GRANT MANAGEMENT MEMORANDUM
GMM-2017-05

Date: July 11, 2017

To: All California Governor’s Office of Emergency Services (Cal OES)
   Homeland Security Grant Program Subrecipients

From: Cal OES Grants Management

Subject: FY 2017 Homeland Security Grant Program (HSGP) – Advance Application
         Adjustments

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). This year, with
the implementation of a project-based application, Cal OES further refined the FMFW to assist
subrecipients with ongoing BSIR reporting.

During the Advance Application process, an additional review of all SHSP FMFW project
submissions was conducted by Cal OES to ensure subrecipient projects were appropriately
placed within California’s Investment Justifications (IJs). Because all IJs are tied to building
and/or sustaining core capabilities, it is important that projects are appropriately linked to the IJs,
as ultimately this information is used by the federal awarding agency and Congress when making
programmatic assessments and funding decisions. The Cal OES IJ review process necessitated
the revision to one or more of your initial IJ selections prior to inclusion of your projects in the
State’s FY 2017 HSGP application.

All IJ adjustments, as put forth in the State’s HSGP application, were tracked in red in each
subrecipient’s FMFW. A final copy of your Advance Application FMFW reflecting your
scalable project adjustments and any IJ changes that were made is included with this GMM
transmission.

Of particular note, many adjustments were made to projects placed under IJ #10 – Homeland
Security Exercise, Evaluation and Training Programs. These changes were made because the
purpose of the Cal OES Training and Exercise IJ is to build capabilities in the various investment
areas; the IJ is to be used primarily for infrastructure (facilities, software, equipment) and the
management of training programs (permanent staff; regional training managers). The actual
delivery of training and exercises is to be linked to capability building under the relevant IJ
whenever possible. As you review your revised Advance Applications, you will see how projects
were shifted to link to capability building. Greater detail on the Cal OES IJs and the Homeland
Security National Preparedness Goals and core capabilities will be provided during upcoming workshops to be held in late September in preparation for the FY 2018 HSGP Advance Application process.

At this time, no further project adjustments should be made to the FY 2017 FMFW until after you have received final application approval.

The California State Supplemental Guidance for the FY 2017 HSGP award is anticipated for release in July, along with information regarding the timeline for submission of final application materials. For planning purposes, the following approximate timeline is projected for the FY 2017 award (pending adjustment based on the DHS award date):

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>DHS Award to California</td>
<td>September 1, 2017</td>
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<tr>
<td>Subrecipient Final Applications Due to Cal OES</td>
<td>September 1, 2017</td>
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<tr>
<td>Subrecipient Awards (maximum 45 days from DHS award)</td>
<td>October 15, 2017</td>
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<tr>
<td>Subrecipient Performance Period Begins</td>
<td>September 1, 2017</td>
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<tr>
<td>Subrecipient Performance Period Ends</td>
<td>May 31, 2020</td>
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<tr>
<td>Final Requests for Reimbursement Due</td>
<td>June 20, 2020</td>
</tr>
<tr>
<td>SAA Performance Period Ends</td>
<td>August 31, 2020</td>
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If you have any questions regarding this GMM or changes made to your Advance Application, please do not hesitate to contact your Program Representative.