



***Cal* OES**

**GOVERNOR'S OFFICE
OF EMERGENCY SERVICES**

**Fiscal Year 2018
Homeland Security Grant Program**

***California Supplement to the
Federal Notice of Funding Opportunity***

September 2018

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Director's Message

Our communities are facing an upsurge in complex threats with radicalized individuals increasingly impacting California. We must continue to find ways to improve our collective efforts to safeguard our communities as we prevent, prepare for, respond to, and recover from threats of terrorism.

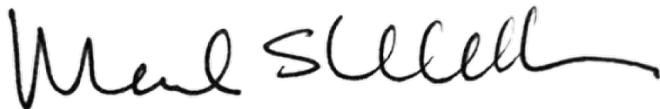
By leveraging effective and efficient partnerships with the U.S. Department of Homeland Security, Federal Emergency Management Agency, local jurisdictions, Native American Tribes, and nonprofit organizations, California recently completed the Homeland Security Strategy. This strategy will help us continue to maximize our resources and technical expertise to fulfill our mission of protecting lives and property, building capabilities, and supporting a resilient California.

As a national leader in homeland security, California implemented a cybersecurity investment justification many years before cybersecurity initiatives became a Federal requirement for homeland security grant funding. California's focus on cybersecurity allows us to support the security and functioning of critical infrastructure and core capabilities as they relate to terrorism preparedness, and address the escalating cyber threat to networks, personal privacy, and critical infrastructure.

Each of us has the responsibility to stay integral in our role as California's homeland security professionals to remain robust, resilient, and forward-leaning to combat threats facing our great State.

To that end, I announce the California Governor's Office of Emergency Services *Fiscal Year 2018 Homeland Security Grant Program California Supplement to the Federal Notice of Funding Opportunity*.

Sincerely,



MARK S. GHILARDUCCI
Director

Federal Notice of Funding Opportunity Announcement

In May 2018, the U.S. Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA) issued the Fiscal Year (FY) 2018 Homeland Security Grant Program (HSGP), Notice of Funding Opportunity (NOFO) found on the California Governor’s Office of Emergency Services (Cal OES) and FEMA websites and is available for download at https://www.fema.gov/media-library-data/1526578809767-7f08f471f36d22b2c0d8afb848048c96/FY_2018_HSGP_NOFO_FINAL_508.pdf. Subrecipients must follow the programmatic requirements set forth in the NOFO, and the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located in Title 2, Code of Federal Regulations (C.F.R.), Part 200.

Information Bulletins

DHS issues Information Bulletins (IBs) to provide updates, clarification, and new requirements throughout the life of the grant. IBs may be obtained at: <https://www.fema.gov/grants/grant-programs-directorate-information-bulletins>.

Purpose of the California Supplement

The FY 2018 HSGP California Supplement to the NOFO (State Supplement) is intended to complement, rather than replace, the NOFO published by DHS. It is recommended that Applicants thoroughly read the NOFO before referring to the State Supplement. The State Supplement will emphasize differences between the FY 2017 and FY 2018 HSGP, and highlight additional California policies and requirements applicable to the FY 2018 HSGP.

Key Changes to the FY 2018 Homeland Security Grant Program

- The Federal Funding Accountability and Transparency Act (FFATA) Financial Disclosure is now incorporated as an attachment to be included with the required application documents. It is no longer a part of the Financial Management Forms Workbook (FMFW).
- DHS/FEMA provided an update in the NOFO regarding allowable overtime activities, the related requirements for obtaining overtime eligibility, and provided additional guidance on the approval of eligible operational overtime activities.
- All emergency communications projects must align with the Statewide Communication Interoperability Plan (SCIP), and be coordinated with the Statewide Interoperability Coordinator (SWIC).

Grant Management Memoranda	Cal OES issues Grant Management Memoranda (GMMs) which provide additional information and requirements regarding HSGP funds. GMMs can be located at: https://www.caloes.ca.gov/cal-oes-divisions/grants-management/homeland-security-prop-1b-grant-programs/memos .
Eligible Subrecipients	Eligible Applicants, referred to as Subrecipients, include Counties/Operational Areas (OAs), Urban Areas (UAs), State Agencies (SAs), Departments, Commissions, Boards, who have or can obtain appropriate state Department of Finance budget authority for awarded funds, and Tribes located in California.
Tribal Allocations	<p>The NOFO strongly encourages Cal OES to provide access to HSGP funds directly to Tribes in California. To implement this requirement, a special Request for Proposal will be issued to California’s Federally-recognized Tribes and Indian organizations, as described in the Cal OES Tribal Consultation Policy. http://www.caloes.ca.gov/cal-oes-divisions/tribal-coordination</p> <p>All Subrecipients are encouraged to coordinate with Tribal governments to ensure that Tribal needs are considered in their grant applications.</p>
Subrecipient Allocations	FY 2018 HSGP Allocations are included in Attachment A.
NIMS Implementation	Prior to allocation of any Federal preparedness awards in FY 2018, Subrecipients must ensure and maintain adoption and implementation of the National Incident Management System (NIMS). Additional information can be found at https://www.fema.gov/national-incident-management-system .
Supplanting	Grant funds must be used to supplement existing funds, not replace (supplant) funds that have been appropriated for the same purpose. Subrecipients may be required to provide supporting documentation that certifies a reduction in non-Federal resources occurred for reasons other than the receipt or expected receipt of Federal funds. Supplanting will result in the disallowance of the activity(s) associated with this improper use of the Federal grant funds.
Public/Private Organizations	Subrecipients may contract with any other public or private organizations to perform eligible activities on approved HSGP projects.

**Debarred/
Suspended
Parties**

Subrecipients must not make or permit any award (subgrant, subaward or contract) at any tier, to any party, that is debarred, suspended, or otherwise excluded from, or ineligible for, participation in Federal assistance programs. Subrecipients must obtain documentation of eligibility prior to making any subaward or contract funded by HSGP funds, and must be prepared to present supporting documentation to monitors/auditors.

Before entering into a Grant Subaward, the Subrecipient must notify Cal OES if it knows if any of the principals under the subaward fall under one or more of the four criteria listed at 2 C.F.R. § 180.335. The rule also applies to Subrecipients who pass-through funding to other local entities.

If at any time after accepting a subaward, Subrecipients learn that any of its principals fall under one or more of the criteria listed at 2 C.F.R. § 180.335, immediate written notice must be provided to Cal OES and all grant activities halted until further instructions are received from Cal OES. The rule also applies to subawards passed through by Subrecipients to local entities.

FY 2018 Program Priorities

DHS/FEMA annually publishes the National Preparedness Report (NPR) to report National progress in building, sustaining, and delivering the core capabilities outlined in the goal of a secure and resilient Nation. This analysis provides a National perspective on critical preparedness trends for whole community partners to use to inform program priorities, allocate resources, and communicate with stakeholders about issues of concern.

HSGP Subrecipients are encouraged to consider national areas for improvement identified in the NPR, which include the following core capabilities:

- Cybersecurity;
- Infrastructure Systems;
- Economic Recovery;
- Housing;
- Supply Chain Integrity and Security;
- Natural and Cultural Resources; and
- Risk Management for Protection Programs and Activities.

DHS does not prescribe a minimum funding amount for these priorities. However, grant Subrecipients are required to support local, regional, state, and national efforts in achieving the desired outcomes of these priorities.

Law Enforcement Terrorism Prevention Activities

As in past grant years, a minimum of 25% of FY 2018 HSGP funds must be dedicated to Law Enforcement Terrorism Prevention Activities (LETPA). In order to leverage funds for LETPA, activities outlined in the National Prevention Framework and National Protection Framework are eligible for use of LETPA-focused funds. All other terrorism prevention activities proposed for funding under LETPA must be formally pre-approved by FEMA. Refer to IB 412 for additional information.

Management and Administration

The Management and Administration (M&A) allowance for Subrecipients is set at a maximum of 5% for the FY 2018 HSGP.

Indirect Costs

Indirect costs are allowable under the FY 2018 HSGP Grant Award. Subrecipients who claim indirect costs may do so, provided they use one of the following two methods:

**Indirect Costs
(Cont.)**

1. Subrecipients with an indirect cost rate approved by their cognizant Federal agency may claim indirect costs based on the established rate. Indirect costs claimed must be calculated using the base approved in the indirect cost Negotiation Agreement. A copy of the approved Negotiation Agreement is required at the time of application.
2. Subrecipients who have never received a negotiated indirect cost rate and receive *less than* \$35 million in *direct* Federal funding per year may claim the 10% de minimis indirect cost rate based on Modified Total Direct Costs (MTDC) as described in 2 C.F.R. Part 200, § 200.68 and Subpart E.

Indirect costs are *in addition to* the M&A allowance, and must be included in the Grant Award application as a “Project” and reflected in the FMFW on the Indirect cost category ledger if being claimed under the award. Indirect costs may be claimed no more than once annually, and only at the end of the fiscal year. Costs must be broken out by fiscal year if there is a rate change. Indirect costs must be based on claimed direct costs, excluding equipment expenditures.

**Organization
Costs -
Overtime**

Operational overtime costs are allowable *for increased security measures at critical infrastructure sites* if associated with detecting, deterring, disrupting, and preventing acts of terrorism and other catastrophic events.

Per page 62 of the NOFO, all operational overtime requests must clearly explain how the request meets the criteria of one or more of the categories listed in *Table 1: Authorized Operational Overtime Categories*. Requests must address the threat environment as it relates to the event or activity requiring operational overtime support and explains how the overtime activity is responsive to the threat. Post-event operational overtime requests will only be considered on a case-by-case basis, where it is demonstrated exigent circumstances prevented submission of a request in advance of the event or activity.

Requests for overtime costs must be submitted to Cal OES at the time of application. ***All operational overtime costs must be formally pre-approved in writing by DHS/FEMA.***

Personnel Cap

FY 2018 State Homeland Security Program (SHSP) and Urban Area Security Initiative (UASI) funds have a personnel cap of 50%. A Subrecipient may request this requirement be waived by DHS/FEMA. Requests for waivers to the personnel cap must be submitted to the Program Representative in writing on official letterhead, with the following information:

- Documentation explaining why the cap should be waived;
- Conditions under which the request is being submitted; and
- A budget and method of calculation of personnel costs both in percentages of the Grant Award and in total dollar amount.

Subrecipient requests to exceed the personnel cap must be received by Cal OES at the time of application. Subaward modifications impacting the personnel cap will be reviewed on a case-by-case basis, and may require submittal of the above-mentioned information.

Equipment Typing/ Identification and Use

Subrecipients that allocate FY 2018 HSGP funds for equipment are required to type and identify the capability associated with that equipment. Also, per FEMA policy, the purchase of weapons and weapon accessories is not allowed with HSGP funds. Special rules apply to pharmaceutical purchases, medical countermeasures, and critical emergency supplies; refer to page 68 of the NOFO for additional information.

Allowable HSGP equipment is listed on the Authorized Equipment List (AEL) website at <https://www.fema.gov/authorized-equipment-list>.

Expenditures for general purpose equipment are allowable if they align to and support one or more core capabilities identified in the *National Preparedness Goal*, and in addition, are sharable through the Emergency Management Assistance Compact (EMAC) and allowable under 6 U.S.C. § 609. Refer to the NOFO for examples of allowable general purpose equipment.

Equipment Maintenance/ Sustainment

Use of HSGP funds for maintenance contracts, warranties, repair or replacement costs, upgrades, and user fees are allowable as described in FEMA IBs 336 and 379.

Small Unmanned Aircraft Systems

All requests to purchase Small Unmanned Aircraft Systems (SUAS) with FEMA grant funding must comply with IB 426 and also include a description of the policies and procedures in place to safeguard individuals' privacy, civil rights, and civil liberties of the jurisdiction that will purchase, take title to, or otherwise use the SUAS equipment.

Emergency Operations Plans	Subrecipients must update their Emergency Operations Plan (EOP) at least once every two years to remain compliant with the Comprehensive Preparedness Guide 101 version 2.0. Subrecipients will utilize the Unified Reporting Tool to report their compliance with this reporting requirement.
Soft Targets and Crowded Places	States, territories, UAs, and public and private sector partners are encouraged to identify security gaps and build capabilities that address security needs of soft targets and crowded places, understanding the unique challenges related to protecting locations which are open to the public.
Emergency Communications Projects	All Subrecipient emergency communications projects must describe how such activities align with the SCIP Goals.
Access and Functional Needs Population	Subrecipients conducting major planning projects (including, but not limited to Evacuation, Mass Care and Shelter, Disaster Recovery, etc.) should address access and functional needs, including the needs of children, within their planning documents in order to maintain HSGP eligibility.
Conflict of Interest	Subrecipients must disclose to their Program Representative, in writing, any real or potential conflict of interest as defined by the Federal, State, Local, or Tribal statutes or regulations, which may arise during the administration of the HSGP subaward within five days of learning of the conflict of interest.

FY 2018 Investments

The State has prioritized the following investment strategies for the FY 2018 subawards:

1. Strengthen Capabilities of the State Threat Assessment System
(Please note this Investment Justification is only to be used to report on Regional Threat Assessment Center activities);
2. Protect Critical Infrastructure and Key Resources;
3. Enhance Cybersecurity;
4. Strengthen Emergency Communications Capabilities Through Planning, Governance, Technology, and Equipment;
5. Enhance Medical and Public Health Preparedness;
6. Preventing Violent Extremism Through Multi-Jurisdictional and Inter-Jurisdictional Collaboration and Coordination;
7. Enhance Community Resilience, Including Partnerships With Volunteers and Community Based Organizations and Programs;
8. Strengthen Information Sharing and Collaboration;
9. Enhance Multi-Jurisdictional/Inter-Jurisdictional All Hazards Incident Planning, Response and Recovery Capabilities; and
10. Homeland Security Exercise, Evaluation and Training Programs.

California Homeland Security Strategy Goals

The State has prioritized the following California Homeland Security Strategy Goals for the FY 2018 subawards:

1. Enhance Information Collection, Analysis, and Sharing, in Support of Public Safety Operations Across California;
2. Protect Critical Infrastructure and Key Resources From All Threats and Hazards;
3. Strengthen Security and Preparedness Across Cyberspace;
4. Strengthen Communications Capabilities Through Planning, Governance, Technology, and Equipment;
5. Enhance Community Preparedness;
6. Enhance Multi-Jurisdictional/Inter-Jurisdictional All-Hazards Incident Catastrophic Planning, Response, and Recovery Capabilities;
7. Improve Medical and Health Capabilities;
8. Enhance Incident Recovery Capabilities;
9. Strengthen Food and Agriculture Preparedness;
10. Prevent Violent Extremism Through Multi-Jurisdictional/Inter-Jurisdictional Collaboration and Coordination; and
11. Enhance Homeland Security Exercise, Evaluation, and Training Programs.

State Initiative Funding

For FY 2018, Cal OES shall retain 19% of the SHSP and 17% of the UASI funding for the state initiatives.

“On Behalf Of”

Cal OES may, in conjunction with local approval authorities, designate funds “on behalf of” local entities who choose to decline or fail to utilize their Grant Subaward in a timely manner.

Regional Approach

Subrecipients must take a regional approach and consider the needs of local units of government and applicable volunteer organizations in the projects and activities included in their FY 2018 HSGP application.

Tactical Interoperable Communications Plan (TICP)

Subrecipients are encouraged to update their Tactical Interoperable Communications Plan (TICP) and make it available upon request. Updating a TICP is an eligible activity under the FY 2018 HSGP.

Financial Management Forms Workbook

The FY 2018 Cal OES FMFW can be accessed at <https://www.caloes.ca.gov/cal-oes-divisions/grants-management/grants-processing-programs/homeland-security-grants-processing> and includes:

Grant Subaward Face Sheet – Use the Grant Subaward Face Sheet to apply for grant programs. The Grant Subaward Face Sheet must be signed and printed in portrait format.

Authorized Body of 5 – Provide the contact information of any additional Authorized Agents (AA) and staff related to grant activities. It is recommended more than one person be designated as the AA so if one AA is not available, a second AA can sign requests.

Project Ledger – The project ledger is used in the application process to submit funding information and is used for submitting Cash Requests, Grant Subaward Modifications, and to assist with completion of the Biannual Strategy Implementation Report (BSIR).

Planning Ledger – Provides detailed information on grant-funded Planning activities with a final product identified.

Organization Ledger – Provides detailed information on grant-funded Organizational activities.

Equipment Ledger – It is an HSGP requirement that detailed information be provided under the equipment description for all grant-funded equipment. AEL numbers must be included for all items of equipment. Always refer to the AEL for a list of allowable equipment and conditions, if any.

Training Ledger – Provides detailed information on grant-funded Training activities. All training activities must receive Cal OES approval prior to starting the event, including a Training Feedback number. The form to obtain a Training Feedback number may be found at the following link: <https://w3.calema.ca.gov/WebPage/trainreq.nsf/TrainRequest?OpenForm>

Exercise Ledger – Provides detailed information on grant-funded Exercises.

M&A Ledger – Provides information on grant-funded M&A activities.

Indirect Costs Ledger – Provides information on Indirect Costs.

Financial Management Forms Workbook (cont.)

Consultant-Contractor Ledger – Provides detailed information on grant-funded consultants.

Personnel Ledger – Provides detailed information on grant-funded Personnel activities.

Authorized Agent Page – The AA Page must be submitted with the application, all Cash Requests, and Grant Subaward Modifications. The AA must include the appropriate signature, expenditure period, and date.

Subrecipient Grants Management Assessment

Per 2 C.F.R. § 200.331, Cal OES is required to evaluate the risk of noncompliance with Federal statutes, regulations, and grant terms and conditions posed by each Subrecipient of pass-through funding. The Subrecipient Grants Management Assessment, found as Attachment B, contains questions related to your organization’s experience in the management of Federal grant awards. It is used to determine and provide an appropriate level of technical assistance, training, and grant oversight to Subrecipients during the subaward. The questionnaire must be completed and returned with your grant application. A PDF fillable version of the form may be found at: <http://www.caloes.ca.gov/cal-oes-divisions/grants-management/homeland-security-prop-1b-grant-programs/homeland-security-grants-program>.

Narrative Attachments

25% LETPA Requirement – Describe how the Subrecipient will meet the minimum Federal requirement for funding LETPA.

5% M&A Cap – Describe how the Subrecipient will not exceed the Federally mandated 5% cap on M&A.

50% Personnel Cap – Describe how the Subrecipient will not exceed the Federally mandated 50% personnel cap.

EOP – Please describe your EOP and any progress in meeting the requirements identified in the NOFO.

Training with After Action Report (AAR)/Exercise Detail – Pursuant to the NOFO, all training conducted using HSGP funds must be in support of the development or maintenance of an identified team or capability. Additionally, all training should address a performance gap identified through an AAR/Improvement Plan (IP), or build a capability that will be evaluated through an exercise. Subrecipients must explain in a narrative the type of training, the capability, and the gap identified, and then provide access to the AAR or its details for the upcoming exercise

Narrative Attachments (cont.)

Intelligence Analysts Certificates – Pursuant to the NOFO, Cal OES must have certificates for completion of training for fusion center analytical personnel. Provide copies of certificates for each intelligence analyst.

Equipment Typing Narrative – All equipment procured under this grant must be in support of the development or maintenance of an identified team or capability. Please describe what typed capability the equipment purchased with this grant supports.

Indirect Cost Rate Agreement – If claiming indirect costs at a Federally-approved rate, please provide a copy of your approved Indirect Cost Rate Agreement.

FFATA Financial Disclosure – Use the FFATA Financial Disclosure, referenced as Attachment C, to provide information required by the Federal Funding Accountability and Transparency Act of 2006. If your organization is not subject to the FFATA Financial Disclosure requirements, check the "Not Subject to FFATA Financial Disclosure" box at the bottom of the page

Grant Assurances

The Grant Assurances list the requirements to which the Subrecipients will be held accountable. All Applicants will be required to submit a signed, **original** of the FY 2018 Grant Assurances as part of their FY 2018 HSGP application. The required Grant Assurances can be found only in PDF format on the Cal OES website.

NOTE: Self-created Grant Assurances will not be accepted.

Operational Areas Only

Approval Authority Body – OAs must appoint an Anti-Terrorism Approval Body (Approval Authority) to have final approval of the OA's application for HSGP funds. Each member of the Approval Authority must provide written agreement with the OA's application for HSGP funds. The Approval Authority shall consist of the following representatives, and additional voting members may be added by a simple majority vote of the following standing members:

- County Public Health Officer or designee responsible for Emergency Medical Services
- County Fire Chief or Chief of Fire Authority
- Municipal Fire Chief (selected by the OA Fire Chiefs)
- County Sheriff
- Chief of Police (selected by the OA Police Chiefs)

Operational Areas Only (Cont.)

NOTE: A list of the Approval Authority Body members and their associated contact information, as well as a written agreement from each member, must be submitted with the FY 2018 HSGP application. Contact your Program Representative for more information.

Governing Body Resolution – The Governing Body Resolution (GBR) appoints AAs (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 their FY 2018 GBR with their application. The Sample Governing Body Resolution is found as Attachment D.

Authorized Agent Information – For each person or position appointed by the governing body, identify the individual in the Authorized Body of 5 ledger within the FMFW.

Urban Areas Only

Urban Area Working Groups (UAWGs) – Membership in the UAWG must provide either direct or indirect representation for all relevant jurisdictions and response disciplines (including law enforcement, fire service, EMS, and emergency management) that comprise the defined UA. It also must be inclusive of local Citizen Corps Council and Tribal representatives. The UAWG should also ensure the integration of local emergency management, public health, and health care systems into a coordinated sustained local capability to respond effectively to a mass casualty incident. Additional group composition criteria is found in the NOFO.

Threat and Hazard Identification and Risk Assessment (THIRA) By December 31, 2018, FY 2018 Subrecipients are required to submit a THIRA, using an updated methodology that assesses only the response, recovery, and cross-cutting capabilities. Beginning in 2019, UAs will submit a THIRA every three years. An annual capability assessment will still be required.

Stakeholder Preparedness Review (SPR) – The SPR is a grant requirement for all states, territories, and UAs. It is an annual capability assessment which helps jurisdictions identify capability gaps and prioritize investment requirements to reach the targets set in their THIRA.

Cybersecurity – Each UA must have an investment and a project in support of Cybersecurity efforts.

**Fusion
Centers Only**

Fusion Centers are required to follow all Reporting and Administrative Metrics for California Fusion Centers, as set forth in the Governor’s Homeland Security Advisor/Cal OES Director’s letter dated March 16, 2016. These operational and administrative metrics set forth an integrated and coordinated approach for regular and proactive information and intelligence sharing between all fusion centers in the California State Threat Assessment System.

Application Submission

Subrecipients must submit an electronic copy of their completed FMFW to their Program Representative for review. After the application is approved, a completed hardcopy of the FMFW, along with all other application components must be mailed, with original signatures, by the application due date. During the application process, if it is determined all allocated funds cannot be expended by the end of the performance period, inform your Program Representative as soon as possible. The completed application should be received by Cal OES by no later than January 15, 2010. The FY 2018 HSGP Timeline is referenced as Attachment E.

HAND-DELIVERED APPLICATIONS WILL NOT BE ACCEPTED

Late or Incomplete Application

Late or incomplete applications may be denied. If an application is incomplete, the Program Representative may request additional information. Requests for late submission of applications must be made in writing to the Program Representative prior to the application due date. Cal OES has sole discretion to accept or reject a late or incomplete grant application. All application documents requiring an original signature must be mailed in hardcopy.

HSGP Contact Information

All Subrecipient application materials, questions, comments, and correspondence should be directed to:

California Governor's Office of Emergency Services
ATTN: Grants Management (Building E)
Homeland Security Grants Unit
3650 Schriever Avenue
Mather, CA 95655

Darlene Arambula	(916) 845-8427
Justin Duke	(916) 845-8296
Maybel Garing-Espilla	(916) 845-8429
Sally Hencken	(916) 845-8367
Antoinette Johnson	(916) 845-8260
Jim Lane	(916) 845-8428
Joseph Purvis	(916) 845-8400
Olivia Skierka	(916) 845-8744

The Program Representative Regional Assignments Map is available under "Regional Assignments" at:

<https://www.caloes.ca.gov/cal-oes-divisions/grants-management/homeland-security-prop-1b-grant-programs/homeland-security-grants-program>.

Subaward Approval

The Subrecipient will receive written notice of the State's approval of its Grant Subaward not later than 45 days after Cal OES receives the Federal Grant Award. Subrecipient reimbursements will not be made until all required application components have been approved by Cal OES.

Payment Request Process

To request an advance or cash reimbursement of FY 2018 HSGP funds, Subrecipients must first complete a payment request using the Cal OES FMFW, returning it to the appropriate Program Representative. Subrecipients who fail to follow the workbook instructions may experience delays in processing the payment request.

Payments can only be made if the Subrecipient has submitted a completed and approved application.

Exercise costs will not be reimbursed until an AAR has been posted and access to the AAR has been granted to Program Representative Justin Duke.

Mr. Duke can be reached at (916) 845-8296 or justin.duke@caloes.ca.gov.

Advances and Interest Earned on Advances

Advance payment means a payment is requested before Subrecipients have disbursed the funds for program purposes. Subrecipients may be paid an advance, provided they maintain a willingness and ability to maintain procedures to minimize the time elapsing between the receipt of funds and their disbursement.

Federal rules require advances to be deposited in interest-bearing accounts. Interest earned amounts up to \$500 per year may be retained by Subrecipients for administrative expense; any additional interest earned on Federal advance payments must be returned annually to Cal OES.

Semi-Annual Drawdown Requirements

All Subrecipients should be reporting expenditures and requesting funds at least semi-annually throughout the performance period. Semi-annual drawdowns should be occurring by March and October of each calendar year following final approval of the subaward application, with the exception of the final cash request, which must be submitted within 20 calendar days of the end of the performance period.

Modifications

Post award budget, scope, and time modifications must be requested using the Cal OES FMFW V 1.18 signed by the Subrecipient's AA, and submitted to the Program Representative.

The Subrecipient may implement grant modification activities, and incur associated expenses, only after receiving written final approval of the modification from Cal OES.

Training

All grant training activities must receive Cal OES approval prior to starting the training event. Cal OES shall afford Subrecipients the opportunity to develop a “placeholder” for future training conferences when an agenda has not been established at the time Subrecipient applications are due. Please work with your Program Representative and the Training Branch to identify a possible “placeholder” for these types of training activities.

When seeking approval of non-DHS/FEMA developed courses, course materials must be submitted with the approval requests. Conditional approvals are not offered.

For more information on this or other training-related inquiries, contact the Cal OES Training Branch at (916) 845-8752 or their website at: <http://www.caloes.ca.gov/Cal-OES-Divisions/California-Specialized-Training-Institute>

Exercises, Improvement Plans, and After Action Reporting

Subrecipients should engage stakeholders to identify long-term training and exercise priorities. These priorities should address capability targets and gaps identified through the annual THIRA and SPR process, real-world events, previous exercises, and national areas for improvement identified in the NPR.

Subrecipients must report on all exercises conducted with HSGP grant funds. An AAR/IP or Summary Report (for Seminars and Workshops) must be completed and submitted to Cal OES within 90 days after the exercise/seminars/workshops are conducted. It is acceptable to submit an *Exercise Summary Report for Seminars and Workshops* in lieu of a full AAR/IP.

Please ensure all AAR/IP or Summary Report documents are encrypted (password-protected) and the password and a copy of the AAR/IP or Summary Report is emailed to hseep@fema.dhs.gov and Program Representative Justin Duke at justin.duke@caloes.ca.gov via separate emails.

Subrecipients scheduled to participate in Capstone California (CC) exercise activities should include the details in their FY 2018 application. Cal OES program staff will review applications for adequate exercise funding for Subrecipients scheduled to participate in CC activities within the FY 2018 HSGP grant performance period. For exercise-related issues and/or questions, please email the Cal OES Exercise Team at exercise@caloes.ca.gov.

Noncompetitive Procurement To be eligible for reimbursement, noncompetitive procurements exceeding the simplified acquisition threshold require Cal OES prior written approval. This method of procurement must be approved by your local Purchasing Agent prior to submitting a request for Cal OES approval. A copy of the Purchasing Agent’s approval must be included with submission. Cal OES may request additional documentation that supports the procurement effort.

Please note, Cal OES will not reimburse for any sole source contracts for any terrorism-related training, regardless of the cost of the training. Exceptions to this policy may be approved in limited circumstances, e.g., related to a procurement effort that has resulted in inadequate competition. The Cal OES Request for Noncompetitive Procurement Authorization form must be submitted; advance approval is required. Cal OES may request additional documentation that supports the procurement effort.

Procurement Thresholds Effective June 20, 2018, the micro-purchase threshold was increased from \$3,500 to \$10,000 and the simplified acquisition threshold was increased from \$150,000 to \$250,000. These increases apply to all Subrecipient procurements executed on or after June 20, 2018. Refer to IB 434 for additional information.

Performance Bond Many Subrecipients were unable to procure large equipment items due to vendor delivery scheduled to occur after the Federal reporting period had expired. To assist with this issue, DHS/FEMA allowed Subrecipients to obtain a “performance bond” wherein Subrecipients procured the item(s) in question, paid the money up front, and obtained a performance bond to ensure delivery of the item within 90 days of the Subrecipient’s performance period. Subrecipients must obtain a performance bond for any equipment item over \$250,000 or any vehicle, aircraft, or watercraft financed with HSGP funds. Subrecipients must provide a copy of all performance bonds to their Program Representative no later than the time of reimbursement.

Environmental Planning and Historic Preservation DHS/FEMA is required to ensure all activities and programs that are funded by the agency comply with Federal Environmental Planning and Historic Preservation (EHP) regulations. Subrecipients proposing projects or activities (including, but not limited to, training, exercises, the installation of equipment, and construction or renovation projects) which have the potential to impact the environment must participate in the EHP review process. EHP Screening Memos must include detailed project information and explain the goals and objectives of the proposed project, and include supporting documentation.

Environmental Planning and Historic Preservation (Cont.)

DHS/FEMA may also require the Subrecipient provide a confidential California Historical Resources Information System (CHRIS) report in addition to the EHP Screening Form. Determination on the necessity of a CHRIS report is based upon information disclosed on the EHP Screening Form. Your Program Representative will provide you with additional instructions should this report be required. EHP requests should be submitted to Cal OES as early as possible. All projects/activities triggering EHP must receive DHS/FEMA written approval prior to commencement of the funded activity. The EHP Screening Form is at: <http://www.caloes.ca.gov/cal-oes-divisions/grants-management/homeland-security-prop-1b-grant-programs/homeland-security-grants-program>.

Updated information on Grants Program Directorate (GPD) EHP FEMA Policy #108-023-1 can be accessed at: <https://www.fema.gov/grant-programs-directorate-policy>.

Construction and Renovation

Project construction using SHSP and UASI funds may not exceed the greater of \$1,000,000 or 15% of the Grant Subaward. (For the purposes of the limitations on funding levels, communications towers are not considered construction.) When applying for construction funds, including communications towers, at the time of application, Subrecipients must submit evidence of approved zoning ordinances, architectural plans, any other locally required planning permits, and a notice of Federal interest. Additionally, Subrecipients are required to submit a SF-424C Budget and Budget Detail that cites the project costs. Communications tower construction requests also require evidence the Federal Communications Commission’s Section 106 review process has been completed.

Written approval for construction must be provided by DHS/FEMA prior to the use of any HSGP funds for construction or renovation.

Inventory Control and Property Management

FY 2018 HSGP Subrecipients must use standardized resource management concepts for resource typing and credentialing, in addition to maintaining an inventory by which to facilitate the effective identification, dispatch, deployment, tracking, and recovery of resources.

Subrecipients must have an effective inventory management system, to include:

- Property records that document description, serial number or other ID, title information, acquisition date, cost, location, use and condition, and ultimate disposition;

Inventory

Control and Property Management (Cont.)

- Conducting a physical inventory at least every two years;
- A control system to prevent loss, damage, and theft of grant purchased equipment and supplies; and
- Adequate maintenance procedures must be developed to keep the property in good condition.

Equipment Disposition

When original or replacement equipment acquired under the HSGP is no longer needed for program activities, the Subrecipient must contact the Program Representative to request disposition instructions.

Performance Reporting

Subrecipients must complete a BSIR each Winter and Summer using the DHS/FEMA Grants Reporting Tool (GRT) for the duration of the subaward performance period or until all grant activities are completed and the subaward is formally closed by Cal OES. Failure to submit a BSIR could result in subaward reduction, termination, or suspension.

To obtain access to the online GRT, please log on the DHS/FEMA website at <https://www.reporting.odp.dhs.gov>. To create a new account, please follow the instructions that read, "If you need to register for an account, please click here." The Subrecipient will be required to ensure up-to-date project information is entered. For additional assistance with the GRT, please contact your Program Representative.

Extension Requests

Extensions to the initial performance period identified in the subaward will only be considered through formal, written requests to your Program Representative. Upon receipt of the extension request, Cal OES will:

1. Verify compliance with performance reporting requirements by confirming the Subrecipient has submitted all necessary performance reports;
2. Confirm the Subrecipient has provided sufficient justification for the request; and
3. If applicable, confirm the Subrecipient has demonstrated sufficient progress in past situations where an extension was authorized by Cal OES.

Extension requests will be granted only due to compelling legal, policy, or operational challenges, and will only be considered for the following reasons:

Extension Requests (Cont.)

1. Contractual commitments with vendors that prevent completion of the project within the performance period;
2. The project must undergo a complex environmental review which cannot be completed within this timeframe;
3. Projects are long-term by design and therefore, acceleration would compromise core programmatic goals; and
4. Where other special circumstances exist.

To be considered, extension requests must be received no later than 60 days prior to the end of the Subrecipient's performance period, and must contain specific and compelling justifications as to why an extension is required. All extension requests must address the following:

1. Grant program, fiscal year, and award number;
2. Reason for delay;
3. Current status of the activity/activities;
4. Approved performance period termination date and new project completion date;
5. Amount of funds drawn down to date;
6. Remaining available funds, both Federal and non-Federal;
7. Budget outlining how remaining Federal and non-Federal funds will be expended;
8. Plan for completion, including milestones and timeframes for each milestone and the position/person responsible for implementing the plan for completion; and
9. Certification the activity/activities will be completed within the extended performance period without any modification to the original Statement of Work.

General questions regarding extension requirements should be directed to your Program Representative. For additional information, please see IB 379 at: <https://www.fema.gov/pdf/government/grant/bulletins/info379.pdf>. Extension requests for personnel and salaries do not meet the requirements of IB 379 and will not be granted. Subrecipients are expected to complete all grant-funded personnel activity by the end of the subaward performance period.

Progress Reports on Grant Extensions

All Subrecipients that receive Cal OES approval to extend their FY 2018 Grant Subaward performance period may be required to submit progress reports indicating completed and future project milestones on all extended projects. Progress reports must be submitted electronically to the Program Representative. Deadlines for the submission of progress reports will be established at the time of extension approval.

Monitoring

Cal OES Grants Monitoring actively monitors Subrecipients, both through desk and on-site field reviews. Monitoring is based on the cost principals and administrative requirements addressed in local, state, and Federal controlling authority, in addition to applicable financial guidelines. Reviews may include, but are not limited to:

- Entries recorded on the FMFW categories;
- Eligibility of and support for expenditures, typically covering two to three years of data;
- Comparing actual Subrecipient activities to those approved in the grant application and subsequent modifications, including the review of timesheets as appropriate;
- Ensuring advances have been disbursed in accordance with applicable guidelines;
- Confirming compliance with:
 - Grant Assurances, and
 - Information provided on performance reports and payment requests.

NOTE: It is the responsibility of all Subrecipients that pass through funds to monitor and audit the grant activities of their subawards. This requirement includes, but is not limited to, on-site verification of grant activities, as required. Many Subrecipients receive “findings” which necessitate a Corrective Action Plan (CAP) on their part. Those Subrecipients who fail to submit a CAP as required shall have a “hold” placed on any future reimbursements until the “finding” is resolved.

Failure to Submit Required Reports

Periodic reporting is required by the grant. Subrecipients who miss a single reporting deadline may receive a letter addressed to their Board of Supervisors informing them of the failure to report. County OAs and Tribes who fail to report twice in a row may have subsequent awards reduced by 10% until timely reporting is reestablished; UASIs may have a “hold” placed on any future reimbursements.

Suspension/ Termination

Cal OES may suspend or terminate grant funding, in whole or in part, or other measures may be imposed for any of the following reasons:

- Failure to submit required reports.
- Failure to expend funds in a timely manner consistent with the grant milestones, guidance, and assurances.
- Failure to comply with the requirements or statutory progress toward the goals or objectives of Federal or state law.

Suspension/ Termination (Cont.)

- Failure to make satisfactory progress toward the goals or objectives set forth in the Subrecipient application.
- Failure to follow grant agreement requirements or special conditions.
- Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.
- False certification in the application or document.
- Failure to adequately manage, monitor, or direct the grant funding activities of their Subrecipients.

Before taking action, Cal OES will provide the Subrecipient reasonable notice of intent to impose corrective measures and will make every effort to informally resolve the problem.

Closeout

Cal OES will close-out Subrecipient awards when it determines all applicable administrative actions and all required work of the Federal award have been completed. Subawards will be closed after:

- Receiving all applicable Subrecipient reports indicating all approved work has been completed, and all funds have been distributed;
- All funds have been requested and reimbursed, or disencumbered;
- Completing a review to confirm the accuracy of reported information;
- Reconciling actual costs to subawards, modifications, and payments; and
- Verifying the Subrecipient has submitted a final BSIR showing all grant funds have been expended.

Records Retention

The records retention period is three years from the date of the Subrecipient's final BSIR submittal showing all grant funds have been expended. The Cal OES Grant Closeout Letter will notify the Subrecipient of the start of the records retention period for all programmatic and financial grant-related records. If the State Administrative Agency's award remains open after the Subrecipient's submission of the final BSIR, Cal OES will complete any additional BSIR reporting required under the award on behalf of the Subrecipient. Closed grants may still be monitored and audited. Failure to maintain all grant records for the required retention period could result in a reduction of grant funds, and an invoice to return costs associated with the unsupported activities.

Attachment A – FY 2018 HSGP Allocations | 2018

State Homeland Security Program (SHSP)					
Operational Area	Population	Base Amount	25% LE	SHSP	Total Award (25% LE + SHSP)
ALAMEDA	1,660,202	75,000	430,497	1,291,489	1,721,986
ALPINE	1,154	75,000	19,036	57,109	76,145
AMADOR	38,094	75,000	28,198	84,593	112,791
BUTTE	227,621	75,000	75,202	225,607	300,809
CALAVERAS	45,157	75,000	29,949	89,849	119,798
COLUSA	22,098	75,000	24,231	72,691	96,922
CONTRA COSTA	1,149,363	75,000	303,803	911,411	1,215,214
DEL NORTE	27,221	75,000	25,501	76,503	102,004
EL DORADO	188,399	75,000	65,475	196,424	261,899
FRESNO	1,007,229	75,000	268,553	805,658	1,074,211
GLENN	28,796	75,000	25,892	77,675	103,567
HUMBOLDT	136,002	75,000	52,480	157,439	209,919
IMPERIAL	190,624	75,000	66,027	198,080	264,107
INYO	18,577	75,000	23,357	70,072	93,429
KERN	905,801	75,000	243,398	730,193	973,591
KINGS	151,662	75,000	56,364	169,091	225,455
LAKE	65,081	75,000	34,891	104,672	139,563
LASSEN	30,911	75,000	26,416	79,249	105,665
LOS ANGELES	10,283,729	75,000	2,569,217	7,707,652	10,276,869
MADERA	158,894	75,000	58,157	174,472	232,629
MARIN	263,886	75,000	84,196	252,589	336,785
MARIPOSA	18,129	75,000	23,246	69,739	92,985
MENDOCINO	89,299	75,000	40,897	122,691	163,588
MERCED	279,977	75,000	88,187	264,561	352,748
MODOC	9,612	75,000	21,134	63,402	84,536
MONO	13,822	75,000	22,178	66,534	88,712
MONTEREY	443,281	75,000	128,688	386,064	514,752
NAPA	141,294	75,000	53,792	161,377	215,169
NEVADA	99,155	75,000	43,341	130,025	173,366
ORANGE	3,221,103	75,000	817,616	2,452,846	3,270,462
PLACER	389,532	75,000	115,358	346,073	461,431
PLUMAS	19,773	75,000	23,654	70,962	94,616
RIVERSIDE	2,415,955	75,000	617,931	1,853,793	2,471,724
SACRAMENTO	1,529,501	75,000	398,081	1,194,245	1,592,326
SAN BENITO	57,088	75,000	32,908	98,726	131,634
SAN BERNARDINO	2,174,938	75,000	558,156	1,674,469	2,232,625
SAN DIEGO	3,337,456	75,000	846,472	2,539,417	3,385,889
SAN FRANCISCO	883,963	75,000	237,982	713,945	951,927
SAN JOAQUIN	758,744	75,000	206,926	620,778	827,704
SAN LUIS OBISPO	280,101	75,000	88,218	264,653	352,871

Attachment A – FY 2018 HSGP Allocations | 2018

SAN MATEO	774,155	75,000	210,748	632,245	842,993
SANTA BARBARA	453,457	75,000	131,212	393,635	524,847
SANTA CLARA	1,956,598	75,000	504,006	1,512,017	2,016,023
SANTA CRUZ	276,864	75,000	87,415	262,245	349,660
SHASTA	178,271	75,000	62,963	188,889	251,852
SIERRA	3,207	75,000	19,545	58,637	78,182
SISKIYOU	44,612	75,000	29,814	89,443	119,257
SOLANO	439,793	75,000	127,823	383,469	511,292
SONOMA	503,332	75,000	143,581	430,744	574,325
STANISLAUS	555,624	75,000	156,550	469,651	626,201
SUTTER	97,238	75,000	42,866	128,598	171,464
TEHAMA	64,039	75,000	34,632	103,897	138,529
TRINITY	13,635	75,000	22,132	66,394	88,526
TULARE	475,834	75,000	136,762	410,284	547,046
TUOLUMNE	54,740	75,000	32,326	96,978	129,304
VENTURA	859,073	75,000	231,809	695,426	927,235
YOLO	221,270	75,000	73,627	220,882	294,509
YUBA	74,727	75,000	37,283	111,849	149,132
Total	39,809,693	4,350,000	10,960,699	32,882,101	43,842,800

Regional Threat Assessment Center (RTAC)	
Region	Total Award
SAN FRANCISCO BAY AREA	900,000
SACRAMENTO/CENTRAL VALLEY AREA	900,000
GREATER LOS ANGELES AREA	900,000
SAN DIEGO AREA	900,000
ORANGE AREA	300,000
Total	3,900,000

Urban Areas Security Initiative (UASI)			
*A minimum of 25% of UASI funding must be utilized for Law Enforcement purposes			
Urban Area	Federal Allocation to	Allocation to UASI	State Initiatives
ANAHEIM/SANTA ANA AREA	5,000,000	4,135,000	865,000
BAY AREA	27,500,000	22,742,500	4,757,500
LOS ANGELES/LONG BEACH AREA	68,000,000	56,236,000	11,764,000
RIVERSIDE AREA	3,000,000	2,481,000	519,000
SACRAMENTO AREA	2,500,000	2,067,500	432,500
SAN DIEGO AREA	16,700,000	13,810,900	2,889,100
Total	122,700,000	101,472,900	21,227,100

**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT**

Subrecipient:	DUNS #:	FIPS #:
Grant Disaster/Program Title:		
Performance Period:	to	Subaward Amount Requested:
Type of Non-Federal Entity (Check Box)	<input type="checkbox"/> State Gov.	<input type="checkbox"/> Local Gov. <input type="checkbox"/> JPA <input type="checkbox"/> Non-Profit <input type="checkbox"/> Tribe

Per Title 2 CFR § 200.331, Cal OES is required to evaluate the risk of noncompliance with federal statutes, regulations and grant terms and conditions posed by each subrecipient of pass-through funding. This assessment is made in order to determine and provide an appropriate level of technical assistance, training, and grant oversight to subrecipients for the award referenced above.

The following are questions related to your organization's experience in the management of federal grant awards. This questionnaire must be completed and returned with your grant application materials.

For purposes of completing this questionnaire, *grant manager* is the individual who has primary responsibility for day-to-day administration of the grant, *bookkeeper/accounting staff* means the individual who has responsibility for reviewing and determining expenditures to be charged to the grant award, and *organization* refers to the subrecipient applying for the award, and/or the governmental implementing agency, as applicable.

Assessment Factors	Response
1. How many years of experience does your current grant manager have managing grants?	
2. How many years of experience does your current bookkeeper/accounting staff have managing grants?	
3. How many grants does your organization currently receive?	
4. What is the approximate total dollar amount of all grants you receive?	
5. Are individual staff members assigned to work on multiple grants?	
6. Do you use timesheets to track the time staff spend working on activities/projects?	
7. How often does your organization have a financial audit?	
8. Has your organization received any audit findings in the last three years?	
9. Do you have a written plan to charge costs to grants?	
10. Do you have written procurement policies?	
11. Do you get multiple quotes or bids when buying items or services?	
12. How many years do you maintain receipts, deposits, cancelled checks, invoices, etc.?	
13. Do you have procedures to monitor grant funds passed through to other entities?	

Certification: <i>This is to certify that, to the best of our knowledge and belief, the data furnished above is accurate, complete and current.</i>	
Signature: (Authorized Agent)	Date:
Print Name:	Print Title:

Subrecipient Grants Management Assessment (New 7/2017)

The attached form in PDF fillable format is available for download at:
<https://www.caloes.ca.gov/cal-oes-divisions/grants-management/homeland-security-prop-1b-grant-programs/homeland-security-grants-program>

Attachment C: FFATA Financial Disclosure | 2018

Public Law (PL) 109-282 Federal Funding Accountability and Transparency Act of 2006, amended by Section 6202(a) of the Government Funding Transparency Act of 2008 (PL 110-252), which is outlined in FEMA GPD Information Bulletin No. 350.

If the Subrecipient in the preceding year received 80% or more of its annual gross revenues in Federal Awards; **and** \$25,000,000 or more in annual gross revenues from Federal awards, **and** the public does not have access to information about the compensation of the senior executives of the entity, **then the Subrecipient is subject to the FFATA Financial Disclosure requirements, and will need to fill out this form.**

Executive Name	Title	Annual Salary	Annual Dollar Value of Benefits	Total Compensation

Not Subject to FFATA Financial Disclosure

Printed Name and Title

Signature of Authorized Agent

Date

Attachment D: Sample Governing Body Resolution | 2018

BE IT RESOLVED BY THE _____
(Governing Body)
OF THE _____ THAT
(Name of Applicant)
_____, OR
(Name or Title of Authorized Agent)
_____, OR
(Name or Title of Authorized Agent)
_____,
(Name of Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the named Applicant, a public entity established under the laws of the State of California, any actions necessary for the purpose of obtaining Federal financial assistance provided by the Federal Department of Homeland Security and subgranted through the State of California for the following Grant Award:

(List Grant Year and Program)

Passed and approved this _____ day of _____, 20 _____

Certification

I, _____, duly appointed and
(Name)

_____ Of the _____
(Title) (Governing Body)

do hereby certify that the above is a true and correct copy of a resolution passed and approved by the

_____ day of _____, 20 _____

(Official Position)

(Signature) (Date)

Attachment E: FY 2018 HSGP Timeline | 2018

DHS/FEMA Announcement of 2018 HSGP	May 21, 2018
Cal OES Application Due to DHS	June 20, 2018
DHS Award to California	September 2018*
Subrecipient performance period begins	September 2018*
2018 HSGP California Supplement release	September 30, 2018*
Subrecipient Workshops	October 2018*
Subrecipient Awards (45 days from DHS award)	October 15, 2018*
Subrecipient Final Applications Due to Cal OES	December 31, 2018*
Subrecipient performance period ends	May 31, 2021*
Final Requests for Reimbursement due	Within twenty (20) calendar days of the grant expiration date
Cal OES's performance period ends	August 31, 2021*

* These dates are approximate and based on anticipated date of DHS award to California

Attachment F: FY 2018 HSGP Application Checklist | 2018

Subrecipient: _____ FIPS#: _____

Program Representative: _____

OPERATIONAL/URBAN AREAS:

- _____ Financial Management Forms Workbook
- _____ Face Sheet
- _____ Authorized Body of 5 Sheet
- _____ Project Ledger
- _____ Planning Ledger
- _____ Organization Ledger
- _____ Equipment Inventory Ledger
- _____ Training Ledger
- _____ Exercise Ledger
- _____ Personnel Ledger
- _____ Consultant Ledger
- _____ Management and Administration Ledger
- _____ Indirect Cost Ledger
- _____ Authorized Agent Sheet

Attachments:

- _____ Subrecipient Grants Management Assessment Form
- _____ 25% Law Enforcement – Minimum
- _____ 5% M&A Cap
- _____ 50% Personnel Cap
- _____ Training w/AAR/Exercise Detail
- _____ Describe your EOP
- _____ Equipment Typing
- _____ Indirect Cost Rate Negotiation Agreement
- _____ Intelligence Analysts Certificates
- _____ Allowability Request (Operational Overtime)

Approval Authority:

- _____ Governing Body Resolution (Certified)
- _____ Grant Assurances (Signed Originals)
- _____ Contact Information for each member
- _____ Authorized Agent(s) Information Form
- _____ Written Agreement from each member
- _____ Public Records Act Notification (Signed)
- _____ Original Counter-Signed Award Letter
- _____ UASI Footprint (If Applicable)

STATE AGENCIES / TRIBES:

- _____ Financial Management Forms Workbook
- _____ Face Sheet
- _____ Authorized Body of 5 Sheet
- _____ Project Ledger
- _____ Planning Ledger
- _____ Organization Ledger
- _____ Equipment Inventory Ledger
- _____ Training Ledger
- _____ Exercise Ledger
- _____ Personnel Ledger
- _____ Consultant Ledger
- _____ Management and Administration Ledger
- _____ Indirect Cost Ledger
- _____ Authorized Agent Sheet

Attachments:

- _____ Subrecipient Grants Management Assessment Form
- _____ 25% Law Enforcement – Minimum
- _____ 5% M&A Cap
- _____ 50% Personnel Cap
- _____ Training w/AAR/Exercise Detail
- _____ Describe your EOP
- _____ Equipment Typing
- _____ Indirect Cost Rate Negotiation Agreement

Approval Authority:

- _____ Signature Authority – Authorized Agent
- _____ Authorized Agent(s) Information Form
- _____ Grant Assurances (Signed Originals)
- _____ Public Records Act Notification (Signed)
- _____ Original Counter-Signed Award Letter