



GRANT MANAGEMENT MEMORANDUM
2016-05

DATE: July 27, 2016

TO: All California Governor's Office of Emergency Services (Cal OES) Homeland Security Grant Program (HSGP) Subrecipients

FROM: Homeland Security and Emergency Management Division

RE: Fiscal Year (FY) 2016 HSGP California Supplement

We are pleased to release the FY 2016 HSGP California Supplement to the Federal Notice of Funding Opportunity. The supplement will clarify the State's requirements related to the FY 2016 HSGP.

In the past few years, we have seen many changes to our federal administrative requirements. As grant managers, we must ensure the programmatic and fiscal integrity of our homeland security funds. To this end, Cal OES has worked diligently to provide further instruction in the supplement on a few key areas including Environmental and Historical Preservation submission, indirect costs, performance reporting, and controlled equipment. We appreciate your patience as we develop cogent processes and tools to assist you in your grant management responsibilities.

The Financial Management Forms Workbook (FMFW) is one of many tools developed by Cal OES Grants Management to assist you with reimbursement requests, modifications to your projects, and reporting for the Biannual Strategy Implementation Report (BSIR). With each new grant, we must revamp the FMFW to incorporate feedback from FEMA and our stakeholders, as well as programmatic and administrative requirements. We are finalizing the many changes to our workbook and hope to release the newest iteration next week. We will provide additional training on the FMFW during our BSIR workshops.

If you have any questions regarding the supplement, please do not hesitate to contact your Program Representative.

Thank you for your continued cooperation and support. Through our collective efforts, we can build towards a safer and resilient California.