



GRANT MANAGEMENT MEMORANDUM
GMM-2016-06

Date: August 15, 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

Subject: Funding Operational Overtime with Homeland Security Grant Program Funds

The California Governor's Office of Emergency Services (Cal OES) has seen an increase in requests for funding local operational overtime with Homeland Security Grant Program (HSGP) dollars. The eligibility of the associated organization costs is outlined in the Fiscal Year 2016 HSGP Notice of Funding Opportunity (NOFO) released by the US Department of Homeland Security/Federal Emergency Management Agency (DHS/FEMA). This Grant Management Memorandum is intended to clarify the steps necessary for Cal OES Subrecipients to submit future requests for approval.

Subrecipients shall submit their request for operational overtime via an Allowability Request (AR) form to their Cal OES Program Representative, and include the dates of the operational overtime, a description of the activity, the nature of the issue (critical infrastructure protection, maritime, border security, etc.) and total cost anticipated, including a breakdown of the costs (personnel involved, number of hours, etc.). Requests should be submitted 45 days in advance of the operational overtime, so that Cal OES may submit the request to DHS/FEMA in a timely manner. Cal OES is aware that, due to the nature of anti-terrorism activities, submittal in advance is not always possible. In those instances, Cal OES will accept submittals within 30 days of the costs incurred, along with a summary of the reason for the delay in submittal, so that we may determine the necessary support for the retroactive request to DHS/FEMA.

To access the AR form, please click on the link below:

<http://caloes.ca.gov/for-governments-tribal/grants-funding/homeland-security-prop-1b-grant-programs/homeland-security-grants-program>

Please contact your Cal OES Program Representative if you have any questions regarding this process.