



**GRANT MANAGEMENT MEMORANDUM
GMM 2020-18**

Date: August 28, 2020

To: All California Governor's Office of Emergency Services (Cal OES) Emergency Management Performance Grant (EMPG) Program and Homeland Security Grant Program (HSGP) subrecipients

From: Cal OES Grants Management

Subject: Fiscal Year 2020 Governing Body Resolution (GBR)

Cal OES is providing this advance notice to EMPG and HSGP subrecipients regarding changes to the FY 2020 GBR requirements.

The GBR appoints Authorized Agents (AAs) which are identified by the individual's name or by a position title to act on behalf of the governing body and the Applicant by executing any actions necessary for each application and subaward.

All Applicants are required to submit a copy of an approved GBR with their grant application. Starting in FY 2020, Resolutions may be valid for up to three grant years for both EMPG and HSGP subawards, given the following:

- The resolution identifies the applicable grant program (e.g., EMPG and/or HSGP);
- The resolution identifies the applicable grant years, (e.g., FY 2020, FY 2021, FY 2022); and
- Adheres to any necessary elements required by local protocols, rules, etc., if applicable.

Resolutions that only identify one grant program will only be valid for one program. Resolutions that do not identify applicable grant years will only be valid for one grant year.

FY 2020 Governing Board Resolution

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Cal OES will not accept signatures of an AA's designee, unless authorized by the Governing Body's resolution. A change to an AA's designee must be submitted on agency letterhead and signed by the AA, announcing the change to their designee.

At this time, you are not required to submit your GBR. We anticipate the California State Supplemental Guidances covering the FY 2020 EMPG and HSGP awards, instructions to submit final application materials, along with an announcement of the webinar dates, will be released in the coming months.

If you have any questions regarding this GMM, please contact your Cal OES Program Representative.