long Beach	75,000
San Fernando Valley Hebrew High School	Los Angeles/Long Beach	75,000	Chabad Lubavitch Jewish Center - Folsom	Sacramento	75,000
Simon Wiesenthal Center Museum of Tolerance	Los Angeles/Long Beach	75,000	Chabad Jewish Center of Oceanside Inc	San Diego	75,000
Temple Beth El & Center	Los Angeles/Long Beach	75,000	Congregation Adat Yeshurun	San Diego	75,000
United Temple	Los Angeles/Long Beach	75,000	Jewish Family Service of San Diego	San Diego	75,000
Westside Kollel Inc	Los Angeles/Long Beach	75,000			

## **Workshop Agenda**

The workshops will take approximately two hours. They'll feature a presentation explaining the Subgrantee's grant management responsibilities, will tell you how to avoid common mistakes and will end with a question & answer period. Attendees will learn how to successfully complete and submit the required FY 2013 NSGP grant documents, including:

- The Financial Management Forms Workbook (FMFW): A Microsoft Excel workbook which includes the initial grant application spreadsheets and subsequent transaction worksheets.
- Governing Body Resolution: A document from an organization's governing body (Board of Trustees/Directors) that declares acceptance of the grant award and terms. It assigns one or more Authorized Agents who will sign grant documents.
- Grant Assurances: An agreement to abide by Federal and State regulations when using grant funds. These are the terms and conditions agreed to in the Resolution.
- STD204/Payee Data Record: A form used to assign an organization a Federal Information Processing Standard (FIPS) number.
- Environmental Planning and Historic Preservation required documents.

**Cal OES is requiring a person from your Organization to attend even though you may send your paid Vendor/Contractor representative. Your Nonprofit organization is fiscally responsible for this grant and needs to be informed of all the requirements and regulations regarding these funds.**

## **Nonprofit Security Grant Program (NSGP) Workshop Locations:**

### **Sacramento, California**

**Wednesday September 18, 2013**

**(Also a Webinar )**

9:00 am – 11:00 am

California Office of Emergency Services

California Conference Room

10390 Peter A. McCuen Blvd.

Mather, CA 95655

*(See Below for Call in Information)*

### **Dublin, California**

**Tuesday October 15, 2013**

10 a.m. – 12:00 p.m.

Office of Emergency Services

4985 Broder Blvd.

Dublin, CA 94568

### **Santa Ana, California**

**Wednesday October 23, 2013**

10:00 a.m. – 12:00 p.m.

Santa Ana Police Department

500 Boyd Way

Santa Ana, CA 92703

MAPQUEST or GPS USERS PLEASE USE:

1020 W Civic Center Plaza, Santa Ana, CA 92702

### **San Diego, California**

**Thursday October 24, 2013**

10 a.m. – 12:00p.m.

Office of Emergency Services

5580 Overland Avenue, Suite 100

San Diego, CA 92123

*(Please check in with Security)*

**\*To RSVP for one of the workshops and to receive your documents for the meeting, please contact Debbie Phillips at [Debbie.Phillips@calema.ca.gov](mailto:Debbie.Phillips@calema.ca.gov), (916) 845-8746 or Janet Kellam at [janet.kellam@calema.ca.gov](mailto:janet.kellam@calema.ca.gov), (916) 845-8662. The required documents and additional information can be found at: <http://www.calema.ca.gov/EMS-HS-HazMat/Pages/UASI-Nonprofit-Security-Grant-Documents.aspx> . The Webinar has a limited number of call in lines.**

**\*\*\*On the day of each workshop, the only staff person available for you to contact will be Infrastructure Protection Grants Chief Ms. Renee Mota-Jackson at (916) 261-4542 or [Renee.Jackson@calema.ca.gov](mailto:Renee.Jackson@calema.ca.gov).**

Sincerely,



RENEE A.MOTA-JACKSON  
Chief  
Infrastructure Protection Grants Unit

**WEB MEETING DETAILS:**

- [09/18/13]
- [Time 09:00-11:00]

**WEB CONFERENCE INSTRUCTIONS:**

1. Start Internet Explorer and go to: <http://meet-ext.calema.ca.gov>
2. Enter Meeting ID: [300100], press enter.
3. Under Guest User, enter your Full Name and click Attend Meeting.
4. Click CONNECT.
5. If you are unable to attend the meeting, try another web browser, internet connection, or computer.
6. TEST YOUR BROWSER BEFORE YOU ATTEND YOUR FIRST WEB CONFERENCE.

Visit <http://meet-ext.calema.ca.gov> to test your web browser for compatibility with the web conference.

**TELEPHONE CONFERENCE BRIDGE LINE:**

- Telephone dial in: 916-362-4872
- Conference ID: [300100]
- To Mute and unmute your telephone, press # 5 Instructions for Cal EMA users on how to use Cisco MeetingPlace Web Conference, go to: <https://servicedesk.intranet.calema.ca.gov/AddSolution.do?solID=59>