MEMORANDUM

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

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.

<table>
<thead>
<tr>
<th>Subgrantee</th>
<th>Urban Area</th>
<th>Award Amount</th>
<th>Subgrantee</th>
<th>Urban Area</th>
<th>Award Amount</th>
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<tr>
<td>Chabad Jewish Center of S Clemente Inc</td>
<td>Anaheim/Santa Ana</td>
<td>75,000</td>
<td>Aish Tamid of Los Angeles</td>
<td>Los Angeles/Long Beach</td>
<td>75,000</td>
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<td>Merage Jewish Community Center of Orange County</td>
<td>Anaheim/Santa Ana</td>
<td>75,000</td>
<td>Alef Center</td>
<td>Los Angeles/Long Beach</td>
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<td>Chabad Israeli Community</td>
<td>Bay Area</td>
<td>75,000</td>
<td>Chabad of Brentwood Inc</td>
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<td>Chabad Jewish Student Center at Berkeley Inc</td>
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<td>Chabad of Burbank Inc</td>
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<td>Chabad of Noe Valley Inc</td>
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<td>Griffith Avenue Shul</td>
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<td>Jewish Student Center</td>
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<td>Kol Tikvah</td>
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<td>Yeshivat Ohr Chanoach Inc</td>
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<td>San Fernando Valley Hebrew High School</td>
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<td>Chabad Lubavitch Jewish Center - Folsom</td>
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<td>Simon Wiesenthal Center Museum of Tolerance</td>
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<td>Chabad Jewish Center of Oceanside Inc</td>
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<td>Temple Beth El &amp; Center</td>
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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, (916) 845-8746 or Janet Kellam at 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.

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