



***Cal* OES**

**GOVERNOR'S OFFICE
OF EMERGENCY SERVICES**

**Fiscal Year (FY) 2024
Nonprofit Security Grant Program -
National Security Supplemental (NSGP-NSS)**

***California Supplement to the
Federal Notice of Funding Opportunity (NOFO)***

December 2025

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Federal Program Announcement	<p>In October 2024, the U.S. Department of Homeland Security/ Federal Emergency Management Agency (DHS/FEMA) issued the FY 2024 NSGP-NSS, Notice of Funding Opportunity (NOFO) and FEMA Preparedness Grants Manual.</p> <p>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.</p>
Information Bulletins	<p>DHS issues Information Bulletins (IBs) to provide updates, clarification, and new requirements throughout the life of the grant.</p>
Purpose of the California Supplement	<p>The FY 2024 NSGP-NSS 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 FEMA Preparedness Grants Manual before referring to the State Supplement. The State Supplement will highlight additional California policies and requirements applicable to the FY 2024 NSGP-NSS.</p>
Grants Management Memoranda	<p>Cal OES issues Grant Management Memoranda (GMMs) which provide additional information and requirements regarding NSGP-NSS funds.</p>
Eligible Subrecipients	<p>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.</p>
Supplanting	<p>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.</p>

Public/Private Organizations

Subrecipients may contract with any other public or private organizations to perform eligible activities on approved NSGP-NSS 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-NSS 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 2024 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-NSS 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 2024:

- 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. Additional information regarding community preparedness and resilience are available through [Individuals and Communities](#).

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.

National Incident Management Systems (NIMS) Implementation

Prior to the allocation of any federal preparedness awards, Subrecipients must ensure and maintain the adoption and implementation of [NIMS](#).

Management and Administration (M&A)

The M&A allowance for Subrecipients is set at a maximum of five percent for the FY 2024 NSGP-NSS.

Indirect Costs

Indirect costs are allowable under the FY 2024 NSGP-NSS Grant Award.

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.

Indirect costs are *in addition to* the M&A allowance and must be included in the Grant Subaward 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 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. 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.

The FEMA Preparedness Grants Manual, published by FEMA, states that State and local governments are not permitted to use the de minimis rate. These costs are allowable only when an exception is granted to the SAA by FEMA per 2 C.F.R. Part 200, Appendix VII, paragraph D.1.b.

Personnel Cap

NSGP-NSS 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

Personnel Cap Cont.

separately in writing on official letterhead, with the following information:

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

Additional information regarding personnel cap is available in [IB 421b](#).

Equipment Typing/ Identification and Use

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

- System, Public Address, Handheld or Mobile (03OE-03-MEGA)
- Signs (03OE-03-SIGN)
- System, Credentialing (04AP-05-CRED)
- Software, Video Analytics (04AP-06-VIDA)
- Systems, Public Notification and Warning (04AP-09-ALRT)
- Applications, Software as a Service (04AP-11-SAAS)
- System, Remote Authentication (05AU-00-TOKN)
- Software, Encryption (05EN-00-ECRP)
- Software, Malware/Anti-Virus Protection (05HS-00-MALW)
- System, Personal Firewall (05HS-00-PFWL)
- Firewall, Network (05NP-00-FWAL)
- System, Intrusion Detection/Prevention (05NP-00-IDPS)
- Radio, Portable (06CP-01-PORT)
- Repeater (06CP-01-REPT)
- Services/Systems, Paging (06CC-02-PAGE)

Equipment Typing/ Identification and Use Cont.

- Intercom/Intercom System (06CP-03-ICOM)
- Accessories, Portable Radio (06CP-03-PRAC)
- Generators (10GE-00-GENR)
- System, Alert/Notification (13IT-00-ALRT)
- Supply, Uninterruptible Power (UPS) (10PE-00-UPS)
- System, Information Technology Contingency Operations (14CI-00-COOP)
- Receptacles, Trash, Blast-Resistant (14EX-00-BCAN)
- Systems, Building, Blast/Shock/Impact Resistant (14EX-00-BSIR)
- Systems/Sensors, Alarm (14SW-01-ALRM)
- Network, Acoustic Sensor Triangulation (14SW-01-ASTN)
- Doors and Gates, Impact Resistant (14SW-01-DOOR)
- Lighting, Area, Fixed (14SW-01-LITE)
- System, Physical Access Control (14SW-01-PACS)
- Systems, Personnel Identification (14SW-01-SIDP)
- Systems, Vehicle Identification (14SW-01-SIDV)
- Sensors/Alarms, System and Infrastructure Monitoring, Standalone (14SW-01-SNSR)
- Systems, Video Assessment, Security (14SW-01-VIDA)
- Barriers: Fences; Jersey Walls (14SW-01-WALL)
- Systems, Personnel/Package Screening (15SC-00-PPSS)
- Installation (21GN-00-INST)
- Training and Awareness (21GN-00-TRNG)

Subrecipients that allocate FY 2024 NSGP-NSS 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-NSS funds.

Equipment Maintenance/ Sustainment

Use of NSGP-NSS 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](#).

Telecommunications 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

Telecommunications Equipment or Services Prohibitions Cont.

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 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 Grants Analyst, 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-NSS subaward within five days of learning of the conflict of interest.

Prohibited and Controlled Equipment

Effective May 25, 2022, [Executive Order \(EO\) 14074, Advancing Effective, Accountable Policing and Criminal Justice Practices to Enhance Public Trust and Public Safety](#), Section 12(a) directs the Department of Homeland Security to review its grants, and consistent with applicable law, prohibits the use of grant funding to purchase certain types of military equipment by state, local, tribal, and territorial (SLTT) law enforcement agencies (LEAs).

For all awards issued on or after January 1, 2023, the policy directly prohibits certain types of equipment outright (prohibited equipment), whereas other types of equipment may be controlled, or LEAs are required to submit certifications prior to purchase.

Even if equipment is listed as controlled equipment and is not outright prohibited, that does not automatically make it allowable under a particular FEMA program. Subrecipients should refer to applicable program guidance or contact your Grants Analyst to determine if a particular type of equipment is allowable under that program.

Additional information regarding Prohibited and Controlled Equipment is available on [FEMA Policy 207-22-0002](#).

Build America, Buy America Act (BABAA)

Under FEMA financial assistance programs, the BABAA requirements apply to:

- New awards made on or after January 2, 2023,
- New funding that FEMA obligates to existing awards or through renewal awards on or after January 2, 2023; and
- Infrastructure projects.

Funds provided under this program may not be used for a project for infrastructure unless the iron and steel, manufactured products, and construction materials used in that infrastructure are produced in the United States. The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Additionally, the Buy America preference does not apply to equipment and furnishings, such as movable chairs,

Build America, Buy America Act (BABAA) Cont.

desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

When necessary, subrecipients may apply for a waiver from these requirements. Additional information regarding the BABAA can be found on FEMA's website under [Buy America Preference](#).

**California
Homeland
Security
Strategy Goals**

The State has prioritized the following California Homeland Security Strategy Goals for the FY 2024 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 (FMFW)

The FY 2024 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 Agent and Contact Information – 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-NSS 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.

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

Financial Management Forms Workbook (FMFW) Cont.

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 a Subrecipient 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 the Subrecipient's 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.

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.

Application Attachments Cont.

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 State and federal filing requirements:

- Franchise Tax Board (FTB)
- Department of Justice (DOJ)
- Secretary of State (SOS)
- Internal Revenue Service (IRS), Federal Employee Identification Number (FEIN)
- Unique Entity Identifier Number (UEIN) (Sam.gov)

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, IRS, and Sam.gov. It is the Subrecipients' responsibility to ensure that the **legal name** and **address** are consistent between the STD 204, FTB, DOJ, SOS, IRS, and Sam.gov. 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 Subrecipients must submit an electronic signed FY 2024 NSGP-NSS Standard Assurances as part of their FY 2024 NSGP-NSS 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.

Program Standard Assurances Addendum

The Program Standard Assurances Addendum specifies additional requirements that Subrecipients must meet. All Subrecipients must submit an electronic signed Program [Standard Assurances Addendum](#) as part of the FY 2024 NSGP-NSS application. The required Program Standard Assurances Addendum can be found only in PDF format on the Cal OES website.

**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 FY 2024 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 Grants Analyst 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 Grants Analyst as soon as possible. The completed application documents should be received by Cal OES no later than the date provided in the FY 2024 NSGP-NSS Timeline, referenced as Attachment B.

Late or Incomplete Required Documents

Late or incomplete required documents may be denied. If required documents are incomplete, the Grants Analyst may request additional information. Requests for late submission of required documents must be emailed to the Grants Analyst prior to the application due date. Cal OES has sole discretion to accept or reject late or incomplete required documents.

NSGP-NSS Contact Information

Subrecipient questions, comments, and correspondence should be directed to the Grants Analyst.

General questions pertaining to the FY 2024 NSGP-NSS should be directed to: NonProfit.Security.Grant@CalOES.ca.gov

Subaward Approval

Subrecipients will receive a formal notification of their grant subaward. Subaward letters must be signed, dated, and returned to Cal OES within 20 calendar days. Once the completed application, along with the signed subaward letter is received and approved, reimbursement of eligible Subaward expenditures may be requested using the Cal OES FMFW.

Payment Request Process

The NSGP-NSS is a reimbursement program. To request a cash reimbursement of NSGP-NSS funds, Subrecipients must first complete a payment request using the Cal OES FMFW, returning it to the appropriate Grants Analyst. Subrecipients who fail to follow the workbook instructions may experience delays in processing the payment request. Supporting documentation and/or additional information may be required as part of the reimbursement process.

Payments can only be made if the Subrecipient has an approved application.

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 Grants Analyst.

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:

Modifications Cont.

- A written request from the 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-NSS funds towards projects at the new facility; or
- 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-NSS 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;

Planning Cont.

- Emergency contingency plans;
- Evacuation/Shelter-in-place plans;
- Coordination and information sharing with fusion centers; and
- 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-NSS 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 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-NSS grant funds. An After-Action Report (AAR) Improvement Plan (IP) or Summary Report (for Seminars & Workshops) must be completed and submitted to Cal OES

Exercises, Improvement Plans and After- Action Reporting Cont.

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 Grants Analyst

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

Contracted Security Personnel are allowed under the NSGP-NSS (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-NSS Contracted Security Personnel Request Form, which addresses the following requirements:
 - A brief description of the project(s), and indicate how much NSGP-NSS 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;

Contracted Security Personnel Cont.

- 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 are required to conduct procurement activities in with documented procurement procedures that align with federal procurement standards outlined in [2 C.F.R. Part 200](#). In cases where there is a conflict between the local procedures and federal standards, the more stringent requirements must be followed. Additionally, subrecipients must implement written conflict of interest policies that govern the actions of employees involved in the selection, award, and administration of contracts. These policies should include provisions for disciplinary actions in the event of violations.

Procurement Documentation

Subrecipients must maintain records that document the procurement process, including the rationale for the procurement method, contract type, contractor selection or rejection, and the basis for the contract price. To be allowable, cost must be properly documented. Acceptable documentation includes, but is 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;
- Documents demonstrating inclusion of required contract provisions; and
- Other documents required by federal regulations applicable at the time the grant was awarded to the Subrecipient.

Procurement Thresholds

Under 2 C.F.R. Part 200, procurement thresholds are defined as follows:

- **Micro-purchase threshold:** This is the maximum amount for which purchases can be made without requiring competitive quotes or formal procurement processes, provided the price is reasonable. Effective October 1, 2025, the micro-purchase threshold is set at **\$15,000**.
- **Simplified acquisition threshold:** This sets the maximum amount for which federal procurement procedures may be simplified. Effective October 1, 2025, the threshold is **\$350,000**. For purchases at or below this amount, subrecipients may use streamlined methods, such as obtaining competitive price or rate quotations from an adequate number of qualified sources. Purchases exceeding \$350,000 require more formal procurement procedures, including sealed bids or competitive proposals.

Subrecipients must adhere to these thresholds and, in cases of conflict between local procurement procedures and federal requirements, must apply the more stringent threshold.

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 the 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 Cal OES [Request for Noncompetitive Procurement Authorization form](#). Cal OES may request additional documentation that supports the procurement effort.

Environmental Planning and Historic Preservation (EHP)

DHS/FEMA is required to ensure all activities and programs that are funded by the agency comply with federal 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

Environmental Planning and Historic Preservation (EHP) Cont.

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. Grants Analysts 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.

**Vendor
Licensing Cont.**

Cal OES will verify contractor licensing certification, and if it is determined that your contractor is not properly license for the specific type of work being performed, costs may be disallowed.

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 laborers and mechanics employed on projects of a character like the contract work in the civil subdivision of the

Construction and Renovation Cont.

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-NSS 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-NSS is no longer needed for program activities, the Subrecipient must contact the Grants Analyst 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

Performance Reporting Cont.

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 Grants Analyst.

Extension Requests

Extensions to the initial period of performance identified in the subaward will only be considered through formal, written requests to your Grants Analyst. 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.

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;

Extension Requests Cont.

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 Grants Analyst. 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.

Progress Reports on Grant Extensions

All Subrecipients that receive Cal OES approval to extend their FY 2024 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 Grants Analyst. Deadlines for the submission of progress reports will be established at the time of extension approval.

Monitoring

Cal OES's Infrastructure Protection Grants Division and the Compliance Division actively monitors Subrecipients, through day-to-day communications, programmatic site visits, and Limited Scope Reviews. The purpose of these activities are 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;

**Monitoring
Cont.**

- 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

Suspension/ Termination Cont.

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;
- 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.

**Records
Retention Cont.**

For indirect cost rate proposals, cost allocation plans, or other rate computation records, the start of the record retention period is dependent on whether the proposal, plan, or other computation is required to be submitted to the federal government (or to the pass-through entity) for negotiation purposes. See [2 C.F.R. § 200.334\(f\)](#).

In order for any cost to be allowable, it must be adequately documented per [2 C.F.R. § 200.403\(g\)](#).

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 2024 NSGP-NSS Allocations | 2024

Area	Nonprofit	Award
State	Al-Azhar Islamic Academy	\$170,000
State	Biola University, Inc.	\$200,000
State	Buddhist Tzu Chi Foundation -1100	\$200,000
State	Congregation Tikvat Jacob, Inc.	\$200,000
State	Crossroads Community Church of Santa Clarita Valley (SCV)	\$200,000
State	Ilan Ramon Day School	\$200,000
State	Jewish Community Camp and Retreat Center, Inc. (JCCRC), dba Camp Mountain Chai (CMC)	\$200,000
State	Masjid Al Emaan -2842	\$200,000
State	Muslim Society of Central California	\$200,000
State	Nur Al-Huda Academy	\$200,000
State	Santa Barbara Hillel	\$166,400
State	Shalom Institute Camp and Conference Center - Malibu	\$200,000
State	Shalom Institute Camp and Conference Center -Sylmar	\$200,000
State	South Asian Network -Artesia	\$196,350
State	Temple Beth Ami	\$150,500
State	Temple Ner Shalom of San Luis Obispo	\$68,040
State	Tracy Islamic Center	\$200,000
NSGP-NSS State Total		\$3,151,290
Anaheim/ Santa Ana Area	Academy Youth Services Organization	\$200,000
Anaheim/ Santa Ana Area	Christ Our Savior Church (COS)	\$200,000
Anaheim/ Santa Ana Area	Our Lady of the Pillar Church (OLP)	\$200,000
Anaheim/ Santa Ana Area	Saint Juliana Falconieri (Church)	\$200,000
Anaheim/ Santa Ana Area	San Francisco Solano Catholic Church (SFS)	\$200,000
Anaheim/ Santa Ana Area	St. Joseph Church (SJ)	\$194,000
Anaheim/ Santa Ana Area	St. Juliana Falconieri Catholic School	\$200,000
Anaheim/ Santa Ana Area	St. Mary's Church (commonly called Saint Mary's Catholic Church)	\$200,000
Anaheim/ Santa Ana Area	TarbutVTorah Community Day School, Naomi Gelman Weiss Memorial	\$155,000
Bay Area	Islamic Society of Santa Rosa ISSR	\$200,000
Bay Area	Al Medina Education Center	\$200,000
Bay Area	Bar Yohai Sephardic Minyan	\$200,000

Attachment A – FY 2024 NSGP-NSS Allocations | 2024

Area	Nonprofit	Award
Bay Area	Buddhist Tzu Chi Foundation -2355	\$200,000
Bay Area	Islamic Association of Immigrants	\$200,000
Bay Area	Islamic Center of Fremont -Albrae	\$200,000
Bay Area	Islamic Community of Bay Area Bosniaks	\$100,000
Bay Area	Jewish Community Center of San Francisco	\$102,930
Bay Area	Jewish Community Center of San Francisco -3200	\$200,000
Bay Area	Jewish Community Center of San Francisco -325	\$96,739
Bay Area	Mosque and Islamic Center of San Francisco Waqf	\$200,000
Bay Area	Rise Academy	\$200,000
Los Angeles/ Long Beach Area	Adat Shalom	\$200,000
Los Angeles/ Long Beach Area	Beit T'Shuvah	\$132,000
Los Angeles/ Long Beach Area	Cathedral Chapel of St. Vibiana	\$197,000
Los Angeles/ Long Beach Area	Chabad North of Montana	\$200,000
Los Angeles/ Long Beach Area	Community Spa Mikveh	\$200,000
Los Angeles/ Long Beach Area	Community Spa Mikveh -1024	\$200,000
Los Angeles/ Long Beach Area	Hillel Hebrew Academy -401	\$200,000
Los Angeles/ Long Beach Area	Hillel Hebrew Academy -9120	\$200,000
Los Angeles/ Long Beach Area	Jewish Federation of Greater Long Beach and West Orange County	\$200,000
Los Angeles/ Long Beach Area	Masjid Al-Shareef of Long Beach	\$199,500
Los Angeles/ Long Beach Area	Milken Community School - East Campus	\$200,000
Los Angeles/ Long Beach Area	Milken Community School - Saperstein Middle School Campus	\$130,000
Los Angeles/ Long Beach Area	Milken Community School - Upper School Campus	\$200,000
Los Angeles/ Long Beach Area	Ohr Eliyahu Academy	\$200,000
Los Angeles/ Long Beach Area	Pressman Academy of Temple Beth Am	\$200,000
Los Angeles/ Long Beach Area	Simon Wiesenthal Center dba, Museum of Tolerance	\$180,000

Attachment A – FY 2024 NSGP-NSS Allocations | 2024

Area	Nonprofit	Award
Los Angeles/ Long Beach Area	South Asian Network -LA	\$195,500
Los Angeles/ Long Beach Area	Southern California Nessah Educational and Cultural Center, dba Nessah Synagogue	\$200,000
Los Angeles/ Long Beach Area	Tashbar Sephardic -1210	\$200,000
Los Angeles/ Long Beach Area	Tashbar Sephardic Yeshiva Ketana -1208	\$200,000
Los Angeles/ Long Beach Area	Tashbar Sephardic Yeshiva Ketana -1221	\$200,000
Los Angeles/ Long Beach Area	Temple Sinai of Glendale	\$200,000
Los Angeles/ Long Beach Area	The Light House	\$200,000
Los Angeles/ Long Beach Area	Yachad Outreach Center	\$200,000
Los Angeles/ Long Beach Area	Young Sephardic Community Center	\$200,000
Sacramento Area	Folsom Educational Academy	\$200,000
Sacramento Area	Greater Sacramento Muslim Cemetery	\$200,000
Sacramento Area	Islamic Community of Sacramento Bosniaks Inc.	\$200,000
Sacramento Area	Jewish Community Center Chabad of Roseville Inc.	\$143,000
Sacramento Area	Maktab Tarighat Oveyssi Shahmaghsoudi School of Islamic -3506	\$200,000
Sacramento Area	Muhajer Foundation	\$200,000
Sacramento Area	Muslim Community of Folsom	\$200,000
San Diego Area	Chabad Hebrew Academy	\$200,000
San Diego Area	Congregation Tifereth Israel of San Diego, Inc.	\$195,359
San Diego Area	Islamic School of San Diego	\$200,000
San Diego Area	Neighborhood Healthcare -El Cajon	\$80,972
San Diego Area	Neighborhood Healthcare -Escondido	\$69,889
San Diego Area	Pastor Of Christ the King Catholic Parish in San Diego, California, A Corporation Sole	\$197,000
San Diego Area	San Diego Jewish Academy	\$200,000
San Diego Area	Scy High Tech, Inc.	\$197,000
NSGP-NSS Urban Area Total		\$11,365,889
FY 2024 NSGP-NSS Total Allocation		\$14,517,179

Attachment B – FY 2024 NSGP-NSS Timeline | 2024

DHS Announcement of FY 2024 NSGP NSS	October 28, 2024
Cal OES Application due to DHS/FEMA	January 24, 2025
DHS/FEMA Award to California	August 26, 2025
Subrecipient period of performance begins	May 1, 2025
FY 2024 NSGP-NSS California Supplement release	December, 2025
Notification of Subrecipient Award	October 22, 2025
Subrecipient Required Document Webinars	November 4, 2025 November 5, 2025 November 13, 2025
Subrecipient Required documents due to Cal OES	January 31, 2026
Subrecipient period of performance ends	January 30, 2028
Final Requests for Reimbursement due	Within twenty (20) calendar days of the subaward expiration date
Cal OES's performance period ends	April 30, 2028

Subrecipient:

FIPS#:

Grants Analyst:

Financial Management Forms Workbook:

- _____ Grant Subaward Face Sheet
- _____ Authorized Agent and Contact Information
- _____ 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
- _____ Governing Body Resolution
- _____ Subrecipient Grants Management Assessment
- _____ 2024 NSGP-NSS Standard Assurances
- _____ Program Standard Assurances Addendum
- _____ Indirect Cost Rate Agreement (If Applicable)
- _____ 501 (c)(3) Certification Form
- _____ 501 (c)(3) Certification Letter (If Applicable)
- _____ STD 204/Payee Data Record