



***Cal* OES**

**GOVERNOR'S OFFICE
OF EMERGENCY SERVICES**

**Fiscal Year 2022
Nonprofit Security Grant Program**

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

September 2022

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**Federal
Program
Announcement**

In May 2022, the U.S. Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA) issued the Fiscal Year (FY) 2022 Nonprofit Security Grant Program (NSGP), [Notice of Funding Opportunity](#) (NOFO) and [FEMA Preparedness Grants Manual](#).

Subrecipients must follow the programmatic requirements in the NOFO, FEMA Preparedness Grants Manual, 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.

**Purpose of
the California
Supplement**

The [FY 2022 NSGP California Supplement to the NOFO](#) (State Supplement) is intended to complement, rather than replace, the NOFO and the FEMA Preparedness Grants Manual. Applicants are highly encouraged to thoroughly read the NOFO and Preparedness Grants Manual before referring to the State Supplement. The State Supplement will emphasize differences between the FY 2021 and FY 2022 NSGP and highlight additional California policies and requirements applicable to the FY 2022 NSGP.

**Key Changes
to the FY 2022
NSGP**

Unique Entity Identifier – Effective April 4, 2022, the Federal Government transitioned from using the Data Universal Numbering System or DUNS number, to a new, non-proprietary identifier known as a Unique Entity Identifier (UEI). For entities that have an active registration in the System for Award Management (SAM) prior to this date, the UEI has automatically been assigned and no action is necessary. For all entities filing a new registration in SAM.gov on or after April 4, 2022, the UEI will be assigned to that entity as part of the SAM.gov registration process.

UEI registration information is available on GSA.gov at [Unique Entity Identifier Update](#).

**Grants
Management
Memoranda**

Cal OES issues [Grants Management Memoranda](#) (GMMs) which provide additional information and requirements regarding NSGP funds.

Eligible Subrecipients

Eligible Applicants, referred to as Subrecipients, are nonprofit organizations that are described under Section 501(c)(3) of the Internal Revenue Code of 1986 (IRC) and exempt from tax under Section 501(a) of such code.

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 associated with this improper use of federal grant funds.

Public/Private Organizations

Subrecipients may contract with any other public or private organizations to perform eligible activities on approved NSGP projects.

**Debarred/
Suspended
Parties**

Subrecipients must not make or permit any award (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 NSGP 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.

FY 2022 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.

NSGP seeks to integrate the preparedness activities of nonprofit organizations that are at high risk of a terrorist attack with broader state and local preparedness efforts.

DHS/FEMA continually assesses changes to the threat landscape to further the National Preparedness Goal of a secure and resilient nation. The following is the national priority area for FY 2022:

- Enhancing the protection of soft targets/crowded places

The following are second-tier priorities that help implement a comprehensive approach to securing communities:

- Effective planning;
- Training and awareness campaigns; and
- Exercises

National Campaigns and Programs

Whole Community Preparedness – Subrecipients should engage with the whole community to advance individual and community preparedness and to work as a nation to build and sustain resilience. In doing so, Subrecipients are encouraged to consider the needs of individuals with access and functional needs and limited English proficiency in the activities and projects funded by the grant.

Subrecipients should utilize [established best practices for whole community inclusion](#) and engage with stakeholders to advance individual and jurisdictional preparedness and resilience. Subrecipients are encouraged to consider the necessities of all Californians in the activities and projects funded by the grant, including children, seniors, individuals with disabilities or access and functional needs,

National Campaigns and Programs Cont.

individuals with diverse culture and language use, individuals with lower economic capacity, and other underserved populations.

Active Shooter Preparedness – DHS has developed a comprehensive [Active Shooter Preparedness website](#), which strives to enhance national preparedness through a whole-community approach by providing the necessary products, tools, and resources to help all stakeholders prepare for and respond to an active shooter incident. Subrecipients are encouraged to review the referenced active shooter resources and evaluate their preparedness needs.

Soft Targets and Crowded Places – States, territories, Urban Areas, and public and private sector partners are encouraged to identify security gaps and build capabilities that address security needs and challenges related to protecting locations or environments that are easily accessible to large numbers of people on a predictable or semi-predictable basis that have limited security or protective measures in place, including town centers, shopping malls, open-air venues, outside hard targets/venues perimeters, and other places of meeting and gathering. For more information, please see DHS's [Hometown Security Program](#).

Community Lifelines – FEMA created Community Lifelines to reframe incident information and impacts using plain language and unity of effort to enable the integration of preparedness efforts, existing plans, and identifies unmet needs to better anticipate response requirements. Additional information may be found at the [Community Lifelines Implementation Toolkit website](#).

Strategic Framework for Countering Terrorism and Targeted Violence – DHS adopted the [DHS Strategic Framework for Countering Terrorism and Targeted Violence](#) which explains how the department will use the tools and expertise that have protected and strengthened the country from foreign terrorist organizations to address the evolving challenges of today.

NIMS Implementation

Subrecipients are strongly encouraged to adopt and implement the [National Incident Management System](#) (NIMS).

Management and Administration

The Management and Administration (M&A) allowance for Subrecipients is set at a maximum of five percent for the FY 2022 NSGP.

Indirect Costs

Indirect costs are allowable under the FY 2022 NSGP Grant Award. Subrecipients who claim indirect costs may do so provided they use one of the following two methods:

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 as defined in [2 C.F.R. § 200.1](#) 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 must be based on the claimed direct project costs, excluding equipment expenditures and other distorting items. Up to \$25,000 of each subaward may be included as a direct project cost when calculating indirect costs based on Modified Total Direct Costs.

Indirect costs must be claimed no more than once annually, and only at the end of the Subrecipient's fiscal year. An exception to this rule applies if there is a mid-year change to the approved indirect cost rate; in this case, costs incurred to date must be claimed.

Indirect Costs Cont.

At that time, a Grant Subaward Modification reflecting the rate change must also be submitted to Cal OES, along with a copy of the new Indirect Cost Rate Agreement.

Personnel Cap

Pursuant to [6 U.S.C. § 609\(b\)](#), NSGP funds may be used for personnel costs, totaling up to fifty percent. A Subrecipient may request this requirement be waived by DHS/FEMA, via Cal OES. Requests for personnel cap waivers must be submitted separately in writing to the Program Representative 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 (including salary, fringe benefits, and any M&A costs).

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.

Please reference [IB 421b](#) for more information on the waiver process.

Equipment Typing/ Identification and Use

Allowable NSGP equipment is focused on target hardening and physical security enhancements. This equipment is limited to select items in the following two sections on the [FEMA Authorized Equipment List](#) (AEL) website:

- Physical Security Enhancement Equipment (Section 14); and
- Inspection and Screening Systems (Section 15)

Equipment Typing/ Identification and Use Cont.

In addition to the items in Sections 14 and 15, the following equipment is also allowable:

- Notification and Warning Systems; and
- Radios and Public Warning Systems - Public Address, Handheld, or Mobile

Subrecipients that allocate FY 2022 NSGP funds for equipment are required to type and identify the capability associated with that equipment. Per FEMA policy, the purchase of weapons and weapon accessories are not allowed with NSGP funds.

Equipment Maintenance/ Sustainment

Use of NSGP funds for maintenance contracts, warranties, repair or replacement costs, upgrades, and user fees are allowable as described in FEMA IBs [336](#) and [379](#), as well as Grant Programs Directorate (GPD) Policy [FP 205-402-125-1](#).

Telecommuni- cations Equipment or Services Prohibitions

Effective August 13, 2020, section 889(f)(2)-(3) of the [John S. McCain National Defense Authorization Act for FY 2019 \(NDAA\)](#), Pub. L. No. 115-232 (2018) and [2 C.F.R. § 200.216, 200.471](#), and Appendix II to 2 C.F.R. Part 200 prohibits DHS/FEMA Recipients and Subrecipients (including their contractors and subcontractors) from using any FEMA funds under open or new awards for the following covered telecommunications equipment or services:

- 1) Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation, (or any subsidiary or affiliate of such entities);
- 2) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);
- 3) Telecommunications or video surveillance services provided by such entities or using such equipment; or
- 4) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the

**Telecommuni-
cations
Equipment or
Services
Prohibitions
Cont.**

Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the People's Republic of China.

Additional guidance is available in [FEMA Policy #405-143-1, Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services](#).

**Conflict of
Interest**

To eliminate and reduce the impact of conflicts of interest in the subaward process, Subrecipients and pass-through entities must follow their own policies and procedures regarding the elimination or reduction of conflicts of interest when making subawards. Subrecipients and pass-through entities are also required to follow any applicable federal, state, local, and tribal statutes or regulations governing conflicts of interest in the making of subawards.

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 NSGP subaward within five days of learning of the conflict of interest.

California Homeland Security Strategy Goals

The State has prioritized the following California Homeland Security Strategy Goals for the FY 2022 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; and
10. Enhance Homeland Security Exercise, Evaluation, and Training Programs.

Financial Management Forms Workbook

The FY 2022 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 submitted in portrait format.

Authorized Body of 5 – Provides the contact information of Authorized Agents (AA), delegated via the Governing Body Resolution 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 – The Project Ledger is used in the application process to submit funding information and is used for submitting Cash Requests and Grant Subaward Modifications, and assist with completion of the Biannual Strategy Implementation Report (BSIR).

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.

Equipment Tab – It is an NSGP 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 Tab – 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 [Training Request Form](#) must be submitted and approved to obtain a Training Feedback number and should be submitted at **least** 30 days in advance.

Exercise Tab – Provides detailed information on grant-funded exercises.

Financial Management Forms Workbook Cont.

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

Indirect Costs Tab – Provides information on indirect costs.

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

Personnel Tab – 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 Page must include a valid signature on file with Cal OES and the date.

Subrecipient Grants Management Assessment

Per [2 C.F.R. § 200.332](#), Cal OES is required to evaluate the risk of non-compliance with federal statutes, regulations, and grant terms and conditions posed by each Subrecipient of pass-through funding. The [Subrecipient Grants Management Assessment](#) 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.

Application Attachments

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

Federal Funding Accountability and Transparency Act (FFATA) Financial Disclosure – Use [the FFATA Financial Disclosure](#) to provide the information required by the Federal Funding Accountability and Transparency Act of 2006.

Certification Regarding Lobbying – Use the [Certification Regarding Lobbying form](#) to certify lobbying activities, as stipulated by the Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352.31 U.S.C. § 1352.

Application Attachments Cont.

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 (FIPS) number.

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

- Franchise Tax Board (FTB)
- Department of Justice (DOJ)
- Secretary of State (SOS)
- Internal Revenue Service (IRS), Federal Employee Identification Number (FEIN)

Subrecipients must verify that the name and address listed on the STD 204 are consistent with how the organization is registered with the FTB, DOJ, SOS, and IRS. It is the Subrecipients' responsibility to ensure that the name and address are consistent between the STD 204, FTB, DOJ, SOS, and IRS. All changes to the organization name and address must be provided to Cal OES in writing and must include an updated STD 204.

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** of the [FY 2022 Standard Assurances](#) as part of their FY 2022 NSGP application. 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**

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 2022 GBR with their application.

**Authorized
Agent
Information**

For each person or position appointed by the Governing Body, identify the individual in the AA and Contact Information page 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, unless authorized by the Governing Body's resolution. A change to an AA's designee must be submitted on agency letterhead and signed by the AA, announcing the change to their designee.

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, all electronic copies of the FMFW, along with the required documents must be emailed, with original or electronic 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 period of performance, inform your Program Representative as soon as possible. The completed application documents should be received by Cal OES no later than the date provided in the FY 2022 NSGP Timeline, referenced as Attachment B.

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 emailed to the Program Representative prior to the application due date. Cal OES has sole discretion to accept or reject late or incomplete required documents.

NSGP Contact Information

Subrecipient questions, comments, and correspondence should be directed to:

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

Ali Dalvi	(916) 328-7580
Tuyen Nguyen	(916) 845-8548
Jordan Ruiz	(916) 328-7645
Amanda Kovacs	(916) 328-7658
Thuy Nguyen	(916) 328-7667

The general Infrastructure Protection Grants Unit email address is: NonProfit.Security.Grant@CalOES.ca.gov

Subaward Approval

Subrecipients will receive a formal notification of award. Subrecipient award letters must be signed, dated, and 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 Subaward expenditures may be requested using the Cal OES FMFW.

Payment Request Process

To request an advance or cash reimbursement payment of NSGP 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 an approved application.

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. The timing and amount of advance payments must be as close as administratively feasible to the actual disbursements by the Subrecipient for project costs.

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.

Requests for an advance of funds cannot exceed fifty percent of the subaward and must be used pursuant to the intent of the approved advance.

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

Semi-Annual Drawdown Requirements

All Subrecipients must report expenditures and request funds at least semi-annually throughout the period of performance. Semi-annual drawdowns should occur in March and October of each calendar year following final approval of the subaward application, except for the final cash request, which must be submitted within twenty calendar days after the end of the subaward period of performance.

Modifications

Post-award budget and scope modifications must be requested using the Cal OES FMFW, 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.

DHS/FEMA requires prior written approval of any change in scope/objective of the grant-funded activity after the award is issued. Refer to [2 C.F.R. § 200.308](#) for additional information on Revision of Budget and Program Plans.

Request for change in scope or objective of the grant-funded activity after the award is made must be submitted to Cal OES. Subrecipients must also complete the Cal OES Modification Request Form. The request must include the following:

- A written request from the NSGP Subrecipient on its letterhead, outlining the scope or objective change, including the approved projects from the Subrecipient's Investment Justification (IJ), the funds and relative scope or objective significance allocated to those projects, the proposed changes, and any resulting reallocations as a result of the change of scope or objective;
- An explanation why the change of scope or objective is necessary; and
- The Subrecipient request must also address whether the proposed changes will impact its ability to complete the project within the award's period of performance.

DHS/FEMA will generally not approve the change of scope requests resulting from the following situations:

- Subrecipients that relocate their facilities after submitting their application who are requesting a change of scope to allow them to use NSGP funds towards projects at the new facility; or

Modifications Cont.

- Subrecipients that renovate their facilities after submitting their application in cases where the subsequent renovations would affect the vulnerability/risk assessment upon which the IJ is based.

Subrecipients must provide a written justification for 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. Please reference [GMM 2018-17](#) for additional information regarding modification requests.

Planning

NSGP funds may be used for security or emergency planning expenses and the materials required to conduct planning activities. Planning must be related to the protection of the facility and the people within the facility 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:

- Development and enhancement of security plans and protocols;
 - Development or further strengthening of security assessments;
 - Emergency contingency plans;
 - Evacuation/Shelter-in-place plans;
 - Coordination and information sharing with fusion centers;
- Other project planning activities with prior approval from FEMA

Training

All grant-funded training activities must receive Cal OES approval prior to starting the training event. Allowable training-related costs under the NSGP 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 Cont.

Training projects must be proposed in the IJ and must be presented by a pre-approved training provider. Training Feedback Numbers should be obtained no later than 30 days before the first day of the training or related activities.

Subrecipients must complete a [Training Request Form](#) and submit it electronically to Cal OES. 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) 845-8745 or Training@caloes.ca.gov.

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 a Threat and Hazard Identification and Risk Assessment, real-world events, previous exercises, and national areas for improvement identified in the NPR.

Subrecipients must report on all exercises conducted with NSGP grant funds. An After Action Report (AAR) Improvement Plan (IP) or Summary Report (for Seminars & 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.

AAR/IPs and Summary Reports should be e-mailed to:

- hseep@fema.dhs.gov
- exercise@caloes.ca.gov
- Your Program Representative

For exercise-related issues and/or questions, please email the Cal OES Exercise Team at exercise@caloes.ca.gov. Exercise costs will not be reimbursed until an AAR/IP is received by Cal OES.

Contracted Security Personnel Cont.

Contracted Security Personnel are allowed under the NSGP (costs to purchase equipment for contracted security are not allowed). Additionally, Subrecipients may not use more than fifty percent of their subawards to pay for personnel activities unless a waiver is approved by FEMA. Please reference [IB 421B](#) and [IB 441](#) for additional information.

Subrecipients requesting to reprogram funds in support of contracted security personnel must submit an Investment Modification to Cal OES for consideration.

The Investment Modification must include:

- A written request from the Subrecipient on formal letterhead signed by the AA; and
- Completion of the NSGP Contracted Security Personnel Request Form, which addresses the following requirements:
 - A brief description of the project(s), and indicate how much NSGP funding has been obligated towards each project(s);
 - Outline the scope or objective change to indicate which project(s) will be affected by the reprogramming request, and explain the financial and security impact of this change;
 - An explanation why the change of scope or objective is necessary;
 - Information regarding the Subrecipient's Vulnerability Assessment, and if it addressed any contracted security personnel recommendations; and
 - An explanation on whether the proposed changes will impact the Subrecipient's ability to complete the project(s) within the subaward period of performance, including an implementation timeline.

Procurement Standards and Written Procedures

Subrecipients must conduct procurement utilizing either their own written procurement standards and procedures, or the federal procurement standards found in [2 C.F.R. Part 200](#), whichever is stricter. Procurement standards must also contain a written conflict of interest policy which reflect applicable federal, state, local, and tribal laws.

Procurement Documentation

Per [2 C.F.R. § 200.318\(i\)](#), non-federal entities other than states and territories are required to maintain and retain records sufficient to detail the history of procurement covering at least the rationale for the procurement method, contract type, contractor selection or rejection, and the basis for the contract price. For any cost to be allowable, it must be adequately documented per [2 C.F.R. § 200.403\(g\)](#). Documentation that would cover this information include, but are not limited to:

- Solicitation documentation, such as requests for quotes, invitations for bids, or requests for proposals;
- Responses to solicitations, such as quotes, bids, or proposals;
- Pre-solicitation independent cost estimates and Post solicitation cost/price analyses on file for review by federal personnel, if applicable;
- Contract documents and amendments, including required contract provisions; and other documents required by federal regulations applicable at the time a grant is awarded to a Subrecipient.

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.

Noncompetitive Procurements

All noncompetitive procurements exceeding the simplified acquisition threshold require Cal OES prior written approval to be eligible for reimbursement. 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 the submission. Cal OES may request additional documentation that supports the procurement effort.

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) that have the potential to impact the environment or a historic structure must participate in the EHP review process. EHP Screening Memos must include detailed project information, explain the goals and objectives of the proposed project, and include supporting documentation.

DHS/FEMA may also require the Subrecipient to provide a confidential California Historical Resources Information System (CHRIS) report in addition to the [EHP Screening Form](#).

Determination of the necessity of a CHRIS report is based upon information disclosed on the EHP Screening Form. Program Representatives will provide 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.

Updated information may be referenced in the [FEMA GPD EHP Policy Guidance](#).

Competition

In accordance with [2 C.F.R. § 200.319](#), all procurement transactions must be conducted in a manner providing full and open competition consistent with the standards of this section and § 200.320.

Follow the federal or your own written procurement policies, whichever is more restrictive. If you follow your policies, they must meet the following minimum requirements:

- Obtain multiple written (signed and dated) bids from vendors; and
- Keep a written record of the following: WHO you contacted, WHEN you contacted them, WHAT prices were quoted, and WHY you selected the vendor. The records must include all bids.

Vendor Licensing

The State of California, Contractor's State License Board (CSLB) requires that anyone charging \$500 or more to perform construction work must be licensed. Please make sure your contractor possesses the correct license certification and is qualified to install your equipment.

Check a contractor's license number online at [CSLB website](#) or by calling (800) 321-2752. Contractors are required to place their license number on their business cards, bids, and contracts.

Bids, Estimates, and Invoices

Bids and invoices must include the following:

- Contractor/service provider's License Number;
- Invoice/estimate number;
- Make – (manufacturer/brand name);
- Model – (manufacturer's model name and number);
- Quantity – (amount purchased);
- Unit cost – (dollar amount per item);
- Any miscellaneous/installation equipment should be listed separately and include the details such as quantity ordered and price per unit;
- Labor/installation costs should be listed separately and detailed including price per hour per person; and
- State/local taxes should be listed separately.

Bids and invoices must be issued by the vendor who installed the equipment or performed the service. Bids and Invoices may not be created by the Subrecipient or representatives of the Subrecipient. Costs must be allowable according to [2 C.F.R. § 200.403](#), [§ 200.404](#), and [§ 200.405](#).

Construction and Renovation

When applying for construction funds, 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.

Subrecipients using funds for construction projects must comply with the Davis-Bacon Act. Subrecipients must ensure that their contractors or subcontractors for construction projects pay workers no less than the prevailing wages for

Construction and Renovation Cont.

laborers and mechanics employed on projects of a character like the contract work in the civil subdivision of the state in which the work is to be performed.

Written approval for construction must be provided by DHS/FEMA prior to the use of any NSGP funds for construction or renovation. No construction activities (including site preparation, utility installations, and any groundbreaking activities) or equipment installations on existing structures, may begin until the EHP review process is complete.

Inventory Control and Property Management

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/ID number, fund source, title information, acquisition date, cost, federal cost-share, location, use, condition, and ultimate disposition;
- A physical inventory conducted at least every two years;
- A control system to prevent loss, damage, and theft of grant purchased equipment and supplies; and
- Adequate maintenance procedures to keep the property in good condition.

Equipment Disposition

When original or replacement equipment acquired under the NSGP is no longer needed for program activities, the Subrecipient must contact the Program Representative to request disposition instructions. See [2 C.F.R. § 200.313\(e\)](#).

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 period of performance 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, suspension, or termination.

Access to the BSIR may be obtained through the GRT. To create a new account, please click the link that reads, "Register for an account" and follow the instructions provided. The Subrecipient will be required to ensure up-to-date project information is entered. The Project Ledger in the FMFW may assist with the BSIR data entry process. For additional assistance with the GRT, please contact your Program Representative.

Extension Requests

Extensions to the initial period of performance 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:

1. Contractual commitments with vendors that prevent completion of the project within the period of performance;
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.

Extension Requests Cont.

To be considered, extension requests must be received no later than sixty days prior to the end of the Subrecipient's period of performance 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 the 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 that the activity/activities will be completed within the extended period of performance without any modification to the original Statement of Work.

General questions regarding extension requirements and the extension request form should be directed to your Program Representative. For additional information, please see [IB 379](#). 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 period of performance.

Progress Reports on Grant Extensions

All Subrecipients that receive Cal OES approval to extend their FY 2022 grant subaward period of performance 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, through day-to-day communications, programmatic site visits, and desk and on-site compliance assessments. The purpose of the compliance assessment is to ensure Subrecipients are in compliance with applicable state and federal 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 timesheets and invoices as applicable;
- Procurements and contracts;
- Ensuring equipment lists are properly maintained and physical inventories are conducted;
- Ensuring advances have been disbursed in accordance with applicable guidelines; and
- Confirming compliance with:
 - Standard Assurances, and
 - Information provided on performance reports and payment requests

NOTE: It is the responsibility of all Subrecipients that pass down grant funds to other entities, to maintain and utilize a formal process to monitor the grant activities of their subawards. This requirement includes, but is not limited to, on-site verification of grant activities, as required. It is common for Subrecipients to receive findings in a programmatic site visit or compliance assessment, which require a Corrective Action Plan (CAP) to be submitted by Subrecipients. 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 Governing Body informing them of the failure to report. Subrecipients who fail to report twice in a row may have subsequent awards reduced by ten 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 federal or state law.
- Failure to make satisfactory progress toward the goals or objectives outlined 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 closeout 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 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;

Closeout Cont.

- 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 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. 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 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. If documents are retained longer than the required retention period, FEMA, the DHS Office of Inspector General, Government Accountability Office, and pass-through entity have the right to access these records as well. See Title 2 C.F.R § [200.334](#) and [200.337](#).

Attachment A – FY 2022 NSGP Allocations | 2022

Area	Nonprofit	Total Award
NSGP-State	Buddhist Tzu Chi Foundation (San Dimas Location)	\$150,000
NSGP-State	Buddhist Tzu Chi Foundation (Walnut Location)	\$150,000
NSGP-State	California Avenue Church of Christ	\$135,000
NSGP-State	Camarillo Christian Church	\$150,000
NSGP-State	Camp Ramah in California, Inc.	\$150,000
NSGP-State	Chabad at UCSB	\$150,000
NSGP-State	Chabad of Camarillo, Inc.	\$150,000
NSGP-State	Chabad of The Central Valley	\$150,000
NSGP-State	Chabad of Topanga	\$105,000
NSGP-State	Christ First Ministries	\$149,000
NSGP-State	City of Knowledge	\$150,000
NSGP-State	Congregation B'nai David	\$149,242
NSGP-State	Dignity Health dba Arroyo Grande Community Hospital	\$150,000
NSGP-State	Dignity Health dba Marian Regional Medical Center	\$150,000
NSGP-State	Diocese of Fresno Education Corp. - Garces Memorial High School	\$146,900
NSGP-State	Diocese of Fresno Education Corporation	\$150,000
NSGP-State	Fellowship Baptist Church of Manteca	\$147,000
NSGP-State	First Assembly of God of Bakersfield	\$150,000
NSGP-State	Fresno Pacific University	\$150,000
NSGP-State	Jewish Federation of Greater Santa Barbara	\$150,000
NSGP-State	Jewish Federation of Palm Springs and Desert Area	\$106,000
NSGP-State	Lily of the Valley Emmanuel Church of Jesus Christ	\$150,000
NSGP-State	Marysville Church of The Nazarene	\$150,000
NSGP-State	Midtown Torah Forum	\$150,000
NSGP-State	Montebello Christian Fellowship (First Baptist Church)	\$150,000
NSGP-State	Pastor of All Saints University Church	\$148,000
NSGP-State	Pastor of the Cathedral of the Annunciation, a Corporation Sole	\$104,967
NSGP-State	Pleasant View Missionary Baptist Church, Bakersfield, California	\$147,000
NSGP-State	Rising Star Baptist Church of Bakersfield, California	\$147,000
NSGP-State	Saint Emmanuel Baptist Church	\$147,000
NSGP-State	Saint Katherine of Alexandria And Saint Verena Coptic Orthodox Church and Convent	\$150,000
NSGP-State	Saint Macarius the Great Coptic Orthodox Church	\$150,000
NSGP-State	Saint Paul's Episcopal Church	\$150,000
NSGP-State	San Gorgonio Memorial Hospital	\$93,630
NSGP-State	Simpson University	\$150,000
NSGP-State	Saint Stephen's Episcopal Church of Santa Clarita	\$34,250
NSGP-State	Temple Ner Shalom of San Luis Obispo	\$135,240

Attachment A – FY 2022 NSGP Allocations | 2022

Area	Nonprofit	Total Award
NSGP-State	The Masters University and Seminary	\$147,186
NSGP-State	The People's Missionary Baptist Church of Bakersfield, California	\$147,000
NSGP-State	The Roman Catholic Archbishop of Los Angeles, A Corporation Sole; Our Lady of Sorrows	\$101,982
NSGP-State	The Roman Catholic Bishop of Fresno (Lamont Location)	\$143,724
NSGP-State	The Roman Catholic Bishop of Fresno (2818 Location)	\$71,600
NSGP-State	The Roman Catholic Bishop of Fresno (2838 Location)	\$150,000
NSGP-State	Trinity Classical Academy	\$145,190
NSGP-State	Valley Baptist Church of Bakersfield, CA	\$150,000
NSGP-State	Victory Baptist Church	\$147,000
NSGP-State Total		\$6,398,911
Anaheim/ Santa Ana Area	Academy Youth Service Organization	\$150,000
Bay Area	Allen Temple Baptist Church	\$145,000
Bay Area	Chabad Jewish Student Center at Berkeley	\$150,000
Bay Area	Chabad NP	\$150,000
Bay Area	Chabad of the East Bay Inc.	\$99,330
Bay Area	Congregation Beth Am	\$44,805
Bay Area	Congregation Beth David	\$132,737
Bay Area	Congregation Beth Jacob and Irving Levin Jewish Center	\$142,147
Bay Area	Congregation Kol Shofar	\$150,000
Bay Area	Contra Costa Jewish Day School	\$150,000
Bay Area	Daring Faith Celebration Centre	\$68,000
Bay Area	Jewish Community Center of Santa Cruz, California, Inc., dba Temple Beth El of Santa Cruz	\$150,000
Bay Area	Livermore Valley Jewish Community Center	\$150,000
Bay Area	Oshman Family Jewish Community Center	\$150,000
Bay Area	Peninsula Sinai Congregation	\$150,000
Bay Area	The Congregation Emanu-El	\$150,000
Bay Area	The Reutlinger Community for Jewish Living	\$149,955
Bay Area	URJ Camp Newman, A California Corporation	\$150,000
Los Angeles/ Long Beach Area	Beth Chayim Chadashim, a Metropolitan Community Temple	\$145,000
Los Angeles/ Long Beach Area	Bnei Torah Congregation	\$150,000
Los Angeles/ Long Beach Area	Central Lutheran Church-Van Nuys, A Religious Organization	\$132,773
Los Angeles/ Long Beach Area	Chabad of Atwater Village	\$150,000

Attachment A – FY 2022 NSGP Allocations | 2022

Area	Nonprofit	Total Award
Los Angeles/ Long Beach Area	Chabad of Northridge	\$150,000
Los Angeles/ Long Beach Area	Chabad of Palos Verdes	\$150,000
Los Angeles/ Long Beach Area	Congregation Hazon Ovadya	\$150,000
Los Angeles/ Long Beach Area	Congregation Kollel Yechiel Yehuda	\$150,000
Los Angeles/ Long Beach Area	Congregation Lubavitch of Long Beach	\$150,000
Los Angeles/ Long Beach Area	Congregation Mesoyras Avoyseinu	\$138,900
Los Angeles/ Long Beach Area	Congregation Mogen David	\$150,000
Los Angeles/ Long Beach Area	Gardena Valley Baptist Church	\$150,000
Los Angeles/ Long Beach Area	Hebrew Discovery Center	\$150,000
Los Angeles/ Long Beach Area	Hollywood United Methodist Church	\$150,000
Los Angeles/ Long Beach Area	J E T S Synagogue	\$149,946
Los Angeles/ Long Beach Area	Jewish Center of Glendale	\$150,000
Los Angeles/ Long Beach Area	Maor Academy LA, Inc.	\$150,000
Los Angeles/ Long Beach Area	Ohr Eliyahu Academy	\$150,000
Los Angeles/ Long Beach Area	Protestant Episcopal Church in the Diocese of Los Angeles, aka The Episcopal Diocese of Los Angeles	\$150,000
Los Angeles/ Long Beach Area	Samuel A Fryer Yavneh Academy	\$150,000
Los Angeles/ Long Beach Area	Shul By The Shore	\$150,000
Los Angeles/ Long Beach Area	St. Mark Coptic Orthodox Church of Los Angeles	\$150,000
Los Angeles/ Long Beach Area	The Community Shul (9106 Location)	\$65,330
Los Angeles/ Long Beach Area	The Community Shul (9100 Location)	\$100,220

Attachment A – FY 2022 NSGP Allocations | 2022

Area	Nonprofit	Total Award
Los Angeles/ Long Beach Area	The Happy Minyan, Inc.	\$150,000
Los Angeles/ Long Beach Area	The Presiding Priest of Saint George Coptic Orthodox Church	\$150,000
Los Angeles/ Long Beach Area	The Salvation Army (668 S Location)	\$150,000
Los Angeles/ Long Beach Area	The Salvation Army (7651 S Location)	\$150,000
Los Angeles/ Long Beach Area	The Stephen S. Wise Temple	\$150,000
Los Angeles/ Long Beach Area	Torah Academy of Los Angeles	\$150,000
Los Angeles/ Long Beach Area	Yeshiva Ohr Elchonon Chabad, West Coast Talmudical Seminary	\$150,000
Los Angeles/ Long Beach Area	Young Israel of Northridge	\$150,000
Riverside Area	Chabad Jewish Center of Riverside	\$150,000
Riverside Area	Holy Coptic Martyrs Coptic Orthodox Church	\$150,000
Riverside Area	Kingdom Culture Worship Center dba All Nations Worship Assembly, San Bernardino	\$150,000
Sacramento Area	Arcade Baptist Church of Sacramento, California	\$146,700
Sacramento Area	Bayside Covenant Church Adventure Campus	\$150,000
Sacramento Area	Campus Life Connection	\$150,000
Sacramento Area	Congregation Bet Haverim, Jewish Fellowship of Davis	\$149,576
Sacramento Area	Harmony Missionary Baptist Church of Sacramento, Inc.	\$131,250
Sacramento Area	Pastor of Saint John Vianney Parish	\$150,000
Sacramento Area	Sacramento Japanese United Methodist Church	\$137,585
Sacramento Area	The Crossing Church of Natomas	\$146,000
Sacramento Area	The Rock Church (8456 Location)	\$150,000
Sacramento Area	The Rock Church (8520 Location)	\$150,000
Sacramento Area	The University (Evangelical) Covenant Church of Davis, California	\$150,000
Sacramento Area	Victory Outreach-South Sacramento (Savings Location)	\$150,000
Sacramento Area	Victory Outreach-South Sacramento (43 rd Ave. Location)	\$150,000
San Diego Area	Chabad Hebrew Academy	\$150,000
San Diego Area	Chabad of Escondido	\$150,000
San Diego Area	Chabad of La Jolla, Inc.	\$150,000
San Diego Area	Congregation Beth Israel of San Diego	\$147,867
San Diego Area	Crescent Academy	\$150,000
San Diego Area	Holy Cross Coptic Orthodox Church	\$150,000

Attachment A – FY 2022 NSGP Allocations | 2022

Area	Nonprofit	Total Award
San Diego Area	Huda Community Center	\$150,000
San Diego Area	Islamic Center of San Diego	\$150,000
San Diego Area	Pathways Community Church of Santee, Inc.	\$101,000
San Diego Area	Pilgrim Progressive Baptist Church	\$104,770
San Diego Area	Point Loma Community Presbyterian Church	\$150,000
San Diego Area	St. Demiana Coptic Orthodox Church, Inc.	\$150,000
San Diego Area	Temple Beth Shalom of Chula Vista	\$70,231
San Diego Area	Temple Solel of Northern San Diego County, Inc.	\$140,594
NSGP-Urban Area Total		\$11,339,716
FY 2022 NSGP Allocation Total		\$17,738,627

Attachment B – FY 2022 NSGP Timeline | 2022

DHS Announcement of FY 2022 NSGP	May 13, 2022
Cal OES Application due to DHS/FEMA	June 13, 2022
DHS/FEMA Award to California	September, 2022
Subrecipient period of performance begins	September 1, 2022
FY 2022 NSGP California Supplement release	September, 2022
Notification of Subrecipient Award	September, 2022
Subrecipient Required Document Webinars	September/October 2022
Subrecipient Required documents due to Cal OES	December 30, 2022
Final Cash Advance Request submitted	December 30, 2024
Subrecipient period of performance ends	May 31, 2025
Final Requests for Reimbursement due	Within twenty (20) calendar days of the subaward expiration date
Cal OES's performance period ends	August 31, 2025

Subrecipient:

FIPS#:

Program Representative:

Financial Management Forms Workbook:

_____	Grant Subaward Face Sheet
_____	Authorized Body of 5 Sheet
_____	Project Ledger
_____	Planning Ledger (If Applicable)
_____	Equipment Ledger
_____	Training Ledger (If Applicable)
_____	Exercise Ledger (If Applicable)
_____	Management and Administration Ledger (If Applicable)
_____	Indirect Cost Ledger (If Applicable)
_____	Consultant-Contractor Ledger (If Applicable)
_____	Personnel Ledger (If Applicable)
_____	Authorized Agent Sheet

Required Documents:

_____	Original Counter-signed Award Letter
_____	EHP Screening Form
_____	FFATA Financial Disclosure
_____	Certification Regarding Lobbying
_____	Governing Body Resolution
_____	Subrecipient Grants Management Assessment
_____	2022 NSGP Standard Assurances
_____	Indirect Cost Rate Agreement (If Applicable)
_____	501(c)(3) Certification Form
_____	501(c)(3) Certification Letter (If Applicable)
_____	STD 204/Payee Data Record