



***Cal* OES**

**GOVERNOR'S OFFICE
OF EMERGENCY SERVICES**

**Fiscal Year 2019
California State Security Grant Programs**

State Guidance

March 2020

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State Grant Programs Overview

Funding for the fiscal year (FY) 2019 state security grant programs is allotted by the FY 2019-20 California Budget. Cal OES funded the following programs with the State allocation:

- **California State Nonprofit Security Grant Program (CSNSGP)**
The CSNSGP provides funding support for target hardening and other physical security enhancements to nonprofit organizations that are at high risk for violent attacks and hate crimes due to ideology, beliefs, or mission.
- **California Health Center Security Grant Program (CHCSGP)**
The CHCSGP provides funding support for target hardening and other physical security enhancements to nonprofit community health centers that provide abortion services, and may be the targets of violence and vandalism.
- **School Communications Interoperability Grant Program (SCIGP)**
The SCIGP provides funding assistance to California K-12 schools (noncompetitive program), and Community Colleges and schools in the California State University system (competitive program), to acquire interoperable technology in response to active shooter incidents.

Purpose of the California State Grant Programs Guidance

The FY 2019 California State Security Grant Programs Guidance will emphasize and highlight California policies and requirements pertaining to the FY 2019 CSNSGP, CHCSGP, and SCIGP. It also serves as a guide for Subrecipients in managing their Grant Subaward. Subrecipients must comply with all applicable local, state, and federal statutes, regulations, program plans, and application requirements.

Period of Performance (POP)

The POP for the FY 2019 CSNSGP, CHCSGP, and SCIGP is January 1, 2020, through December 31, 2021. All projects must be completed by the POP end date.

Grant Management Memoranda

Cal OES issues [Grant Management Memoranda](#) which provide additional information and requirements regarding state funds.

Supplanting	Supplanting means to deliberately reduce the amount of federal, state, or local funds currently being appropriated to an existing program or activity, because a Cal OES grant has also been awarded for the same purposes. When the Subrecipient replaces funds in this manner, it reduces the total amount that would have been available for the stated grant purpose, and the substitution results in supplanting. Cal OES funds should be used to supplement existing funds for program activities and not replace funds that have been appropriated for the same purpose. Supplanting is strictly prohibited for all Cal OES grant funds.
Sustainability	Program funds are intended to supplement existing resources and are not guaranteed long term sustainability solutions. Therefore, Subrecipients must be able to sustain projects awarded under the program without future state grant funding.
Public/Private Organizations	Subrecipients may contract with any other public or private organization to perform eligible activities on approved projects.
Debarred/ Suspended Parties	<p>Subrecipients must not make or permit any award or contract, at any tier, to any party, that is debarred, suspended, or otherwise excluded from, or ineligible for, participation in state assistance programs.</p> <p>Subrecipients must obtain documentation of eligibility prior to making any contract funded by state funds, and must be prepared to present supporting documentation to monitors/auditors.</p>
Whole Community Preparedness	Subrecipients should engage with the whole community to advance individual and community preparedness. In doing so, Subrecipients are encouraged to consider individuals with disabilities or access and functional needs, including the needs of children as well as those with limited English proficiency into their planning.
Conflict of Interest	Subrecipients must disclose to their Program Representative, in writing, any real or potential conflicts of interest as defined by the federal, state, or local statutes or regulations, which may arise during the administration of the state subaward within five days of learning of any conflicts of interest.

California Homeland Security Strategy Goals

The State has prioritized the following California Homeland Security Strategy Goals for the FY 2019 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.

Financial Management Forms Workbook (FMFW)

The Cal OES FMFW 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 – Provides the contact information of Authorized Agents (AA), delegated via the Governing Body Resolution (GBR) or Signature Authorization Form, including staff related to grant activities. More than one person is recommended for designation as the AA; in the absence of an AA, an alternate AA can sign requests.

Project Ledger Tab – The Project Ledger Tab is used in the application process to submit funding information, and is used for submitting Cash Requests and Grant Subaward Modifications; and to assist with completion of the required semi-annual Performance Reports.

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

Organization Tab – Provides detailed information on grant-funded Organizational activities; such as salaries for contractors.

Equipment Tab – It is a requirement that detailed information be provided under the Equipment description for all grant-funded equipment.

Training Tab – Provides detailed information on grant-funded Training activities. All training activities must receive Cal OES approval at least 30 days prior to starting the event, including a Training Feedback number. The [Training Request Form](#) may be obtained on the Cal OES website.

M&A Tab – Provides information on grant-funded Management and Administration (M&A) costs.

Consultant-Contractor Tab – Provides detailed information on grant-funded consultants or contracted personnel.

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

Subrecipient Grants Management Assessment

Cal OES evaluates the risk of noncompliance with state statutes, regulations, and grant terms and conditions posed by each Subrecipient. The Subrecipient Grants Management Assessment contains questions related to an organization's experience in the management of state Grant Subawards. 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 the grant application.

Application Attachments

501(c)(3) Certification Form – Use the 501(c)(3) Certification Form to certify and acknowledge if a 501(c)(3) Determination Letter is required by the Internal Revenue Service.

STD 204 Payee Data Record – A form used to assign an organization a Federal Information Processing Standard number.

Filing Requirements – Subrecipients must comply with various filing requirements put forth by the State of California:

- U.S. Department of Justice (DOJ) (if applicable)
- IRS Federal Employer Identification Number (FEIN)
- California Franchise Tax Board (FTB) (if applicable)
- California Secretary of State (SOS)

It is the Subrecipient's responsibility to ensure that the name and address are consistent between the DOJ, FEIN, FTB, and SOS. All changes to organization name and address must be provided to Cal OES in writing.

Environmental Standards

Subrecipients must comply with state environmental standards, including:

- California Environmental Quality Act (CEQA) (California Public Resources Code §§ 21000 - 21177), to include coordination with the city or county planning agency; and
- CEQA Guidelines (California Code of Regulations, Title 14, Division 6, Chapter 3, §§ 15000 - 15387).

Environmental Standards Cont.

CEQA may require the preparation of an environmental document by the Subrecipient prior to commencing the project or program. Subrecipients should contact their legal counsel and/or the department or agency within their jurisdiction responsible for CEQA compliance for further information about the applicability of CEQA to their project.

Once a certification is completed/obtained by a subrecipient agency, an updated certification will only be required if the project engages in construction activities, clearing or grading of land or existing structures, and/or changes to objectives or activities that may negatively affect the environment. All CEQA documents must be kept on file and available upon request.

Nonprofit Organizations certify that:

- They have adopted or certified an environmental document for the project that complies with the requirements of CEQA; or
- They have prepared a [Negative Declaration letter](#).

Local Governmental Agencies certify that:

- They have adopted or certified the completion of an environmental impact report that complies with the requirements of CEQA; or
- They have filed a Notice of Exemption with the County Clerk for the county in which the project is located. The Notice of Exemption must include:
 1. A brief project description;
 2. Finding that the project is exempt from CEQA; including a citation to the relevant statute or guidelines section (i.e., Categorical Exemption pursuant to 14 California Code of Regulations (CCR) 15300); and
 3. A brief statement of reasons to support the findings.

Standard Assurances

The Standard Assurances list the requirements to which the Subrecipients will be held accountable. All Applicants will be required to submit a signed, **original** [FY 2019 Standard Assurances](#) document as part of their FY 2019 application.

Standard Assurances Cont.

The required Standard Assurances can be found only in PDF format on the Cal OES website.

NOTE: Self-created Standard Assurances will not be accepted

Governing Body Resolution (GBR)

The 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 GBR with their application.

Authorized Agent Information

For each person or position appointed by the governing body, identify the individual in the Authorized Body of 5 – Signature and Contact Information tab of the FMFW.

All changes in AA and Contact Information must be provided to Cal OES in writing. If the GBR identifies the AA by name, a new Resolution is needed when changes are made. If the GBR identifies the AA by position and/or title, changes may be made by submitting a request on the entity's letterhead, signed by an existing AA. Cal OES will not accept signatures of an AA's designee.

Required Documents Submission Subrecipients must submit an electronic copy of their completed FMFW to their Program Representative for review. After the required documents are approved, a completed hardcopy of the FMFW, along with the required documents 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 POP, inform the Program Representative as soon as possible.

Late or Incomplete Required Documents Late or incomplete required documents may be denied. If required documents are incomplete, the Program Representative may request additional information. Requests for late submission of required documents must be made in writing to the Program Representative prior to the due date. Cal OES has sole discretion to accept or reject late or incomplete required documents.

Contact Information All subrecipient required documents, questions, comments, and correspondence should be directed to:

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

Scott Sano, Unit Chief	(916) 845-8408
Matthew Brown	(916) 845-8645
David Nguyen	(916) 845-8695

Subrecipient Award Approval Subrecipients will receive a formal notification of award. Subrecipient Award letters must be signed and the original must be returned to Cal OES within 20 calendar days. Once the completed application, along with the signed award letter is received and approved, reimbursement of eligible award expenditures may be requested using the Cal OES FMFW.

Scope of Work Subrecipients must obtain Cal OES prior approval on all changes to the original scope of their subaward before incurring expenditures or requesting cash drawdowns under a modified project.

Modifications Post subaward budget or scope modifications must be requested using the most current Cal OES FMFW, signed by the Subrecipient's AA, and submitted to the Program Representative.

Subrecipients must provide a written justification with all modification requests. The justification may be included in the body of the e-mail transmitting the request, or a document attached to the transmittal e-mail.

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

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

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

Semi-Annual Drawdown Requirements All Subrecipients should be reporting expenditures and requesting funds at least semi-annually throughout the POP. Semi-annual drawdowns should occur in 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 after the end of the subaward POP.

State Contracting Process

Subrecipients must follow the [State Contracting Manual \(SCM\)](#), to procure goods and services with state funds. The SCM provides policies, procedures, and guidelines for the state contracting process.

Equipment Disposition

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

Performance Reporting

Subrecipients must complete semi-annual performance reporting for the duration of the subaward POP or until all grant activities are completed and the subaward is formally closed by Cal OES. Failure to submit the required performance reporting could result in a subaward reduction, suspension, or termination.

The [Performance Report template](#) can be found on the Cal OES Web Site.

Monitoring

Cal OES Grants actively monitors Subrecipients, through day-to-day communications, programmatic site visits, and desk and on-site compliance assessments. The purpose of the compliance assessment is to ensure that Subrecipients are in compliance with applicable state regulations, grant guidelines, and programmatic requirements. Monitoring activities may include, but are not limited to:

- Verifying that entries recorded on the FMFW categories are properly supported with source documentation;
- 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 functional timesheets and invoices as applicable;
- Procurements and contracts;
- Ensuring equipment inventory lists are properly maintained and physical inventories are conducted;
- Ensuring advances have been disbursed in accordance with applicable guidelines; and

Monitoring Cont.

- Confirming compliance with:
 - Standard Assurances, and
 - Information provided on performance reports and payment requests.

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 Governing Body informing them of the failure to report. Subrecipients who fail to report twice in a row may have subawards reduced by 10 percent until timely reporting is reestablished.

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 state law;
- Failure to make satisfactory progress toward the goals or objectives set forth in the subrecipient application;
- Failure to follow Grant Subaward 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; and
- False certification in the application or any subaward related document.

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 closeout subrecipient awards when it determines all applicable administrative actions and all required work of the subaward have been completed. Subawards will be closed after:

- Receiving any applicable subrecipient Performance Report indicating that all approved work has been completed, and all funds have been distributed;
- All funds have been requested and reimbursed, or disencumbered; and
- Reconciling actual costs to awards, modifications, and payments.

Records Retention

The records retention period is three years from the date of the Cal OES Grant Closeout letter, or until any pending litigation, claim, or audit started before the expiration of the three-year retention period has been resolved and final action is taken. Closed grants may still be monitored and audited.

**FY 2019
CSNSGP
Priorities**

The CSNSGP provides funding support for physical security enhancements and other security-related activities to nonprofit organizations that are at high risk for violent attacks and hate crimes due to ideology, beliefs, or mission. The CSNSGP seeks to integrate the preparedness activities of nonprofit organizations with broader state and local preparedness efforts. The CSNSGP also promotes emergency preparedness coordination and collaboration activities between public and private community representatives as well as state and local government agencies.

**Eligible
Applicants**

All California Nonprofit Organizations.

**Advances and
Interest Earned
on Advances**

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

Requests for advance of funds cannot exceed 25 percent of the total Grant Subaward, and must be used pursuant to the intent of the approved advance. The timing and amount of advance payments must be as close as administratively feasible to the actual disbursements by the Subrecipient for project costs.

If a Subrecipient chooses to place advance subaward funds in an interest bearing account, then any interest accrued must be used for the same approved eligible activities as the grant program allocations.

Equipment purchased with advanced funds must be installed before subsequent funding is requested.

**Construction
or Renovation**

Construction or Renovation is allowed under this Program. Construction or Renovation activities should be done in support of the target hardening activities and is limited to 15 percent of the total Grant Subaward. (Equipment installation is not considered construction or renovation). All Construction or Renovation activities must comply with applicable federal, state, and local laws and regulations.

Construction or Renovation Cont.

When applying for construction and renovation funds, including communications towers, Subrecipients must submit evidence of approved zoning ordinances, architectural plans, and any other locally required planning permits at the time of application.

Contracted Security Personnel

Contracted security personnel is allowed under this Program. The Subrecipient must be able to sustain this capability in future years without the CSNSGP funding. CSNSGP funds may not be used to purchase equipment for contracted security. Funding for contracted security cannot exceed 50 percent of the total Grant Subaward.

Equipment

Allowable costs are focused on target hardening and physical security enhancements. Funding can be used for the acquisition and installation of security equipment on real property (including buildings and improvements) owned or leased by the nonprofit organization, specifically in the prevention of and/or protection against the risk of a terrorist attack. Examples of equipment allowable under this Program include:

- Physical security enhancement equipment, including, but not limited to, reinforced doors and gates, and high-intensity lighting and alarms;
- Inspection and screening systems, and access control; and
- Any other security enhancement consistent with the purpose of the CSNSGP.

Management and Administration (M&A)

The M&A allowance for Subrecipients is set at a maximum of five percent of their subaward amount. This consists of hiring full-time or part-time contractors/consultants to assist with M&A of the Grant Subaward.

Planning

Subaward funding may be used for security or emergency planning expenses and the materials required to conduct the planning activities. Planning must be related to the protection of the facility and the people within its immediate vicinity, and should include those with access and functional needs as well as those with limited English proficiency. Examples of planning activities allowable under this Program include:

- Planning Cont.**
- Development and enhancement of security plans and protocols;
 - Development or further strengthening of security assessments;
 - Emergency contingency plans; and
 - Evacuation/Shelter-in-place plans.

Training

Allowable training-related costs under the CSNSGP are limited to:

- Attendance fees for the training; and
- Related expenses such as materials, supplies, and or equipment for the training

No personnel costs, such as overtime and backfill costs, associated with attending the training courses are allowable. Travel costs are also not eligible.

Training projects must be proposed in the application and must be presented by a pre-approved training provider. All grant-funded training activities must receive Cal OES approval at least 30 days prior to starting the training event via a [feedback number](#) from Cal OES.

For more information on this or other training-related inquiries, contact the [Cal OES Training Branch](#) at (805) 594-2100.

Unallowable Costs

Funds may not be used for the following:

- Purchase of equipment, tools, or personal protective equipment for contracted security personnel;
- Weapons, weapon parts and accessories, and ammunition;
- Travel costs; and
- Permanent Personnel costs.

FY 2019 CHCSGP Priorities	The CHCSGP provides funding support for physical security enhancements and other security-related activities to nonprofit community health centers that provide abortion services, and therefore may be the targets of violence and vandalism.
Eligible Applicants	All California Nonprofit Community Health Centers that provide abortion services.
Contracted Security Personnel	Contracted security personnel are allowed under this Program. The Subrecipient must be able to sustain this capability in future years without the CHCSGP funding. CHCSGP funds may not be used to purchase equipment for contracted security. Funding for contracted security cannot exceed 50 percent of the total Grant Subaward.
Equipment	<p>Allowable costs are focused on target hardening and physical security enhancements. Funding can be used for the acquisition and installation of security equipment on real property (including buildings and improvements) owned or leased by the nonprofit community health center, specifically in the prevention of and/or protection against the risk of violence or vandalism. Examples of equipment allowable under this Program include:</p> <ul style="list-style-type: none"> • Physical security enhancement equipment, such as reinforced doors and gates, and high-intensity lighting and alarms; • Enclosed or covered walkways, entry canopies, or other enhancements that ensure patient privacy and; • Inspection and screening systems, and access control.
Management and Administration (M&A)	The M&A allowance for Subrecipients is set at a maximum of five percent of their subaward amount. This consists of hiring full-time or part-time contractors/consultants to assist with M&A of the Grant Subaward.
Planning	Subaward funding may be used for security or emergency planning expenses and the materials required to conduct the planning activities. Planning must be related to the protection of the nonprofit community health center and the people within its immediate vicinity.

- Planning Cont.** Examples of planning activities allowable under this Program include:
- Development and enhancement of security plans and protocols;
 - Emergency contingency plans;
 - Evacuation/Shelter-in-place plans; and
 - Continuity of Operations Plan.

- Training** Allowable training-related costs under the CHCSGP are limited to:
- Attendance fees for the training; and
 - Related expenses such as materials, supplies, and or equipment for the training

No personnel costs, such as overtime and backfill costs, associated with attending the training courses are allowable. Travel costs are also not eligible.

Training projects must be proposed in the application and must be presented by a pre-approved training provider. All grant-funded training activities must receive Cal OES approval at least 30 days prior to starting the training event via a feedback number from Cal OES.

For more information on this or other training-related inquiries, contact the [Cal OES Training Branch](#) at (805) 594-2100.

- Unallowable Costs** Funds may not be used for the following:
- Purchase of equipment, tools, or personal protective equipment for contracted security personnel;
 - Weapons, weapon parts and accessories, and ammunition;
 - Travel costs;
 - Permanent Personnel costs; and
 - Advance of funds.

**FY 2019 SCIGP
Priorities**

The SCIGP provides funding support for the enhancement of communications interoperability technology systems. Funding awarded under this Program is for the acquisition of interoperable communications technology that enables local fire and/or law enforcement agencies to connect to, and coordinate with, communications and security technology systems installed and operating in the California school systems in response to active shooter incidents.

**Eligible
Applicants**

California K-12 schools, California Community Colleges, and schools in the California State University system.

**Technology and
Privacy
Requirements**

Interoperable systems funded under this Program must comply with technology and privacy requirements. Therefore, the proposed projects should be certified by the U.S. Department of Homeland Security as Qualified Antiterrorism Technology under the SAFETY Act. Additionally, proposed projects must operate in conformance with applicable state and federal privacy protections for students.

**Advances and
Interest Earned
on Advances**

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

Requests for an advance of funds cannot exceed 25 percent of the total Grant Subaward, and must be used pursuant to the intent of the approved advance. The timing and amount of advance payments must be as close as administratively feasible to the actual disbursements by the Subrecipient for project costs.

If a Subrecipient chooses to place advance subaward funds in an interest bearing account, then any interest accrued must be used for the same eligible activities as the grant program allocations.

Equipment purchased with advanced funds must be installed before subsequent funding is requested.

Equipment

Allowable costs are focused on interoperable communications technology and/or services that would provide audio and video access and connectivity between school campuses and first responders. Examples of equipment allowable under this Program include:

- Cell Phones, Smart Phones, Portable/Mobile Satellite Phones;
- Handheld Computers (Netbooks Tablets, Pad Devices);
- Portable/Mobile Radios;
- Audio/Visual Teleconferencing Equipment;
- Subscription Services and Licenses related to equipment;
- Security Technology Systems;
- Data Service Access Devices;
- Network Bridges/Routers and Repeaters;
- Antennas;
- Chargers, Batteries, and Accessories; and
- Panic Alarms for use as a trigger to initiate emergency communications.

Management and Administration (M&A)

The M&A allowance for Subrecipients is set at a maximum of five percent of their subaward amount. This consists of hiring full-time or part-time contractors/consultants to assist with M&A of the Grant Subaward.

Planning

Subaward funding may be used for planning activities associated with interoperable communication systems; including the materials required to conduct planning activities. Examples of planning activities allowable under this Program include:

- The integration of interoperable communications capabilities into existing emergency plans;
- Establishing plans to upgrade communication systems to be compatible with multiagency coordination for fire or other emergency response coordination; and
- Creating an Exercise Plan to annually test interoperable communication systems during an active shooter-type event.

Training

Allowable training-related costs under the SCIGP are limited to:

- Attendance fees for the training; and
- Related expenses such as materials, supplies, and or equipment for the training

No personnel costs, such as overtime and backfill costs, associated with attending the training courses are allowable. Travel costs are also not eligible.

Training projects must be proposed in the application and must be presented by a pre-approved training provider. All grant funded training activities must receive Cal OES approval at least 30 days prior to starting the training event via a feedback number from Cal OES.

For more information on this or other training-related inquiries, contact the [Cal OES Training Branch](#) at (805) 594-2100.

Unallowable Costs

Funds may not be used:

- To purchase and share public safety agency radio units with a school and establishing or using a dedicated interoperable or special channel;
- Purchase of video management or surveillance systems, and interoperable communication system components that are closed or proprietary solutions and are not open for integration with third-party vendor solutions;
- Travel costs; and
- Permanent Personnel costs.

Reference Document A – Timeline

Subrecipient Award POP begins	January 1, 2020
Request for Proposal release date: <ul style="list-style-type: none"> • CSNSGP • CHCSGP • SCIGP 	October 2019 February 2020 February 2020*
FY 2019 California State Security Grant Programs Guidance release date	March 2020
Notification of Subrecipient Award <ul style="list-style-type: none"> • CSNSGP • CHCSGP • SCIGP (K-12 Schools) • SCIGP (California Community Colleges, and schools in the California State University system) 	February 2020* April 2020* February 2020* April 2020*
Subrecipient Required Document Webinar	March/April 2020
Subrecipient Required Documents due to Cal OES <ul style="list-style-type: none"> • CSNSGP • CHCSGP • SCIGP (K-12 Schools) • SCIGP (California Community Colleges, and schools in the California State University system) 	April 2020* May 2020* April 2020* May 2020*
Semi-annual Performance Report for January 01, 2020 – June 30, 2020 due	July 14, 2020
Semi-annual Performance Report for January 01, 2020 – December 31, 2020 due	January 14, 2021
Semi-annual Performance Report for January 01, 2020 – June 30, 2021 due	July 14, 2021
Final Cash Advance Request submitted (CSNSGP and SCIGP)	October 31, 2021
Subrecipient POP ends	December 31, 2021
Final Semi-annual Performance Report for January 01, 2020 – December 31, 2021 due	January 14, 2022
Final Requests for Reimbursement submitted	Within 20 calendar days of Subrecipient POP end date.

*These dates are approximate

Reference Document B: State Security Grant Programs Checklist

Subrecipient: _____ **Cal OES ID#:** _____

Program Representative: _____

Financial Management Forms Workbook:

- _____ Grant Subaward Face Sheet
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- _____ Project Ledger Tab
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- _____ Training Tab
- _____ M&A Tab
- _____ Consultant/Contractor Tab
- _____ Authorized Agent Sheet

Required Documents:

- _____ Original Counter-signed Subrecipient Award Letter
- _____ Governing Body Resolution
- _____ Standard Assurances
- _____ 501(c)(3) Certification Form (if applicable)
- _____ Subrecipient Grants Management Assessment
- _____ CEQA Negative Declaration (if applicable)
- _____ STD 204/Payee Data Record