FY 2025 California State Nonprofit Security Grant Program (CSNSGP) Application Webinar

Presented by
Cal OES Infrastructure Protection Grant Units II, IV

Please Mute Your Audio For The Presentation

Agenda

- Infrastructure Protection Grants Units Overview
- Allocation/Subaward Letters
- Application Documents
- Procurement Requirements
- Allowable vs Unallowable
- Payment Process and Modification
- Accountability Requirements
- Grants Central System (GCS) Application Process
- Closing

Infrastructure Protection Grants Units

The Infrastructure Protection Grants Units (IPGU) II and IV are responsible for management of the California State Nonprofit Security Grant Program (CSNSGP).

CSNSGP Units Email: CSNSGP@CalOES.ca.gov

Subaward Letters

There are **two phases** in the application process.

Phase I: NOTIFICATION OF SUBRECIPIENT ALLOCATION

- Funding Amount
- Subrecipient Period of Performance
- Additional Application Requirements
- Reporting Requirements
- Conditional Holds (if applicable)
- Cal OES Contact Information

Phase II: NOTIFICATION OF APPLICATION APPROVAL

- Issued when your Application has been submitted and approved by Cal OES via Grants Central System (GCS).

Application Documents

1. Payee Data Record (STD 204) *
2. IRS Determination Letter *
3. Verification from the Secretary of State (SOS)*
4. Verification from the Franchise Tax Board (FTB)*
5. Verification from the Department of Justice (DOJ)*
6. Governing Body Resolution (GBR)*
7. Standard Assurances
8. Approved Application submitted in Grants Central System (GCS)

Should be consistent with your organization's legal name

*Forms will be uploaded into GCS

1) Payee Data Record/STD 204

- Required when receiving payment from the State of California in lieu of IRS W-9.

- Available for download here.

- Required for all non-governmental entities and will be kept and filed within Cal OES.

- Section 6 of the STD Form must include:

  Cal OES
  Infrastructure Protection Grants Unit II/IV
  3650 Schriever Avenue
  Mather, CA 95655

1) Payee Data Record/STD 204

The **Correct Name** as stated on the Federal Employer Identification Number (FEIN) or 501(c)(3) letter must be listed identically on each document that is submitted to Cal OES.

- Subrecipients must verify that the name and address listed on the STD 204 is **identical with how the organization is registered with the Franchise Tax Board (FTB), Secretary of State (SOS), Internal Revenue Service's Federal Employer Identification Number (FEIN), and the Department of Justice (DOJ).**

- **The organization's legal name must match the name registered with the IRS**. It is the Subrecipient's responsibility to ensure that the **name** and **address** are consistent between the STD 204, FTB, DOJ, and SOS.

- All changes to an organization's name and/or address must be provided to Cal OES in writing and must include an updated STD 204.

1) Payee Data Record/STD 204

The **Correct Name** must be listed **identically** on each document that is submitted to Cal OES and match the organization's record. Cal OES will verify organizations using their Employer Identification number to ensure that their record is in good standing, and their legal name and address are accurate. To check on your organization status, please visit:

- **Internal Revenue Service (IRS):** https://apps.irs.gov/app/eos/
- **California Secretary of State (SOS)**: https://bizfileonline.sos.ca.gov/search/business
- **Franchise Tax Board (FTB)**: https://webapp.ftb.ca.gov/eletter/?Submit=Check+Status
- **California Department of Justice(DOJ):** http://rct.doj.ca.gov/Verification/Web/Search.aspx?facility=Y

1) Payee Data Record/STD 204

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Print Form | Reset Form

STATE OF CALIFORNIA – DEPARTMENT OF FINANCE

PAYEE DATA RECORD

(Required when receiving payments from the State of California in lieu of IRS W-9 or W-7)

STD 204 (Rev. 03/2021)

EXAMPLE

Section 1 – Payee Information

NAME (This is required. Do not leave this line blank. Must match the payee's federal tax return)

BUSINESS NAME, DBA NAME or DISREGARDED SINGLE MEMBER LLC NAME (If different from above)

MAILING ADDRESS (number, street, apt. or suite no.) (See instructions on Page 2)

CITY, STATE, ZIP CODE

E-MAIL ADDRESS

Section 2 – Entity Type

Check one (1) box only that matches the entity type of the Payee listed in Section 1 above. (See instructions on page 2)

- ☐ **SOLE PROPRIETOR / INDIVIDUAL**
- ☐ **SINGLE MEMBER LLC** *Disregarded Entity owned by an individual*
- ☐ **PARTNERSHIP**
- ☐ **ESTATE OR TRUST**

CORPORATION (see instructions on page 2)

- ☐ **MEDICAL** *(e.g., dentistry, chiropractic, etc.)*
- ☐ **LEGAL** *(e.g., attorney services)*
- ☐ **EXEMPT** *(e.g., nonprofit)*
- ☐ **ALL OTHERS**

Section 3 – Tax Identification Number

Enter your Tax Identification Number (TIN) in the appropriate box. The TIN must **match** the name given in Section 1 of this form. Do not provide more than one (1) TIN. The TIN is a 9-digit number. **Note:** Payment will not be processed without a TIN.

- For **Individuals**, enter SSN.
- If you are a **Resident Alien**, and you do not have and are not eligible to get an SSN, enter your ITIN.
- Grantor Trusts (such as a Revocable Living Trust while the grantors are alive) may not have a separate FEIN. Those trusts must enter the individual grantor's SSN.
- For **Sole Proprietor or Single Member LLC (disregarded entity), in which the sole member is an individual**, enter SSN (ITIN if applicable) or FEIN (FTB prefers SSN).
- For **Single Member LLC (disregarded entity), in which the sole member is a business entity**, enter the owner entity's FEIN. Do not use the disregarded

Social Security Number (SSN) or Individual Tax Identification Number (ITIN)

___ ___ ___ - ___ ___ - ___ ___ ___ ___

OR

Federal Employer Identification Number (FEIN)

___ ___ - ___ ___ ___ ___ ___ ___ ___

2) IRS Determination Letter

The IRS determination letter notifies a nonprofit organization that its application for federal tax exemption under Section 501(c)(3) has been approved.

Note: The IRS Determination Letter will be uploaded in the Organizational Profile module in GCS under 501(c)(3).

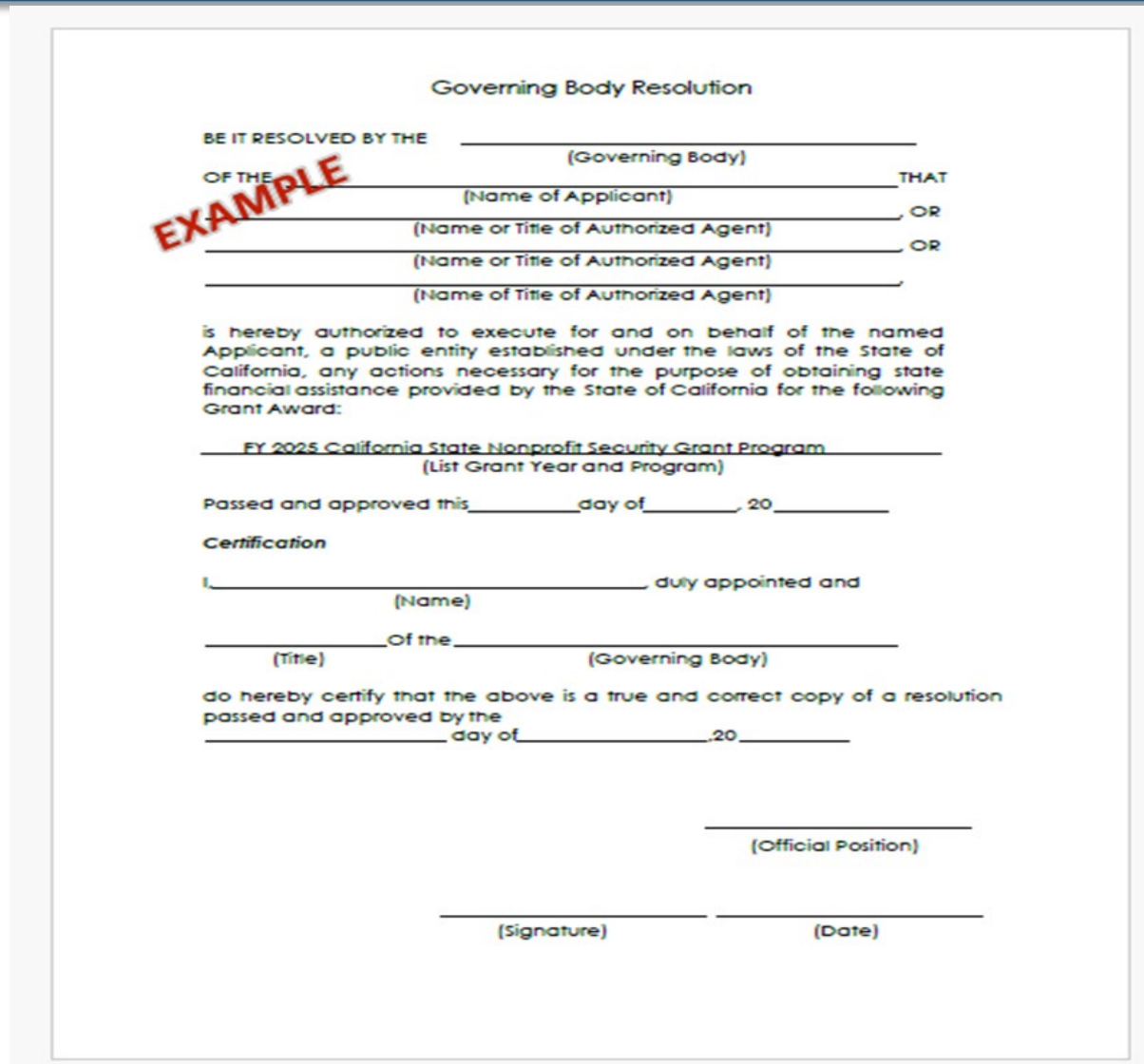
3) Governing Body Resolution

The Governing Body Resolution is an official document, originating from the Subrecipient, declaring the nonprofit organization's intention to accept the award and abide by the terms of the grant. Cal OES encourages Subrecipients to use the GBR template posted on our website.

When submitting the GBR on a different form other than the Cal OES GBR Form, the requirements are:

- A header that clearly displays the name of the nonprofit organization.
- The names of the governing body board members.
- The name(s) of the authorized agent(s) who will represent the nonprofit organization for all official transactions and requests.
- If titles are added in the GBR, ensure they match the titles in GCS.

3) Governing Body Resolution



Governing Body Resolution

BE IT RESOLVED BY THE _____
(Governing Body)

OF THE _____ THAT
(Name of Applicant)

EXAMPLE

_____, OR
(Name or Title of Authorized Agent)

_____, OR
(Name or Title of Authorized Agent)

_____,
(Name of Title of Authorized Agent)

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

FY 2025 California State Nonprofit Security Grant Program
(List Grant Year and Program)

Passed and approved this_____day of_____, 20_____

Certification

I,_____, duly appointed and
(Name)

_____Of the_____
(Title) (Governing Body)

do hereby certify that the above is a true and correct copy of a resolution passed and approved by the
_____ day of_____,20_____

_____
(Official Position)

_____ _____
(Signature) (Date)

Note: The person certifying the Governing Body Resolution must not also be a listed Authorized Agent (AA).

4) Standard Assurances

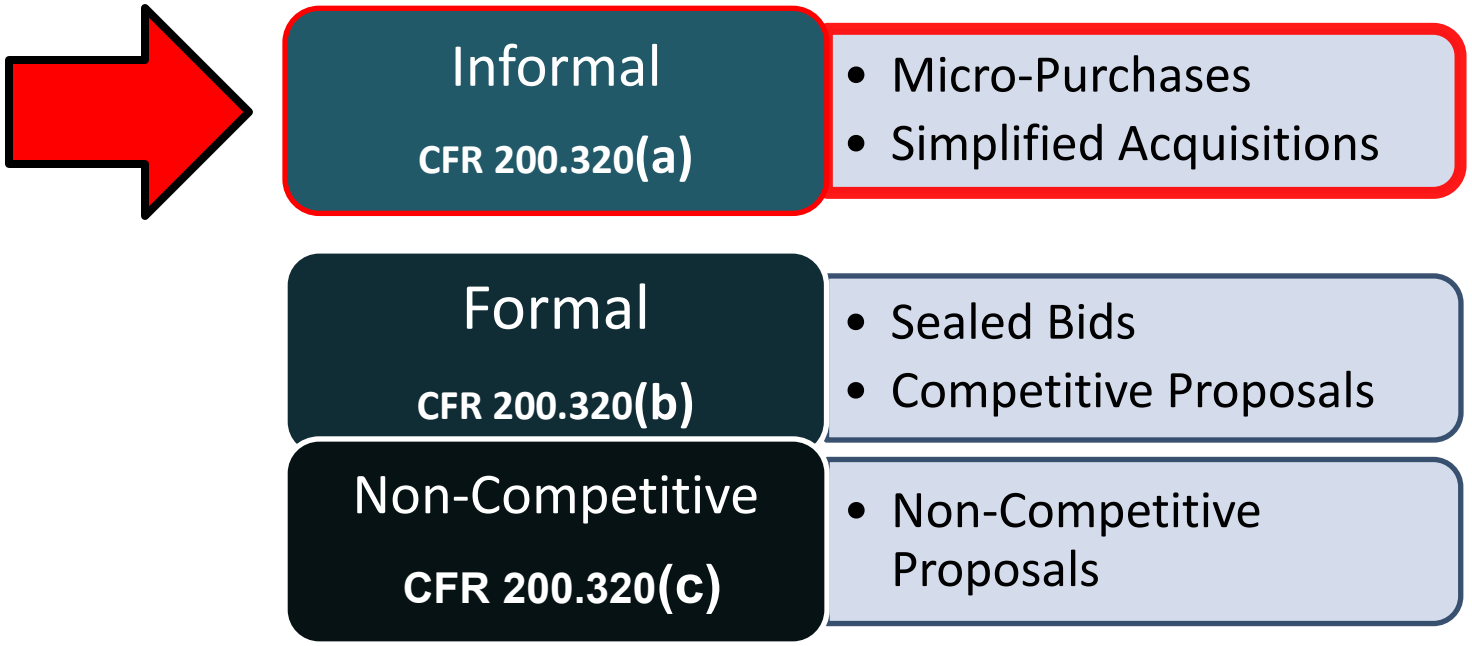
The Standard Assurances lists the requirements to which the Subrecipients will be held accountable. All subrecipients will be required to certify the Standard Assurances as part of their **FY 2025 CSNSGP Application Documents in GCS**.

Additional policies may be developed during the course of the Grant Subaward performance period. Subrecipients will be notified of these changes via Grant Management Memoranda (GMM), phone, or email messages from Cal OES Grants Analysts.

Procurement Requirements

All procurement transactions must be conducted to ensure full and open competition (2 C.F.R. § 200.319)

Procurement Methods Grouped into 3 Categories:



CSNSGP awards are typically subject to the Informal procurement method due to their maximum award amounts

Procurement Requirements

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Informal

2 C.F.R. § 200.320(a)

- Micro-Purchases
- Simplified Acquisitions

Micro Purchases § 200.320(a)(1)	**Simplified Acquisitions** § 200.320(a)(2)
• Purchases up to $15,000	• Purchases $15,001 to $350,000
• Price/Rate Quotations **Not Required**	• **A minimum of 3** Price/Rate Quotations is recommended
• Reasonableness of Price/Rate **must be documented** • Reasonableness may be supported by research, experience, purchase history, or other relevant information	• **Maintain all procurement records**, these include but are not limited to: **WHO** – List of vendors solicited **WHEN** – Procurement activity dates **WHAT** – Quotes received **WHY** – Reason for selection of vendor

Important: Intentionally dividing or splitting a procurement to avoid applicable procurement thresholds is a compliance violation. Such procurements may result in a monitoring finding and the disallowance of associated costs.

Procurement Requirements

- All procurement activities must be conducted using **written procedures** that comply with 2 C.F.R. §§ 200.318 – 200.327

- When internal procurement procedures conflict with Federal procurement standards, **the more restrictive requirement must be followed**

- Procurement procedures must, at a minimum:
  - Be documented
  - Require price or rate quotations from an adequate number of qualified sources for procurements over $15,000 (or a lower organizational threshold, if more restrictive)
  - Include procedures for evaluating contractor responsibility and capability
  - Address conflicts of interest in the procurement process
  - Retention of all procurement records

Procurement Requirements

For Procurements of $25,000 or more

- Verify that the vendor or contractor is not suspended, debarred, or otherwise excluded from participating in Federal awards **before making a purchase or awarding a contract**

- Search SAM.gov | Exclusions using the vendor's name and UEI, Tax ID/EIN, or SSN (for individuals)

- Document the date the verification was performed

- Retain documentation of the search results (e.g., a screenshot showing **"No Records Found"**) in the procurement file.

Procurement Requirements

Use of Responsible and Licensed Contractors

- Contractors must hold all required Federal, State, and local licenses applicable to the work being performed
  - **Verify licenses** are current and valid before awarding the procurement
- Evaluate and document the contractor's qualifications, experience, and ability to successfully perform the work
  - **Maintain documentation** supporting the rationale for contractor selection, including all evaluation factors considered, not solely price or cost

Procurement Requirements

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Conflict of Interest

- Real and apparent conflicts of interest are prohibited
  - **Real conflict of interest**: An individual has a financial, personal, or organizational interest that could influence the procurement decision.
  - **Apparent conflict of interest**: The circumstances create the appearance that the individual's procurement decision may not be impartial.

- Establish written standards of conduct and **implement procedures to identify, evaluate, document, and resolve conflicts of interest** before and throughout the procurement process.
  - No employee, officer, or agent may participate in the selection, award, or administration of a grant funded contract if they have a real or apparent conflict of interest
  - Standards of conduct must also provide for disciplinary actions to be applied for violations by its employees, officers, agents, or board members.

Procurement Requirements

Contract Provisions

- Contracts must contain the applicable provisions described in Appendix II to Part 200 of the CFR

- Contract Provisions Guide

  - This guide helps subrecipients identify the contract provisions required for their contracts and provides sample contract language to assist with compliance.

Written Standards of Conduct and Procurement

It is required that each Subrecipient have written standards of conduct covering conflicts of interest in procurements and contracting, Title 2 CFR §200.318 (c)(1) The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of the contract.

No employee, officer, or agent may participate in the selection, award, or administration of a project supported by a Federal award if he or she has a real or apparent conflict of interest. The standards of conduct must provide for disciplinary actions to be applied for violation of such standards by offers, employees, or agents of the non-Federal entity. Please see Title 2 CFR, Part 200 for the full language of the requirement.

Conflict of Interest

In accordance with 2 C.F.R. § 200.112, in order to eliminate and reduce the impact of conflicts of interest in the Subaward process, recipients and pass-through entities must follow their own policies and procedures regarding the elimination or reduction of conflicts of interest when making 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 CSNSGP Subaward within five days of learning of the conflict of interest.

- The Conflict of Interest policy must include any disciplinary actions for violations.
- Per federal regulations found in CFR 200.318(c), the standard of conducts covering conflict of interest must include disciplinary actions for noncompliance.

Individual Applicant Allowable Costs Categories

Allowable Costs Categories must correspond to what your organization requested in your Proposal Application.

- Equipment
  - Maintenance and Sustainment
- Contracted Security Personnel
- Management and Administration (M&A)
- Planning
- Training
- Construction and Renovation

Allowable Costs: Equipment

Equipment is limited to what was requested in the Application. However, these projects may require adjustments or be removed altogether in order to be in alignment with the policies of the CSNSGP. Being awarded does not mean all the projects listed in the Application were allowable under the grant program.

If purchasing maintenance agreement/service contract/extended warranty for equipment not purchased with the grant funding, it must not extend beyond the performance period of the grant.

Equipment must be installed as part of your reimbursment request or within the Period of Performance. Proof of installation will be requested by CalOES.

Allowable Costs: Equipment

However, if maintenance agreement/service contract/extended warranty is purchased incidental (i.e. at the same time under the same Grant Subaward) to the original purchase of the system or equipment, Subrecipients may procure maintenance or warranty coverage which exceeds the period of performance only if that is the single option available from the vendor.

Equipment costs are accounted for on the **Equipment Costs** of the **Budget Forms** in GCS.

Note: Equipment Costs budgeted <$10,001 must be accounted for on the "Other Operating Costs" section of the Budget Forms in GCS.

Allowable Costs: Contracted Security

Contracted security personnel are allowed under this program only as described in the FY 2025 CSNSGP Request for Proposal (RFP) and Guidance.

- Funds may not be used to purchase equipment for contracted security.
- Virtual monitoring or professional 24/7 monitoring by security system companies are not considered contracted security personnel.
- Funds may be used for contracted security personnel, totaling no greater than **50%** of the total award.
- The Subrecipient must be able to sustain this capability in future years without CSNSGP funding.
- Funds may not be used to pay individuals who are not licensed security professionals.
- Vendors must be actively licensed in California by the Bureau of Security and Investigative Services. Search here: Search - DCA

Note: Contracted Security must be accounted for on the "Other Operating Costs" section of the Budget Forms in GCS.

Allowable Cost: Management and Administration (M&A)

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Subrecipients may use up to 5% of the amount awarded to them solely for Management and Administration (M&A) purposes associated with the Grant Subaward if that was requested at the time of application.

- Paying third party contractors/consultants, or full-time or part-time internal staff to assist with the management and administration of CSNSGP funds.
- M&A costs must be justified through invoices or payroll records showing payment of services.
- M&A must be requested at the **same rate, or less,** than target hardening activities and/or physical security enhancements.

- **M&A costs paid to third party consultants/contractors is accounted for on the Other Operating Costs section of the Budget Forms in GCS.**
- **M&A costs paid to internal staff are to be accounted for on the Personnel Costs section of the Budget Forms in GCS.**

Allowable Cost: Management and Administration (M&A)

- **Some examples of M&A include:**
  - Preparing and submitting required programmatic and financial reporting,
  - Maintaining equipment inventory,
  - Documenting expenditures for financial purposes, and
  - Responding to requests for programmatic and financial data.

- Project Management tasks are **not** considered M&A and are not an allowable cost under the CSNSGP. Other activities such as contacting vendors, reviewing bids, selecting vendors, and overseeing vendor work are not considered M&A.

Note: The rate at which M&A can be drawn down is dependent on the **overall expended percentage of all the other target hardening projects**.

Allowable Costs: Planning

Allowable planning activities are limited to what was requested at the time of application, must be related to the protection of the facility and the people within the facility, and should include access and functional needs as well as those with limited English proficiency. Examples of allowable planning activities are costs associated with:

- Development and enhancement of security plans and protocols;
- Emergency contingency plans;
- Evacuation/Shelter in-place plans

Note: Planning must be accounted for on the Other Operating Costs section of the Budget Forms in GCS.

Allowable Costs: Training

Allowable training courses are limited to what was requested at the time of application, such as:

- Protection of critical infrastructure key resources
- Physical and cybersecurity
- Target hardening
- Terrorism awareness/employee preparedness:
  - Active Shooter training
  - Emergency first aid training

Training costs are limited to attendance fees for training, and related expenses, such as materials and/or supplies and should include access and functional needs as well as those with limited English proficiency.

All training activities must receive Cal OES approval prior to starting the event via the Cal OES Training Request Form.

Note: Training must be accounted for on the Other Operating Costs section of the Budget Forms in GCS.

Allowable Costs: Construction and Renovation

Construction and Renovation:

Construction and Renovation costs must be done in support of approved target hardening activities and is limited to $100,000 of the total award. (Equipment installation is not considered construction or renovation). All Construction or Renovation activities must comply with state standards, including:

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

Note: Construction/Renovation must be accounted for on the Other Operating Costs section of the Budget Forms in GCS.

Support Service Applicant Allowable Costs Categories

Support Services (SS)

Support Services is a **separate funding opportunity** for organizations that provide security support to other eligible nonprofits. Allowable Costs Categories for SS must correspond to what your organization requested in your Proposal Application.

Allowable Support Services:

- Vulnerability Assessments
- Security Trainings
- Mass Notification Alert Systems
- Monitoring and Response Systems
- Lifesaving Emergency Equipment

Nonprofits that apply as **Individual Applicants are not eligible** to receive **Support Services**.

Note: Support Services must be accounted for on the Other Operating Costs section of the Budget Forms in GCS.

Unallowable Costs

- Purchase of equipment, tools or personal protective equipment for contracted security personnel
- Weapons, weapon parts and accessories, and ammunition
- Personnel Costs, such as overtime and backfill costs
- Hiring of Public Safety Personnel (ex: Police Officer, Firefighter, and EMTs)
- General-Use Expenditures
- Travel costs/expenses
- Organizational operating expenses
- Initiatives that are unrelated to prevention and protection-focused capabilities directed at identified facilities and/or the surrounding communities
- Initiatives in which government agencies are the beneficiary
- Any expenses incurred on your projects **OUTSIDE OF THE GRANT SUBAWARD PERFORMANCE PERIOD**

Period of Performance

The Period Of Performance (POP) for the FY 2025 CSNSGP is **March 1, 2026 through December 31, 2027**. All projects must be completed, and all invoices must be paid by no later than **December 31, 2027**.

You may refer to the **FY 2025 CSNSGP Guidance** for a timeline of dates related to this grant program.

Modifications

CSNSGP Subrecipients are selected through a competitive proposal process. Projects are rated and ranked based on the proposal as submitted. Therefore, any changes to the scope of work are generally not permitted. The expectation is for each Subrecipient to thoroughly plan out the entire process of each proposed project, from project conception to completion. Funds remaining at the end of the period of performance will be disencumbered and returned to Cal OES.

Scope/objective changes will be considered on a case-by-case basis, provided the change does not negatively impact the competitive process used to recommend CSNSGP awards.

Note: Modifications will be requested through GCS.

Modifications

If a Subrecipient requires a modification, they must submit an Explanation for the Modification in GCS, outlining the following:

- The requested change & why the change is necessary.
  - Include supporting documents, i.e. assessments, bids, estimates, regulations that are prompting the change.
- Include the approved projects, their current funding allocations, and their original priority in the approved Application.
- Include the proposed changes to the approved projects, and any resulting reallocations as a result of the change.
- Address whether the proposed changes will impact its ability to complete the project within the award's period of performance.

Please note:

- **You cannot request anything that is not identified in the Application Proposal**. Cal OES will review the GCS application does not deviate from the original approved funding proposal project(s) and scope.
- As such, solely being on the Application will not deem it an allowable change or addition. Proposed modifications are subject to the policy of this grant program and if determined to be unallowable will be denied.

Report of Expenditures & Payment Requests

The CSNSGP is a reimbursement program. To request payment of CSNSGP funds, Subrecipients must submit the Bids/Quotes, Invoices, and Proof of Payment.

Note: Report of Expenditures & Payment Requests will be requested through GCS.

Estimate/Invoice Requirements

Must include the following:
Contractor/Service Providers License Number Invoice/Estimate Number
Make - (manufacturer/brand name)
Model - (manufacturer's model name and number)
Quantity - (units purchased)
Unit Cost – (dollar amount per item)

- Signature of Preparer/Representative of the Contractor/Service Provider
- Any miscellaneous/installation equipment should be listed separately and include the details of what is included (This expense must be verifiable and reasonable)
- Labor/installation cost should be listed separately and detailed
- State/Local taxes should be listed separately
- Bids/Invoices must be issued by the vendor who installed the equipment or performed the service. Bids/Invoices may not be created by the Subrecipient or Representatives of the Subrecipient.
- For project(s) over $15,000, a minimum of 2 to 3 bids is required.

Sample Bid/Invoice

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EXAMPLE

Com[illegible]ame

License# 1234567

Your Logo Here

[Your Company Name]
[Street Address]
[City, ST ZIP Code]
[Phone]
Fax [000-000-0000]
[E-mail address]

TO [Name]
[Company Name]
[Street Address]
[City, ST ZIP Code]
[Phone]
Customer ID [ABC12345]

SALESPERSON	JOB	SHIPPING METHOD	SHIPPING TERMS	DELIVERY DATE	PAYMENT TERMS	DUE DATE
John A. Doe	Contractor	Delivery	N/A	June 15, 2017	Due on receipt	June 20,2017

QTY	ITEM #	DESCRIPTION	UNIT PRICE	DISCOUNT	LINE TOTAL
7	1000009	Sony DX25 Camera	$109.00	$0.00	$763.00
1	1000006	Sony HD45 2TB HardDrive	$89.00	$0.00	$89.00
1	1000011	Sony D320 DVR	$240.00	$0.00	$240.00
3	1000007	Sony LX240, 24in HD Monitor	$125.00	$0.00	$375.00
1	1000008	RG58 C/U Coaxial Cable, Std 1000ft Roll	$300.00	$0.00	$300.00
1	1000005	Installation	$1,500.00	$0.00	$1,500.00
			TOTAL DISCOUNT	0.00	
				SUBTOTAL	$3,267.00
				SALES TAX	$285.86
				TOTAL	$3,552.86

Quotation prepared by: **John A. Doe**

This is a quotation on the goods named, subject to the conditions noted below: (Describe any conditions pertaining to these prices and any additional terms of the agreement. You may want to include contingencies that will affect the quotation.)

Proof(s) of Payment

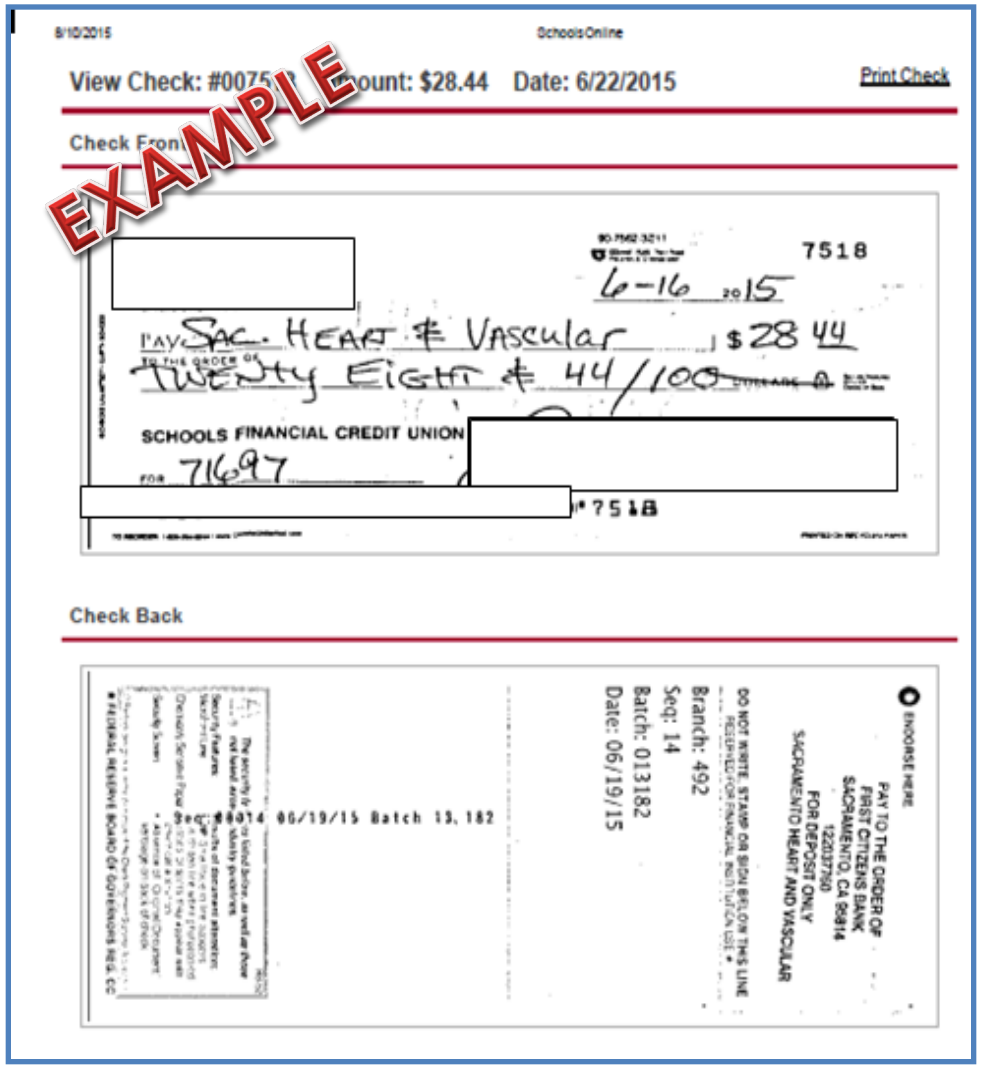
Acceptable proofs of payment are:

- Check: A copy of the cleared check (front and back) is required.
- Credit/Debit/Electronic Payments: These must be supported by a bank statement showing the transaction.
- All payment transactions must be debited or withdrawn from the Subrecipient's business account. ***(Not personal account.)***
- All copies must be clear, legible, and ***not*** altered.

Note: To help avoid processing delays, we strongly recommend submitting a bank statement with all proof of payment.

Proof(s) of Payment

- Must be Legible
- Bank Names
- Routing Dates
- Routing Sequence
- Routing Batch
- "For"= Invoice #
- Vendor Endorsement
- Checks must be drawn from Subrecipient's Business accounts not from personal account



Equipment Tracking

You must keep an internal inventory control system for all equipment as well as all supporting documentation such as bids, contracts, invoices, software licenses and payment records.

Conduct and document a physical inventory once every 2 years.

Equipment inventory records should contain all of the following;

- Equipment Description
- Equipment Condition
- Equipment Location
- Equipment ID Number
- Disposition data/sales price (if applicable)
- Vendor Identification
- Equipment Cost
- Acquisition Date
- Title/Title Holder

Vendor Licensing

The State of California, Contractor's State License Board requires that anyone charging $1,000 or more to perform construction work must be licensed. In accordance with CA Business and Professions Code Division 3, Chapter 9, Article 3, Exemption 7048.

Make sure your contractor possesses the correct license certification/classifications (e.g. A, B, C-13) and is qualified to install your equipment type.

- Licensing information and status can be verified at the Department of Consumer Affairs, Contractors State License Board.
- Contracted Security is licensed through the Bureau of Security & Investigative Services.

Contractors are required to place their license number on business cards, bids, invoices and contracts.

Accountability Requirements

- Suspension or Termination
- Noncompliance
- Semi-Annual Performance Reports
- Record Retention
- Semi-Annual Drawdown Requirements
- Grants Monitor Review

Suspension or Termination

Cal OES may suspend or terminate Subrecipient 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 Subaward 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 set forth in the Subrecipient application.
- Failure to follow Grant Subaward 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 Subaward funding activities of their Subrecipients.
- Failure to use certified contractor and/or vendor with qualified classification(s).

Noncompliance

In response to noncompliance, Cal OES could:

- Impose additional conditions if the Subrecipient fails to comply with state/federal statutes,
- Temporarily withhold cash payments until deficiencies are resolved,
- Disallow (deny) funds for all or part of the activity or action not in compliance,
- Wholly or partly suspend or terminate the Grant Subaward,
- Initiate disbarment proceedings

Cal OES could withhold further Grant Subawards or take other remedies that may be legally available.

Semi-Annual Performance Reporting

- The Purpose of the Semi-Annual Performance Reports is to measure performance of the Subrecipients in utilization of the grant funding over the course of the period of performance until your Grant Subaward is officially closed.

- Each Subrecipient in accordance with the **FY 2025 CSNSGP Guidance**, Monitoring and reporting program performance, will submit a Semi-Annual Performance Report **via the GCS portal**.

- The reporting requirement begins once the organization receives the approved Grant Subaward notice from Cal OES.

FY 2025 CSNSGP Performance Report

Semi-Annual Progress Reporting Cont.

- Reporting cycle for the Performance Report is every 6 months
  - Summer: January 1 through June 30
  - Winter: July 1 through December 31

- Provides progress on implementation of project

- **Timely submission is a requirement of the CSNSGP.** Failure to submit a Performance Report could result in award reduction, termination, or suspension of the Grant Subaward.

Record Retention

The records retention period is three years from the end of the Subrecipient period of performance. You must track grant expenditures and equipment in your organization's General Ledger/Chart of Accounts and have documents readily available upon request. You must keep the following:

- Copy of the State Request for Funding Proposal
- The Proposal Documents
- The State of California's grant guidance
- Official letters; Subrecipient award letters, and all Cal OES transmittals of information
- Copies of the required application documents submitted to Cal OES
- Copies of each transaction, such as Report of Expenditures & Payment Requests and modifications
- All other correspondence and official announcements

You must keep, and make available for review: all receipts, invoices, contracts, bids/quotes - all grant-related documents – during the performance period and for a period of 3 years after the close of the Grant Subaward.

Record Retention Cont.

Closed grants may still be monitored and audited. Failure to maintain all grant subaward 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.

Semi-Annual Drawdown Requirements

- All Subrecipients must report expenditures and request funds at least semi-annually throughout the performance period. Exceptions will be considered on a case-by-case basis and must be specifically authorized in writing *in advance* by Cal OES.

- Semi-annual drawdowns must occur no later than **June 30** and **December 31** of each calendar year following **final approval** of the subaward application, with the exception of the final Report of Expenditures & Payment Request, which must be submitted within 20 days of the end of the performance period.

Grant Monitor Review

Cal OES reviews all Subrecipients who received Grant Subawards.

Reviews may include, but are not limited to:

- Eligibility of and support for expenditures, typically covering two to three years of data;
- Comparing actual Subrecipient activities to those approved in the Grant Subaward application and subsequent modifications, including the review of timesheets as appropriate;
- Ensuring Report of Expenditures & Payment Requests have been disbursed in accordance with applicable guidelines;
- Confirming compliance with:
  - Grant Assurances, and
  - Information provided on performance reports and Report of Expenditures & Payment Requests.

Closeout Instructions

Cal OES will closeout Subrecipient Grant Subawards when it determines all applicable administrative actions and all required work of the state 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 (expended), 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 Performance Report showing all grant funds have been expended.

Useful Links

- Bureau of Security & Investigative Services
- California State Nonprofit Security Grant Program (CSNSGP) Documents
- Department of Consumer Affairs, Contractors State License Board
- FY 2025 CSNSGP Request For Proposal (RFP)
- BBB | Better Business Bureau

Questions?

Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

Contact us at
CSNSGP@CalOES.ca.gov

GRANTS CENTRAL SYSTEM

Cal OES
GOVERNOR'S OFFICE OF EMERGENCY SERVICES

NEW! GRANTS CENTRAL SYSTEM Application & Registration Process

Organization Registration

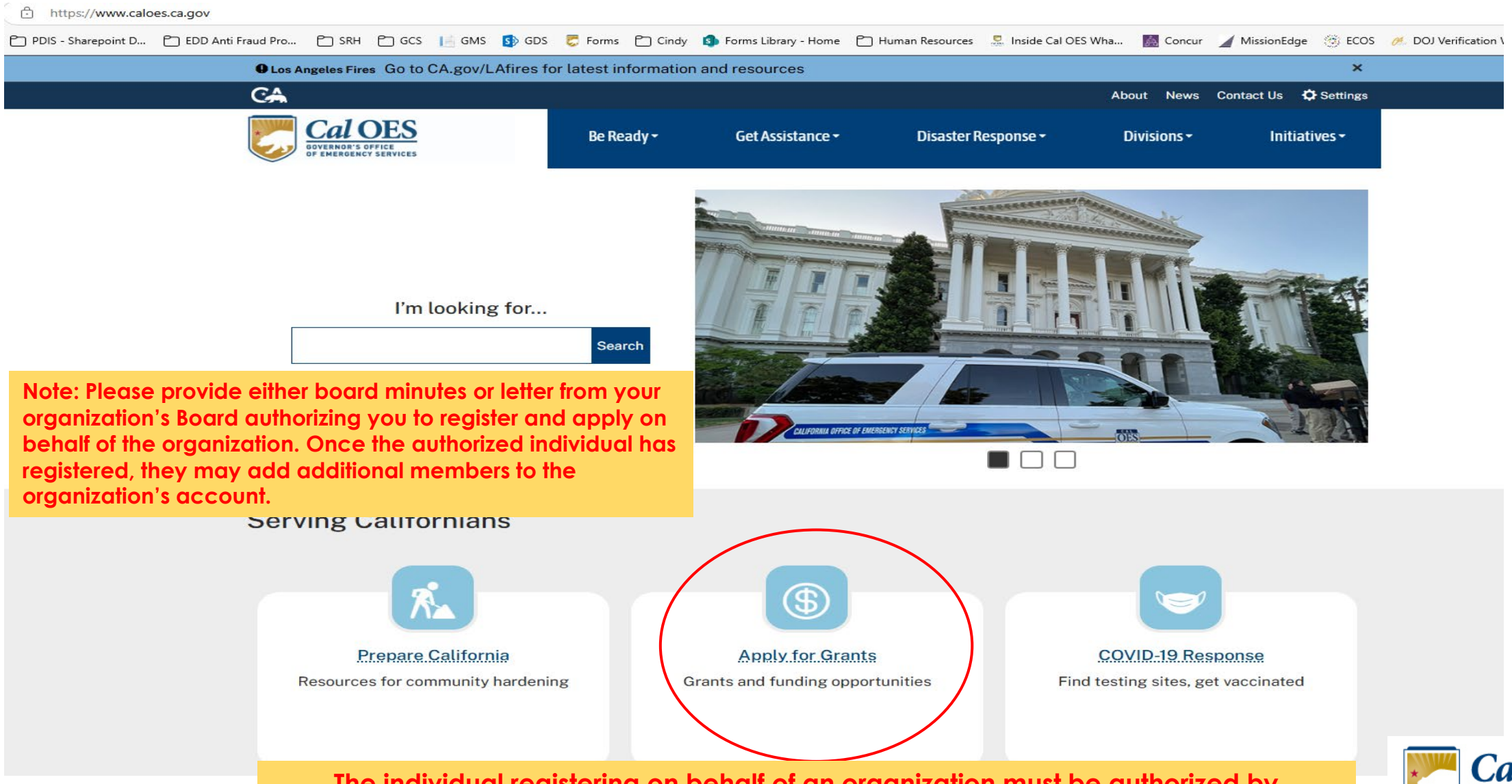
WE'RE HERE TO HELP

Email GrantsCentralInfo@caloes.ca.gov for registration assistance.

Contact CSNSGP@caloes.ca.gov for programmatic and GCS assistance.

Cal OES
GOVERNOR'S OFFICE OF EMERGENCY SERVICES

https://www.caloes.ca.gov

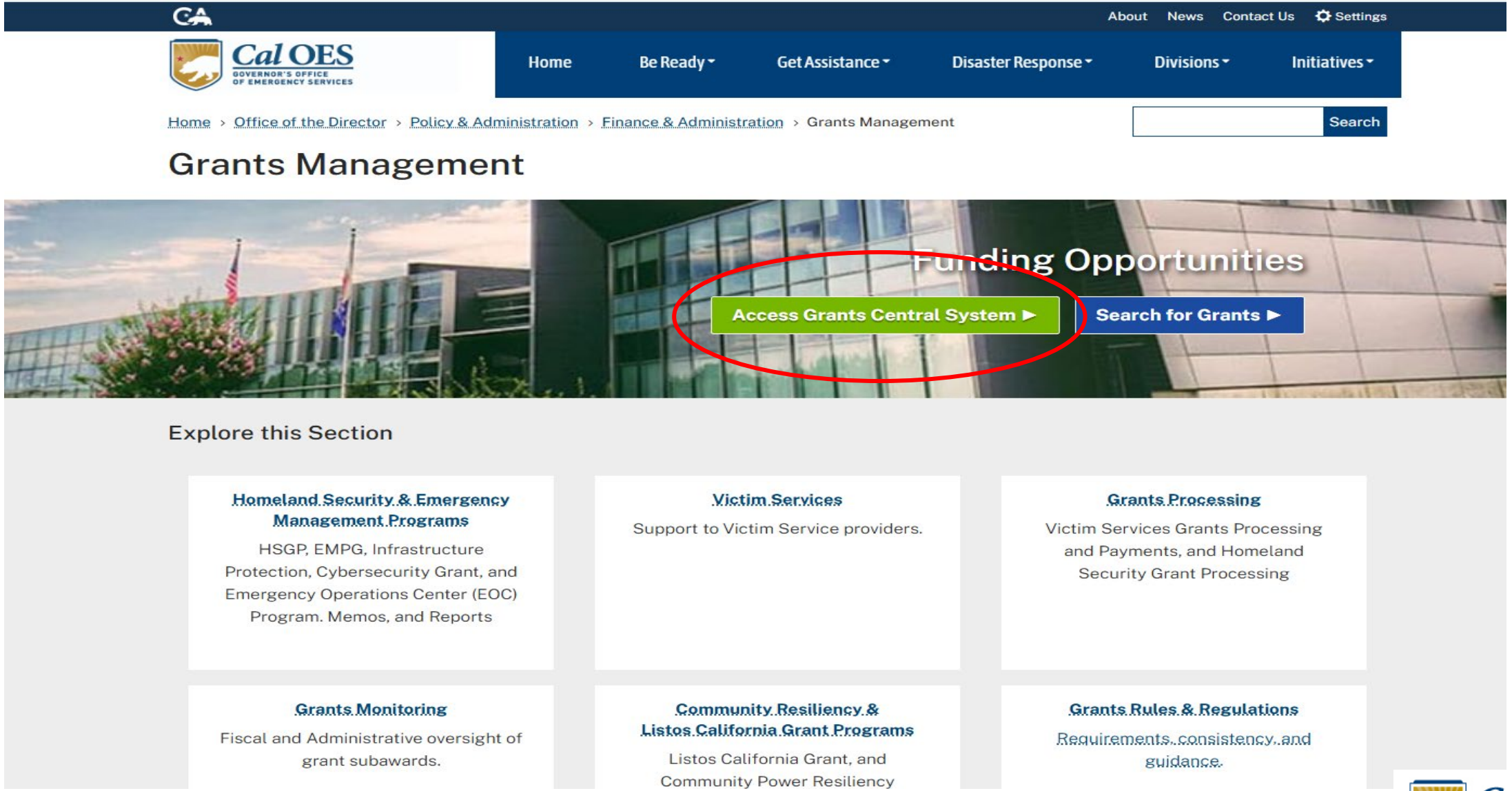


Note: Please provide either board minutes or letter from your organization's Board authorizing you to register and apply on behalf of the organization. Once the authorized individual has registered, they may add additional members to the organization's account.

The individual registering on behalf of an organization must be authorized by the organization's Board to register on its behalf.

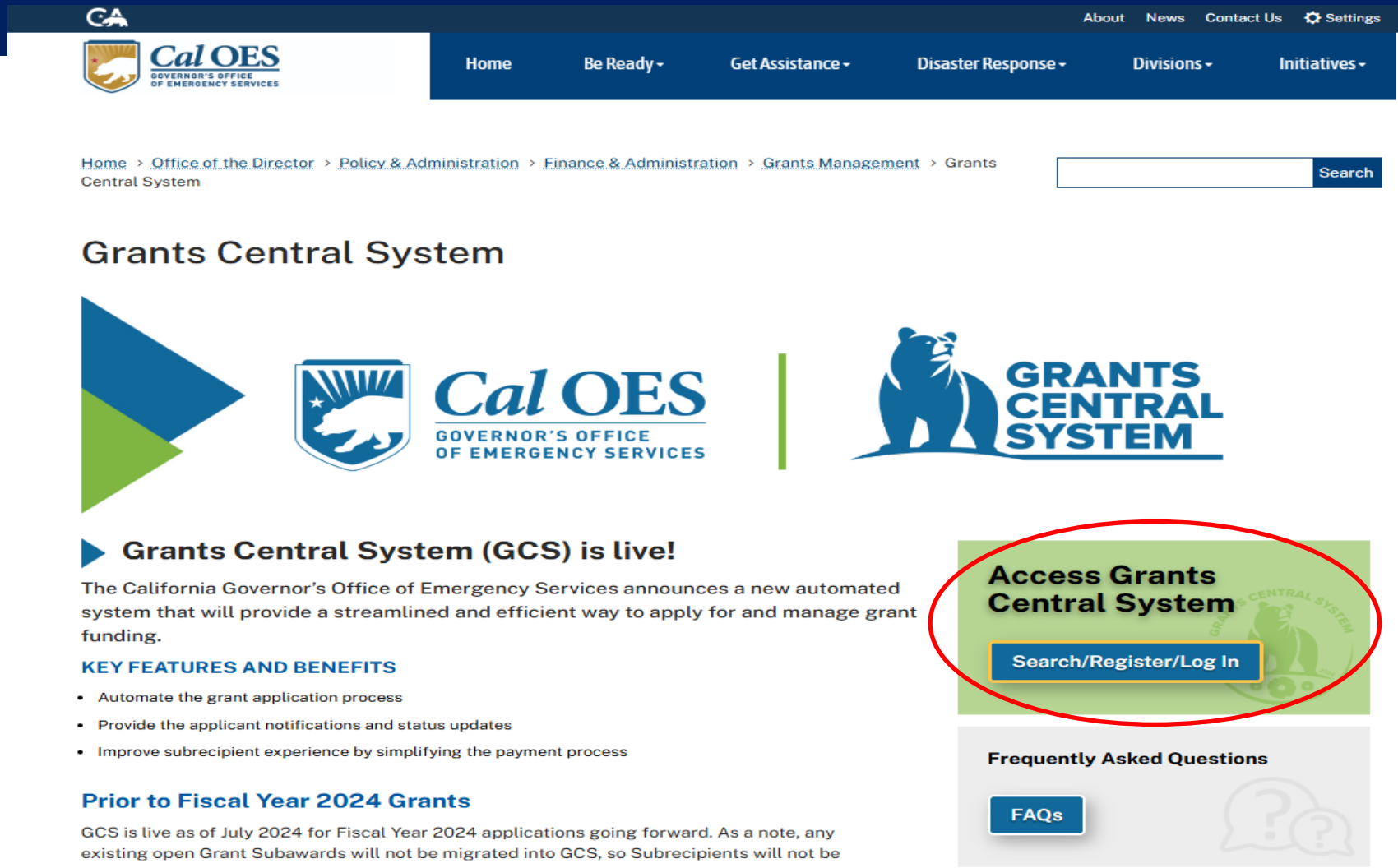
Cal OES
GOVERNOR'S OFFICE OF EMERGENCY SERVICES

https://www.caloes.ca.gov



Cal OES
GOVERNOR'S OFFICE OF EMERGENCY SERVICES

https://www.caloes.ca.gov



Cal OES
GOVERNOR'S OFFICE OF EMERGENCY SERVICES

Organization Registration

Cal OES Grants Central System

All organizations need to register for an GCS account

Steps to Get Started:

- The initial registration for your organization must be completed by an Authorized Agent (AA) (i.e., person approved to enter into Grant Subaward Agreement on behalf of an organization).
- To register use the ***New User? Register Here!*** link under Log In on the right.
- Once the AA registers the organization, they will receive the *Notification of Access Approval* email.
- The AA can then designate access to additional staff members.

Announcements

ATTENTION! All Subrecipients! Organization Category selection is required for opportunities to be available to initiate in the dashboard.

Navigation Instructions

- Select your name in the upper right corner.
- Choose profile in the menu.
- Select **Organization Category** located the left navigation.
- Select a category for your organization on the **Organization Category** page.
- Select **SAVE**.

After the category selection is complete for your organization, available funding opportunities for your organization will display in the **My Opportunities** panel.

Login

Username

Username

Password

Password

Log In

Forgot Username/Password!

New User? Register Here!

SSO Login

New users, please select, **New User?Registration Here!**

Some FY 2025 CSNSGP Subrecipients have been pre-registered in GCS. You will need to log in to update your profile.

If you need assistance with the Log In, please contact GrantsCentralInfo@caloes.ca.gov

Cal OES
GOVERNOR'S OFFICE OF EMERGENCY SERVICES

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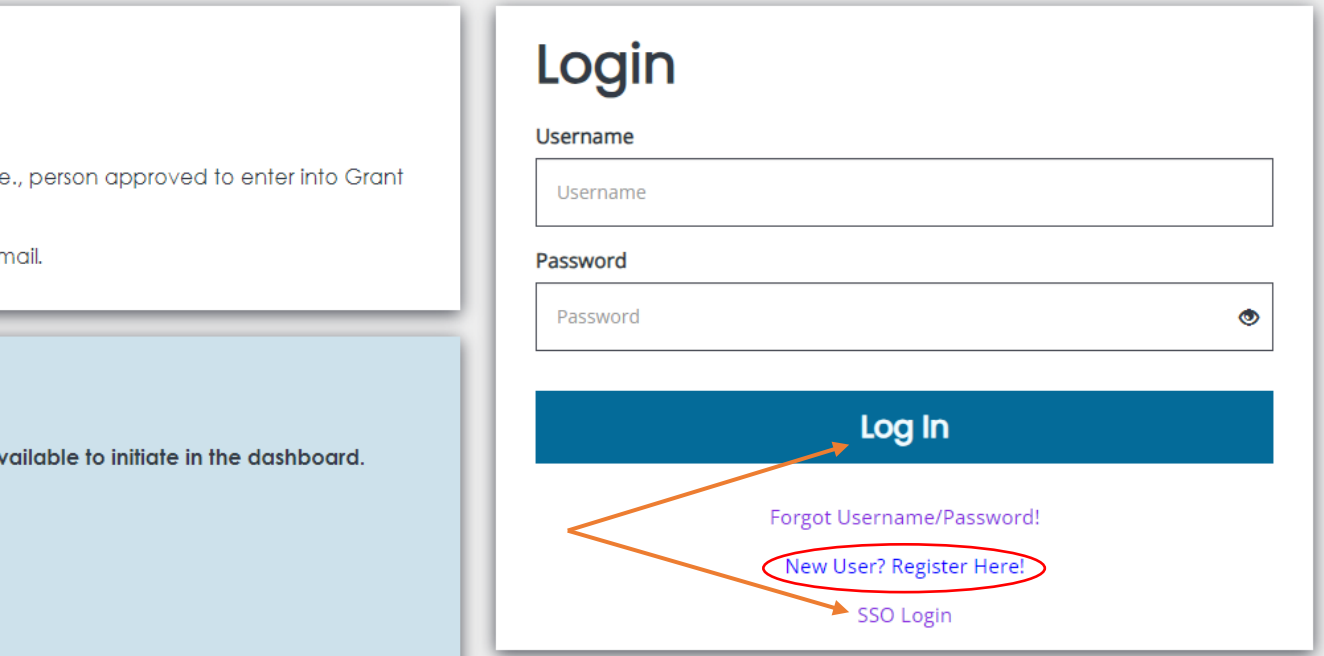
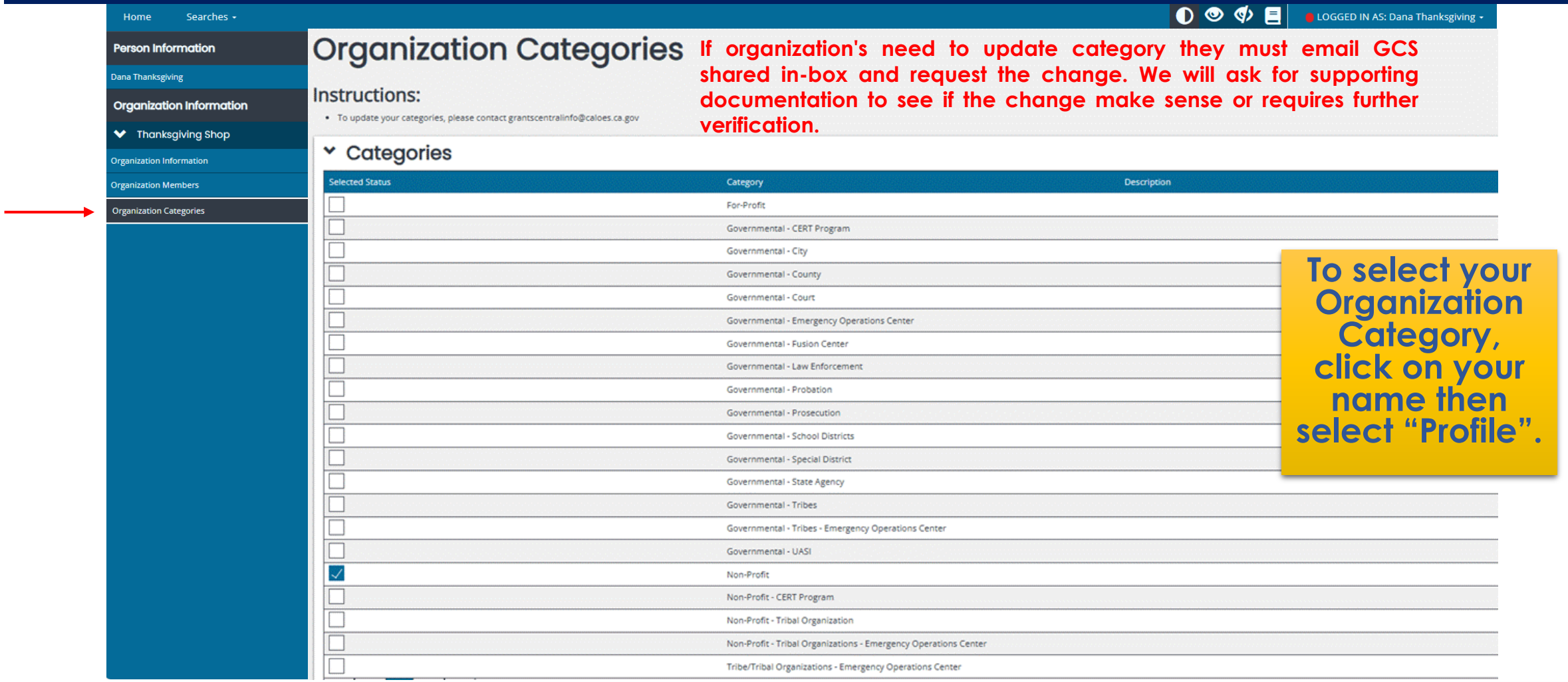


Note: After your organization is selected for funding, we need to verify your organizations legal name and FEIN number to complete your registration. Please provide official documentation, such as an IRS letter, so our registration unit can finalize your review and registration.

Cal OES
GOVERNOR'S OFFICE OF EMERGENCY SERVICES

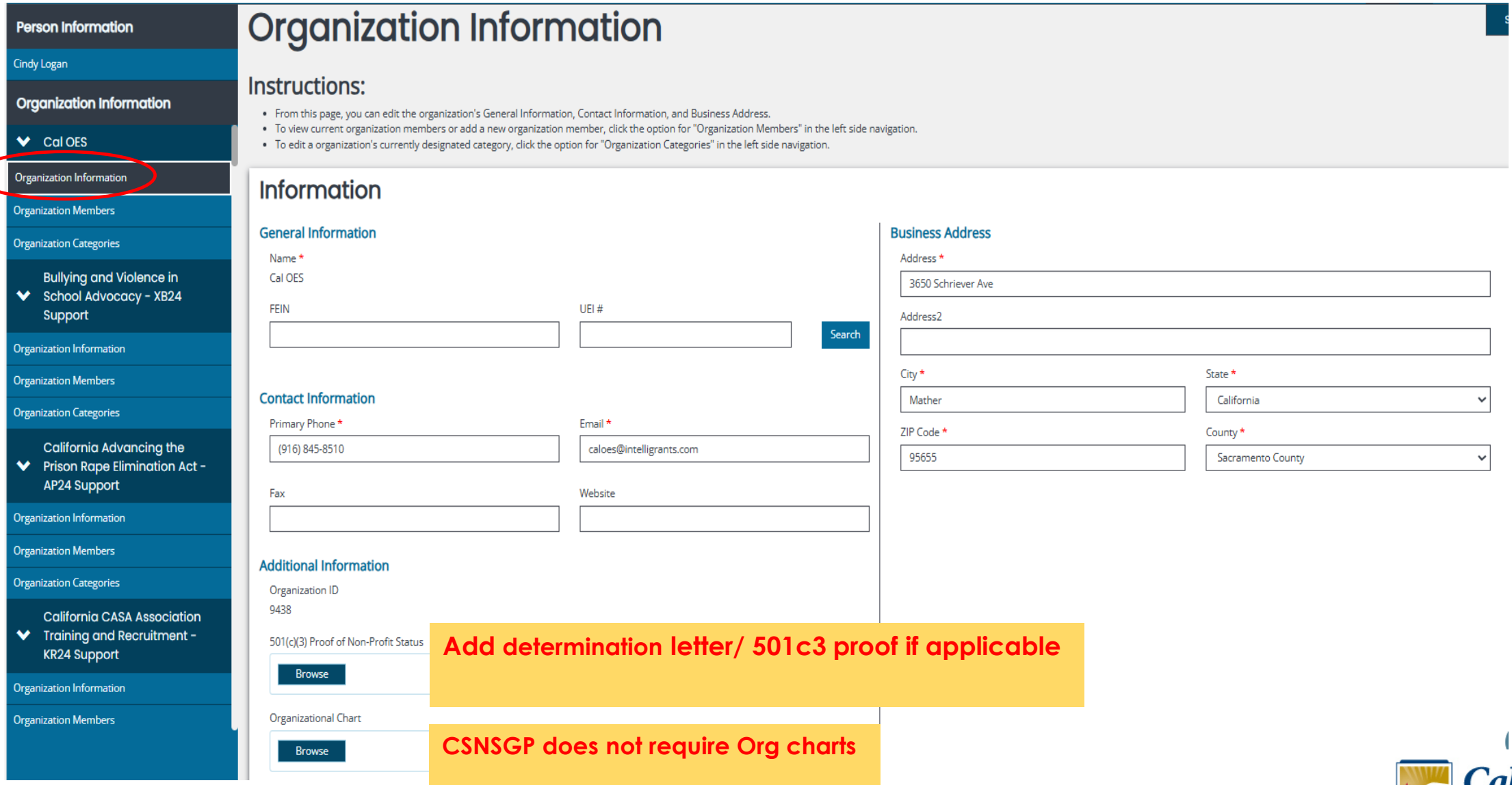
Organization Category Selection



To select your Organization Category, click on your name then select "Profile".

As a Nonprofit, you will only need to click the "Non-Profit" Category.

Organization Information

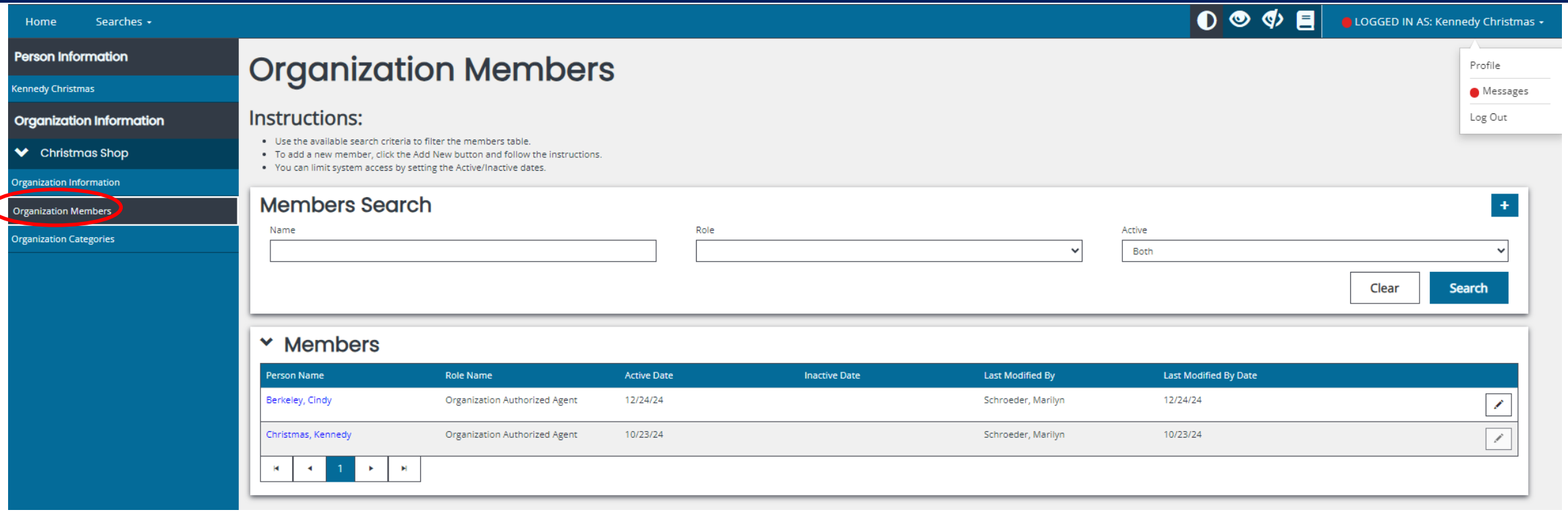


Add determination letter/ 501c3 proof if applicable

CSNSGP does not require Org charts

Cal OES
GOVERNOR'S OFFICE OF EMERGENCY SERVICES

Organization Members



How can I check the roles of my Organization's Members?

To view, add or update Organization's Members, from the profile page you will click on "Organization Members."

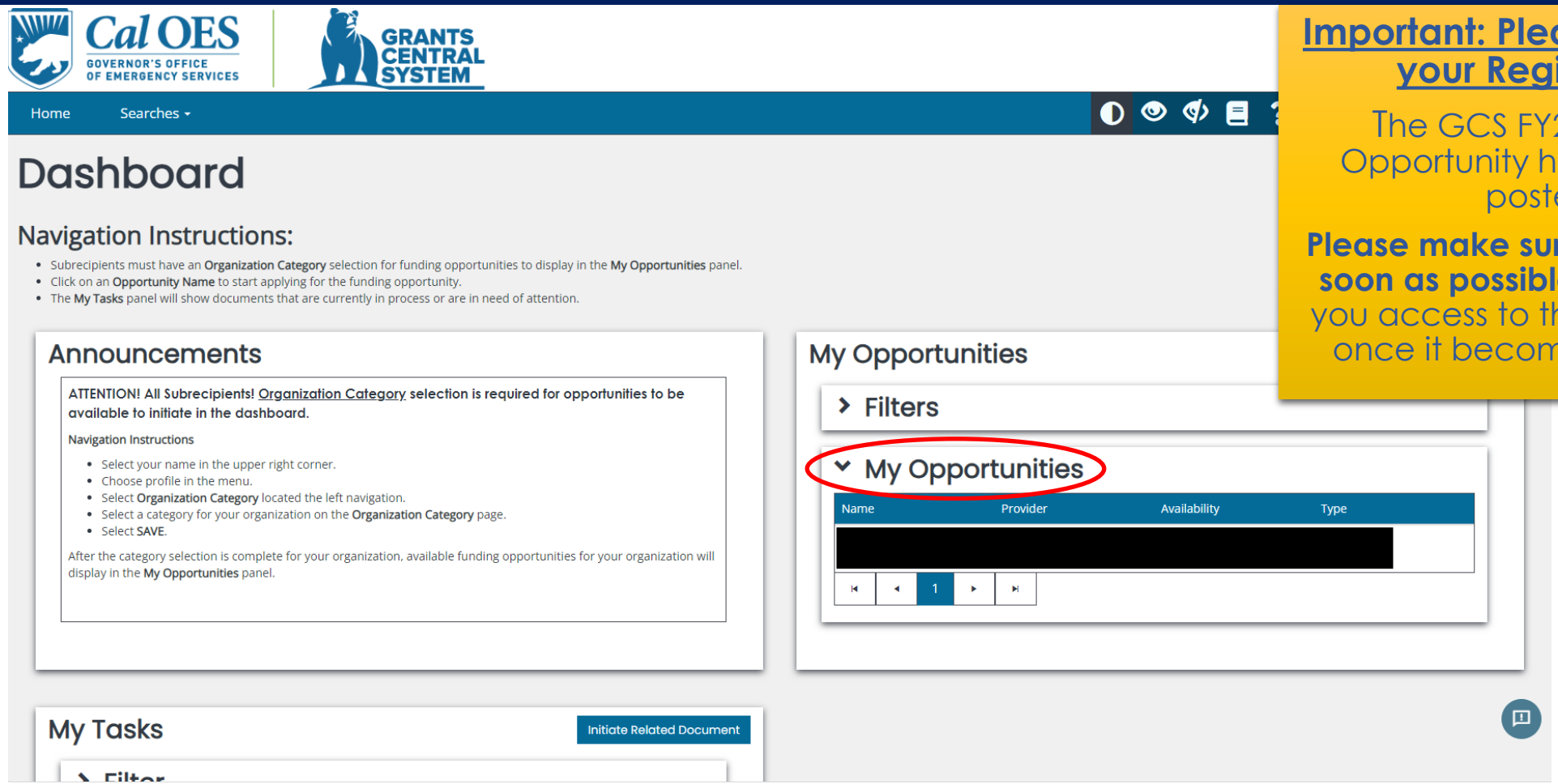
How can I add or update my Organization's Members?

ONLY the Organization Authorized Agent(s) can change the role assignments.

Please note: This action does not automatically add users to the Application Opportunity.

APPLICATION

Dashboard – My Opportunities

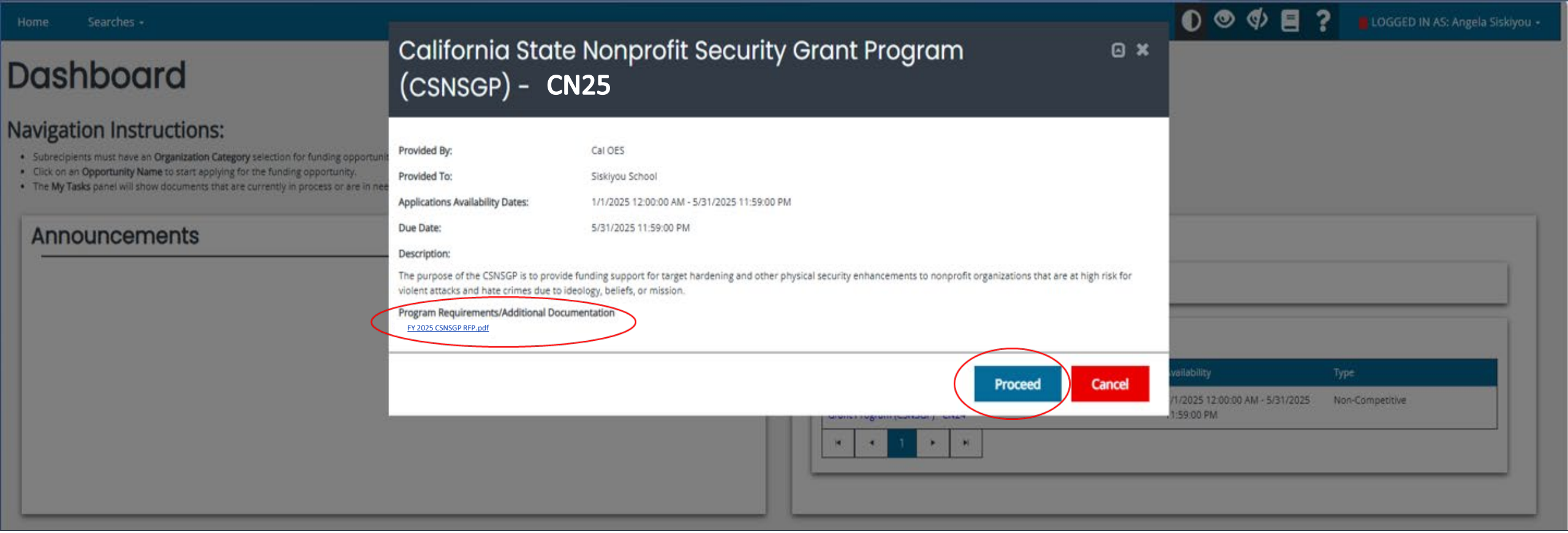


Important: Please complete your Registration!

The GCS FY25 CSNSGP Opportunity has **NOT** been posted.

Please make sure to register as soon as possible! This will give you access to the Opportunity once it becomes available.

Once you arrive at your Dashboard you will see any available opportunities for your organization listed under "My Opportunities."

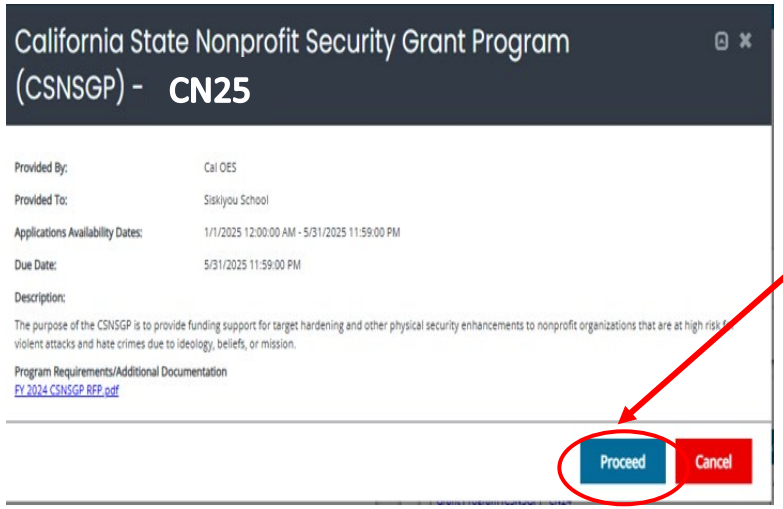


Once you select an opportunity, in this case CSNSGP, the details of the program will appear which include:

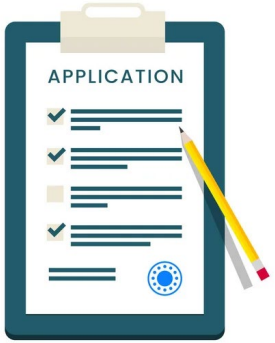
- Application Availability Dates
- Due Date
- Description

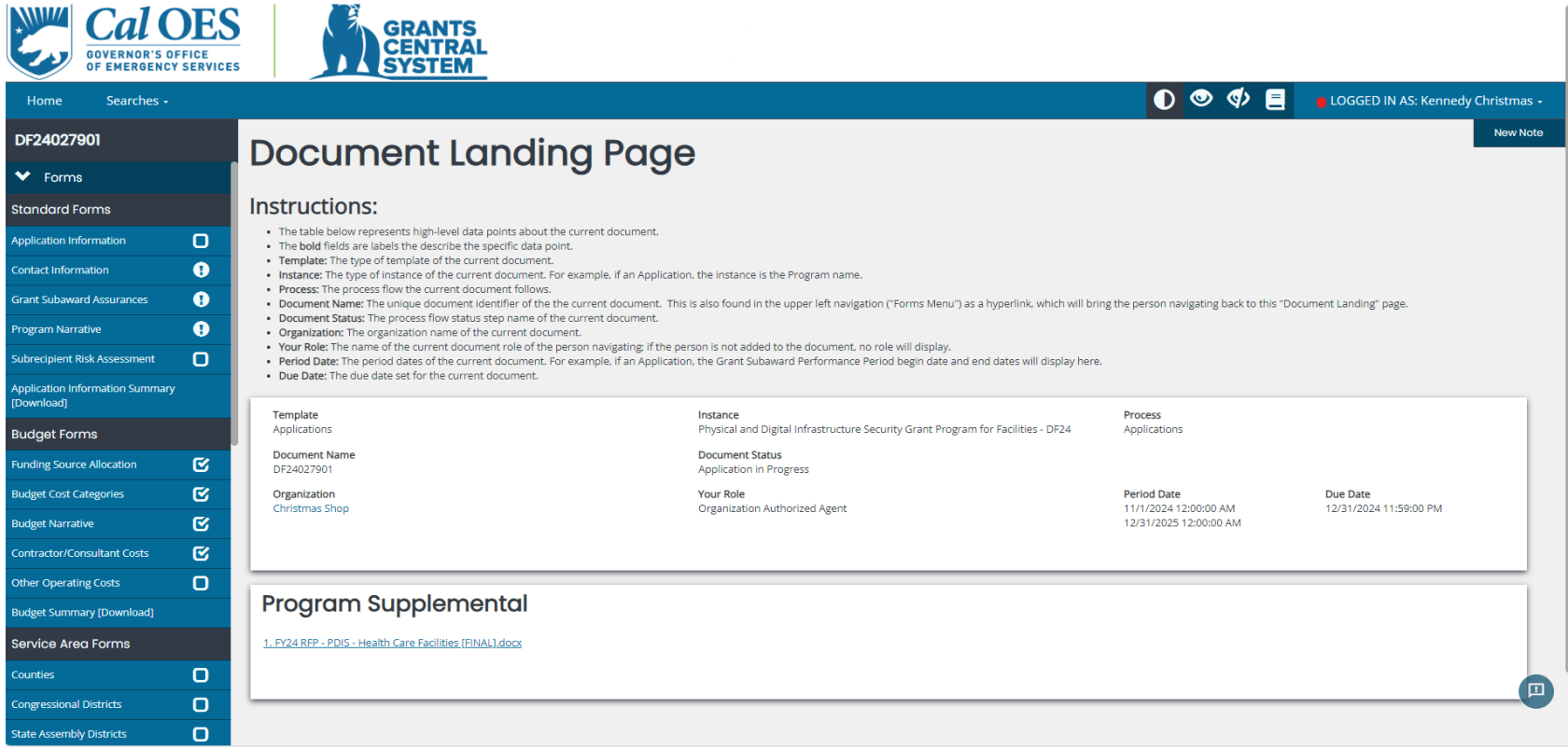
Under Program Requirements/Additional Documentation you will find a link to the Program Supplemental which can be viewed for eligibility, etc. before you proceed with your application. This section may include additional links to other applicable forms per Program.

Application Process

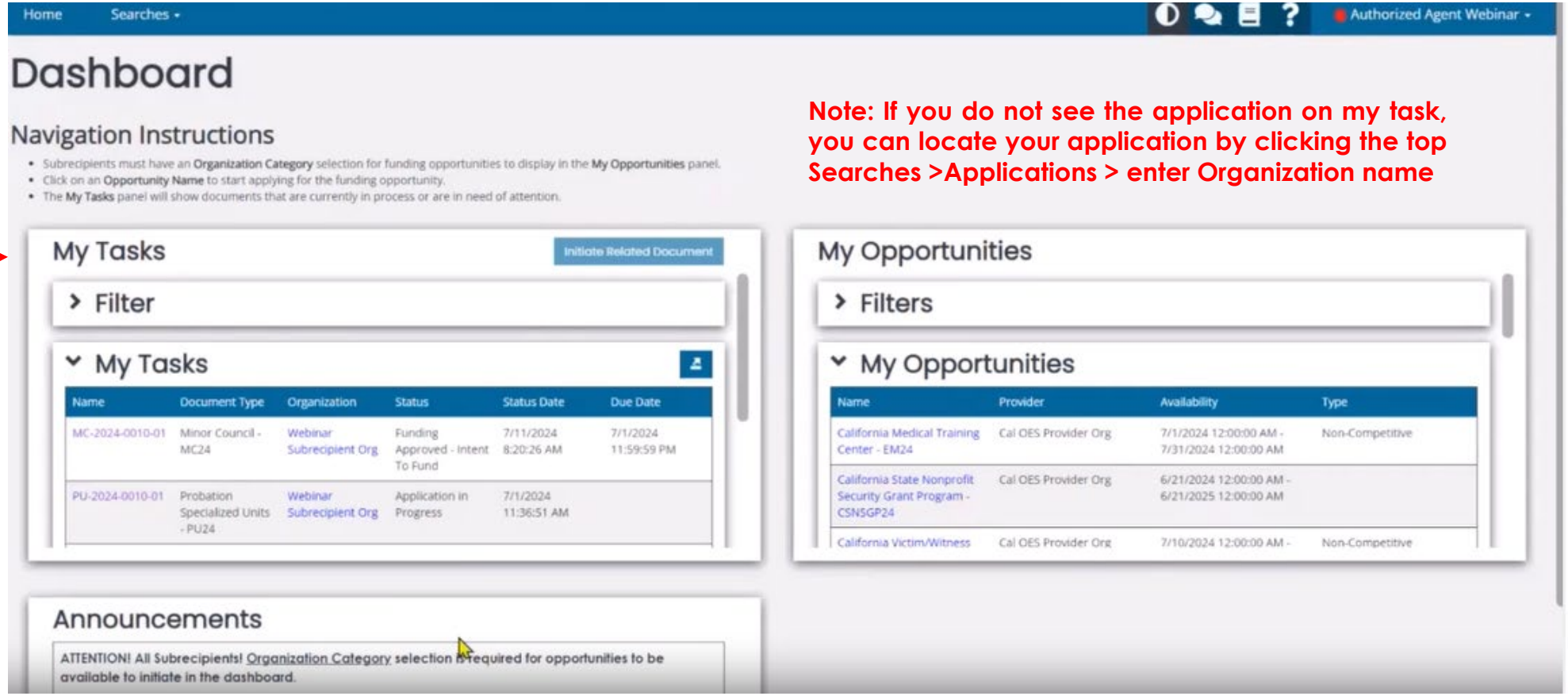


After selecting Proceed, you will arrive at the document landing page and begin to build your application.



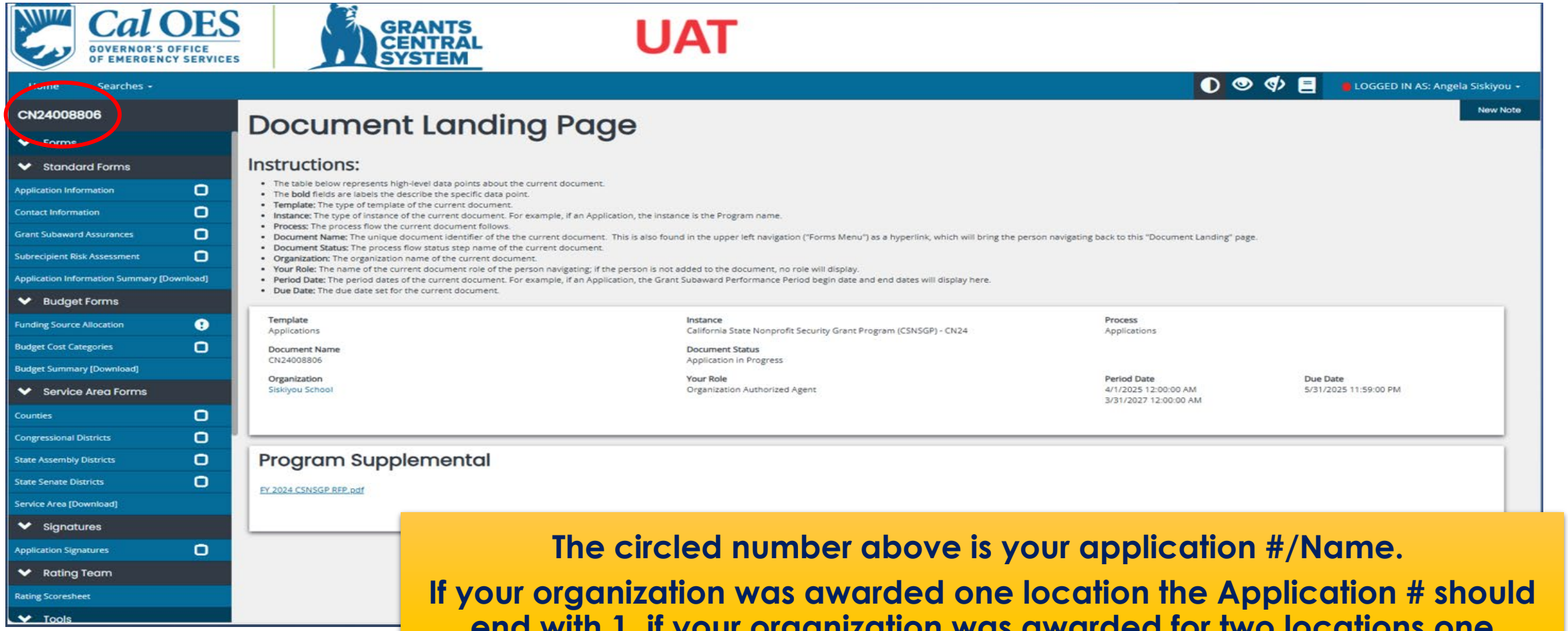


Application Process - My Tasks



Once you have started an application, it will appear in "My Tasks" on your Dashboard and include the status.

Application Process

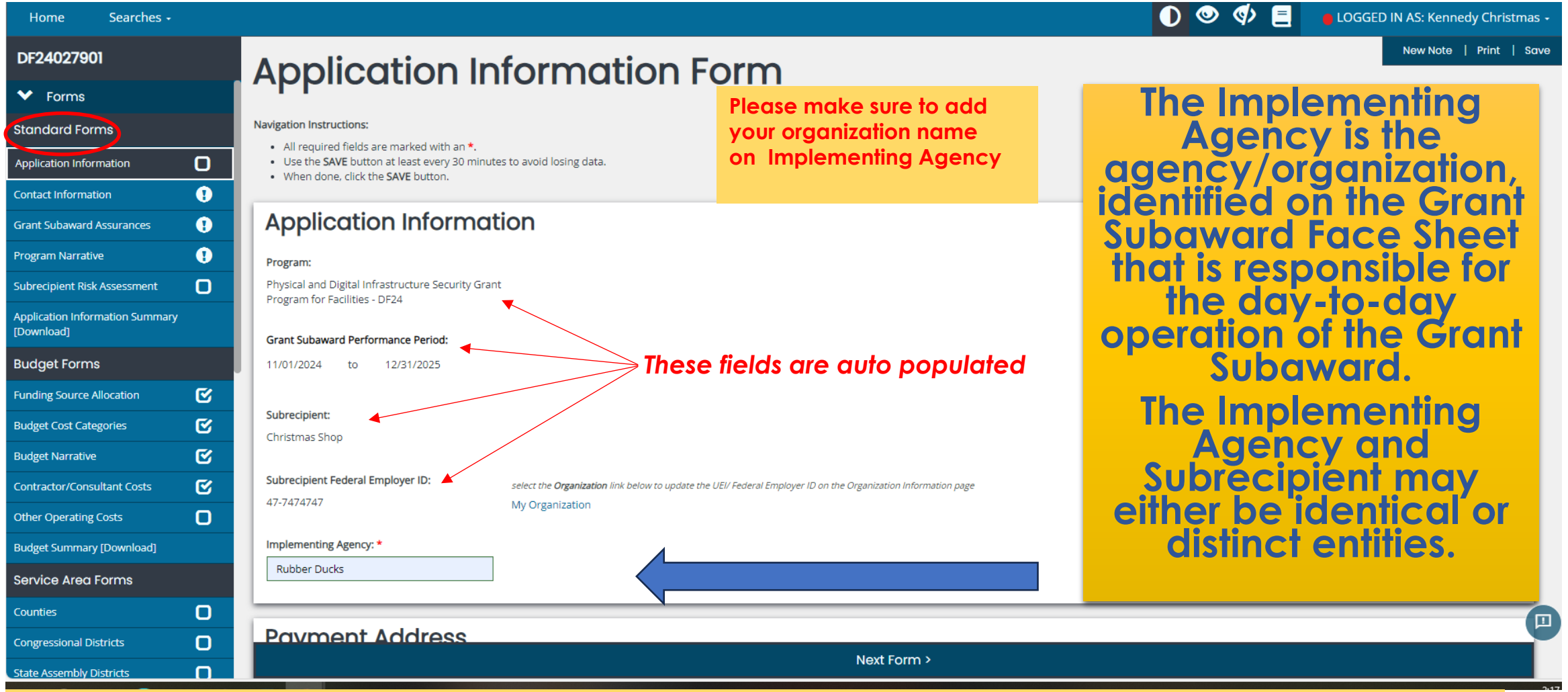


The circled number above is your application #/Name.

If your organization was awarded one location the Application # should end with 1, if your organization was awarded for two locations one location will end with 1 and the second with 2.

Please Avoid creating multiple application sequence numbers.

Application Information



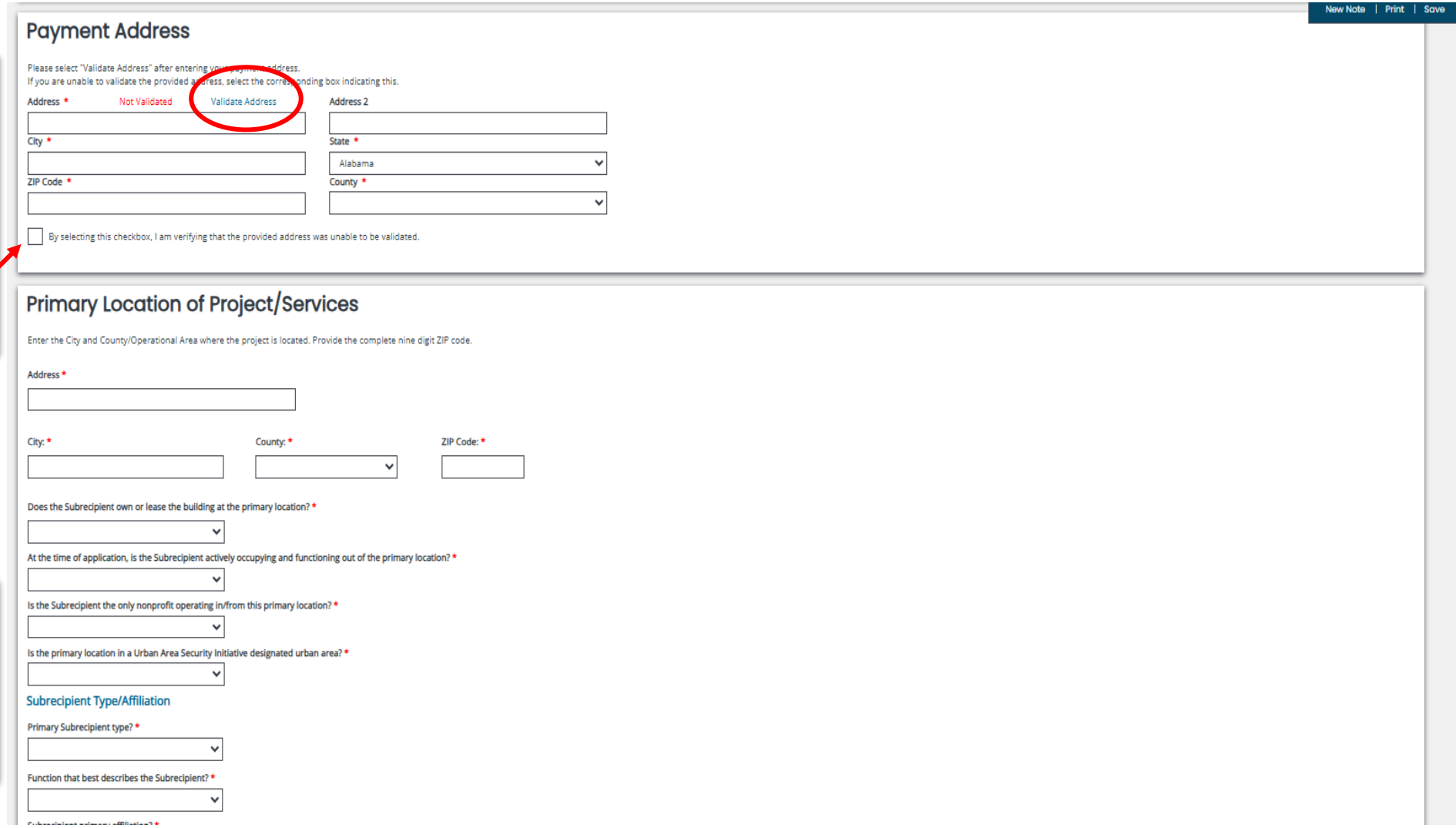
If operating under a parent organization's exemption, enter the parent organization's name in the Implementing Agency field. The Implementing Agency should always match the first name listed on the Payee Data Record STD 204.

Application Information

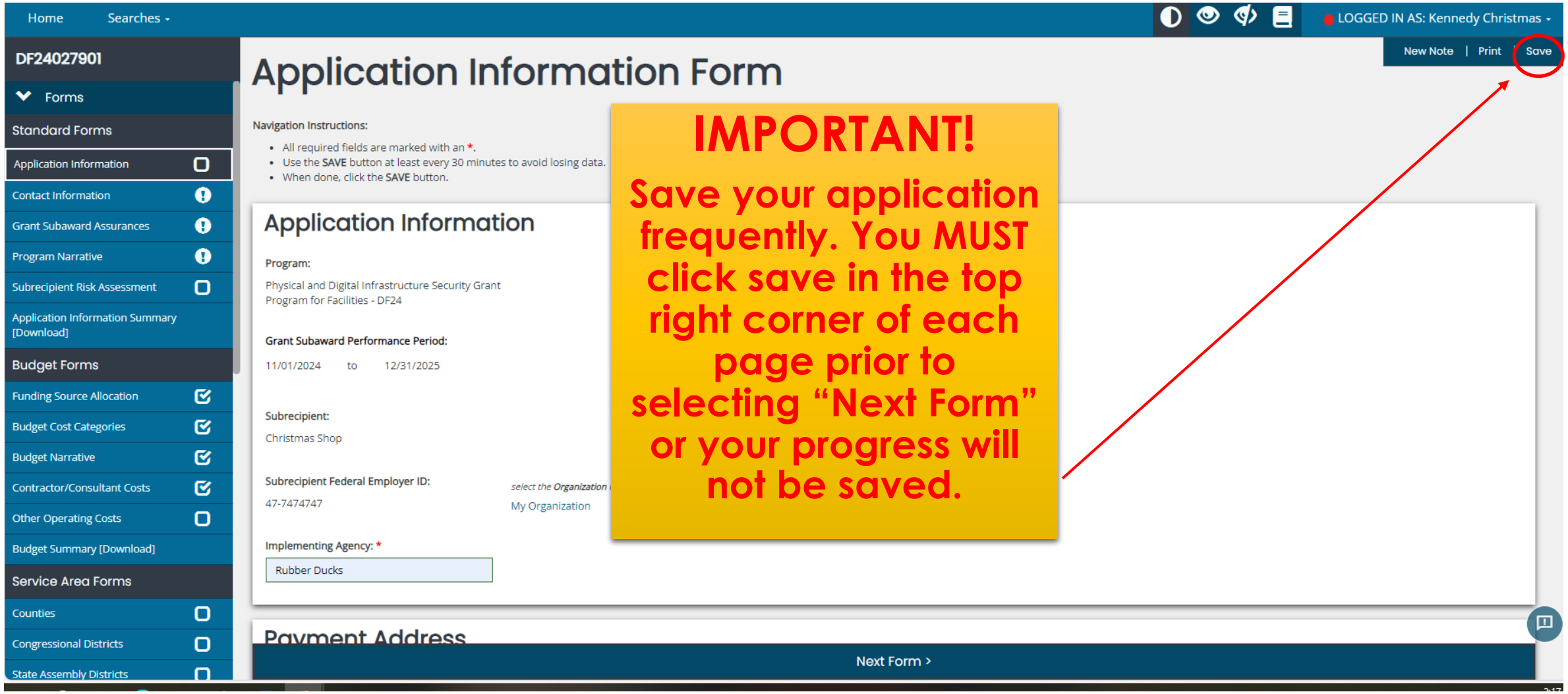
After entering your payment address, select "Validate Address." If you are unable to validate the provided address, select the corresponding box indicating this.

Zip code must be 9 numbers

Enter all information in the Primary Location of Project/Services section – this is where security enhancements will be installed



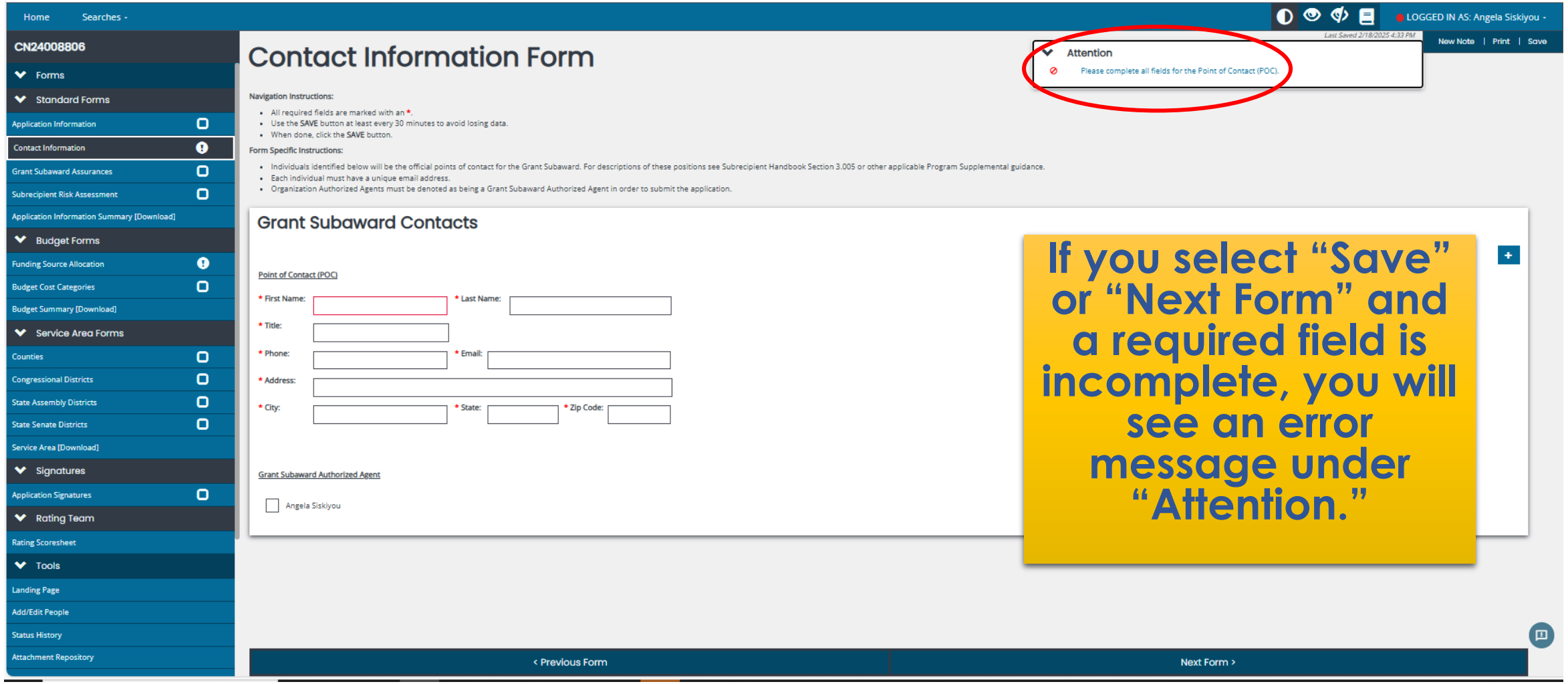
Remember to Save



IMPORTANT!

Save your application frequently. You MUST click save in the top right corner of each page prior to selecting "Next Form" or your progress will not be saved.

Contact Information

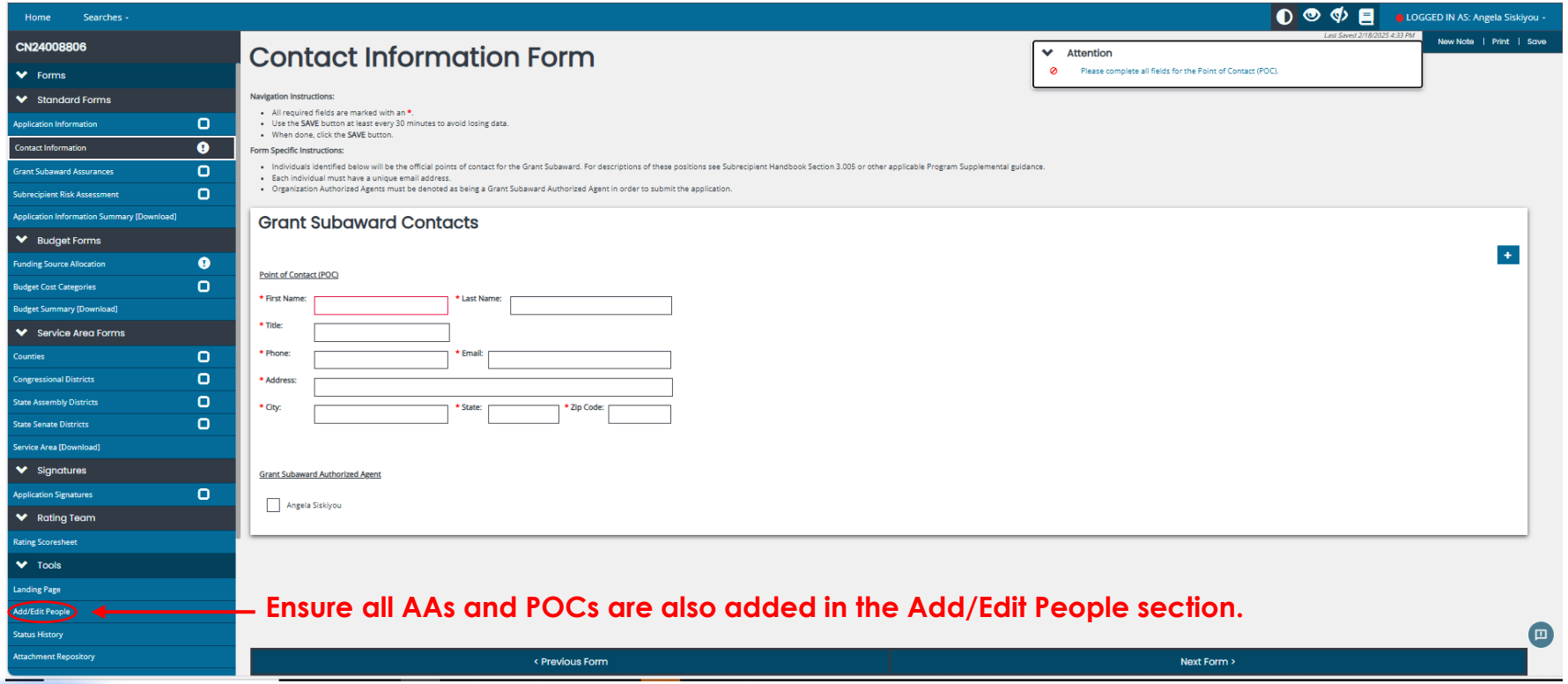


Contact Information

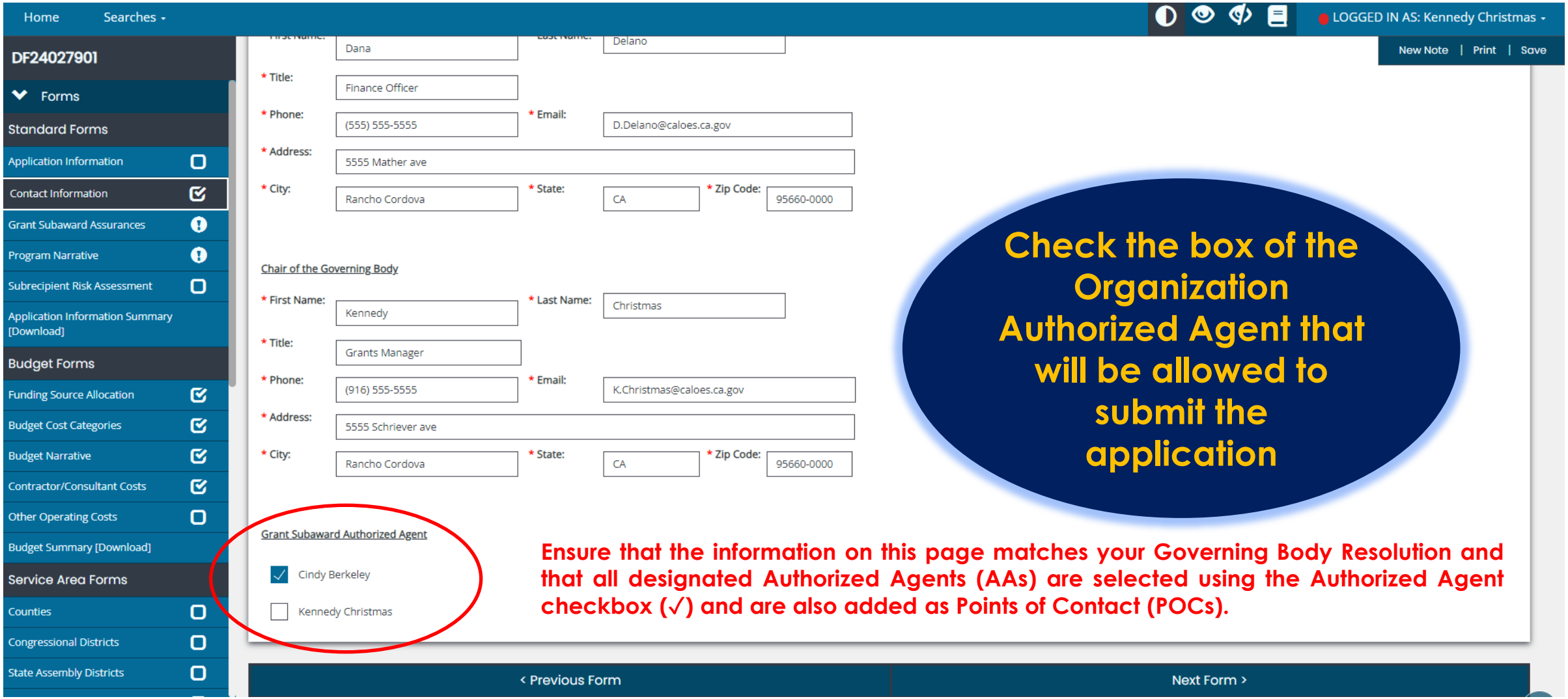
Individuals identified under Contact Information will be the Points of Contact for the Grant Subaward

Each Point of Contact must have a unique email address

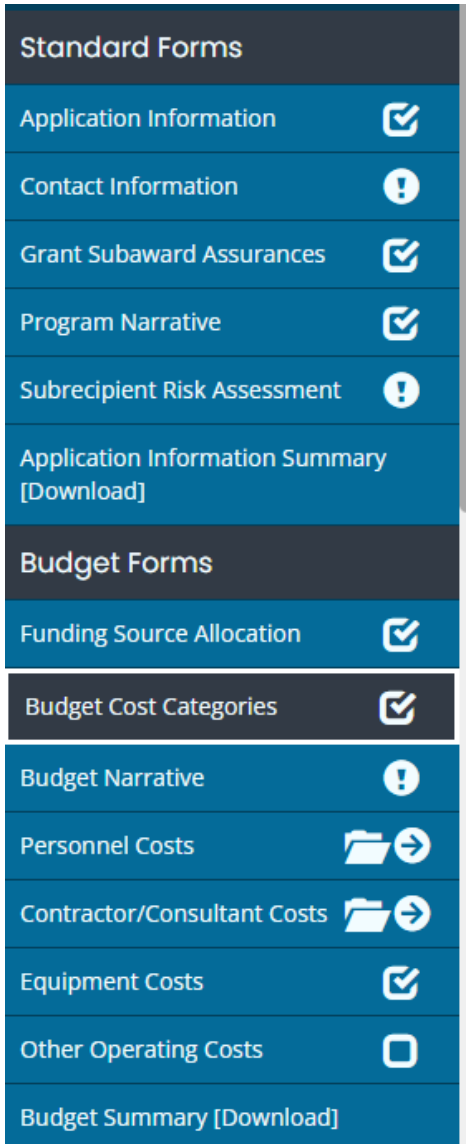
Zip code must be nine numbers (i.e., 95655-1234))



Contact Information



Status Check



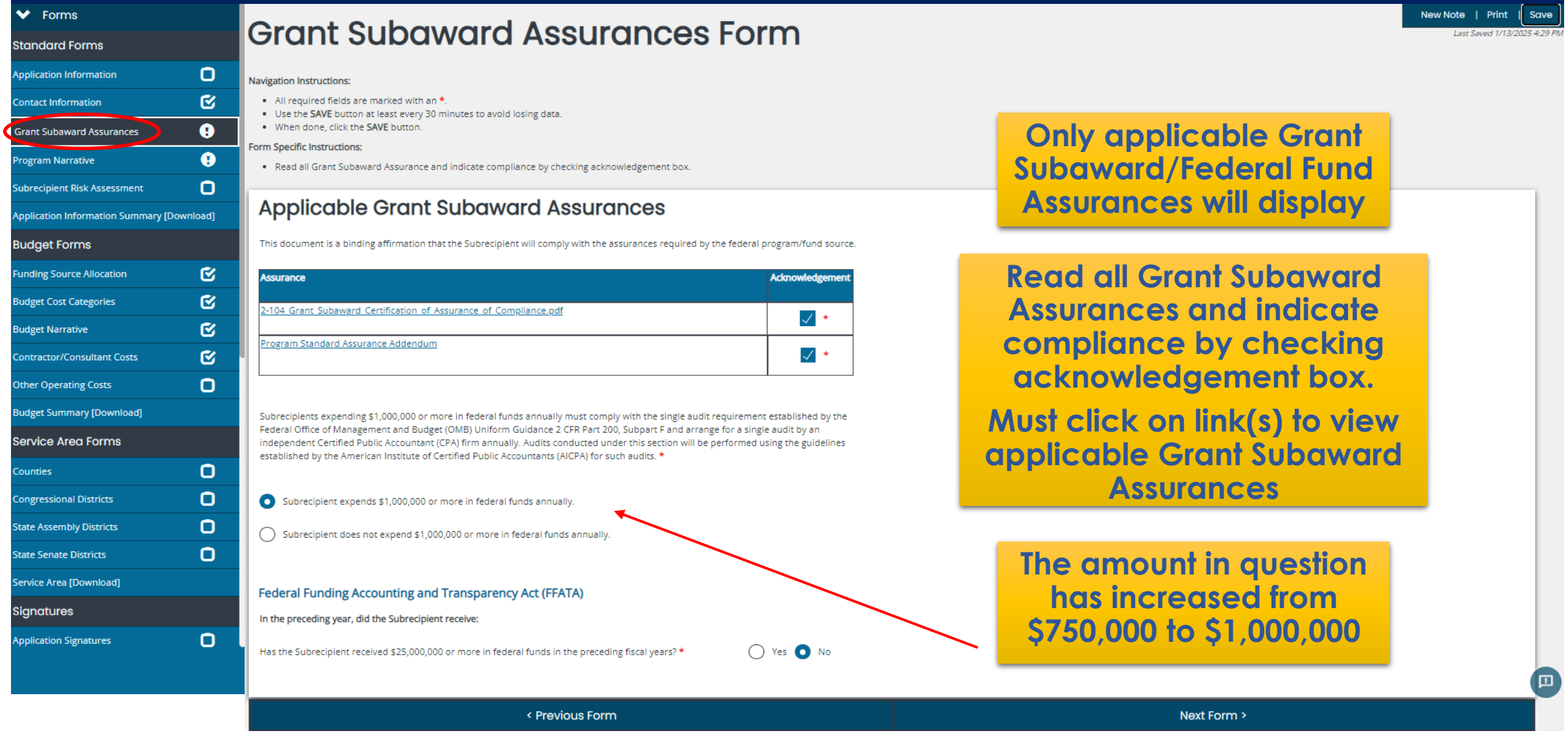
A check mark means all required information is entered in that form

An exclamation mark means there are errors that must be corrected before you can submit

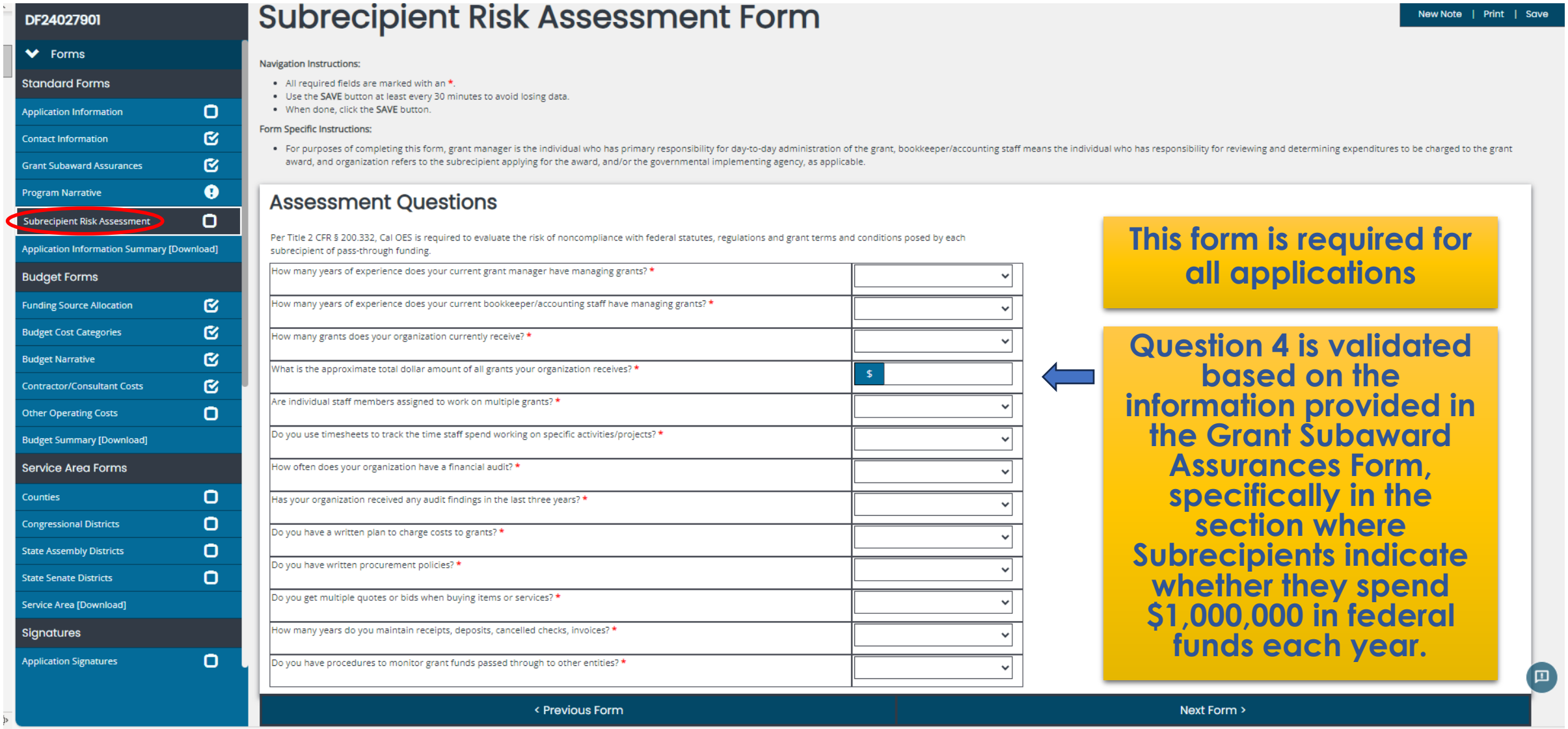
A folder means there are multiple line items for that budget category (click the folder to see a list of the line items)

A blank box means you have not started this form

Grant Subaward Assurances Form

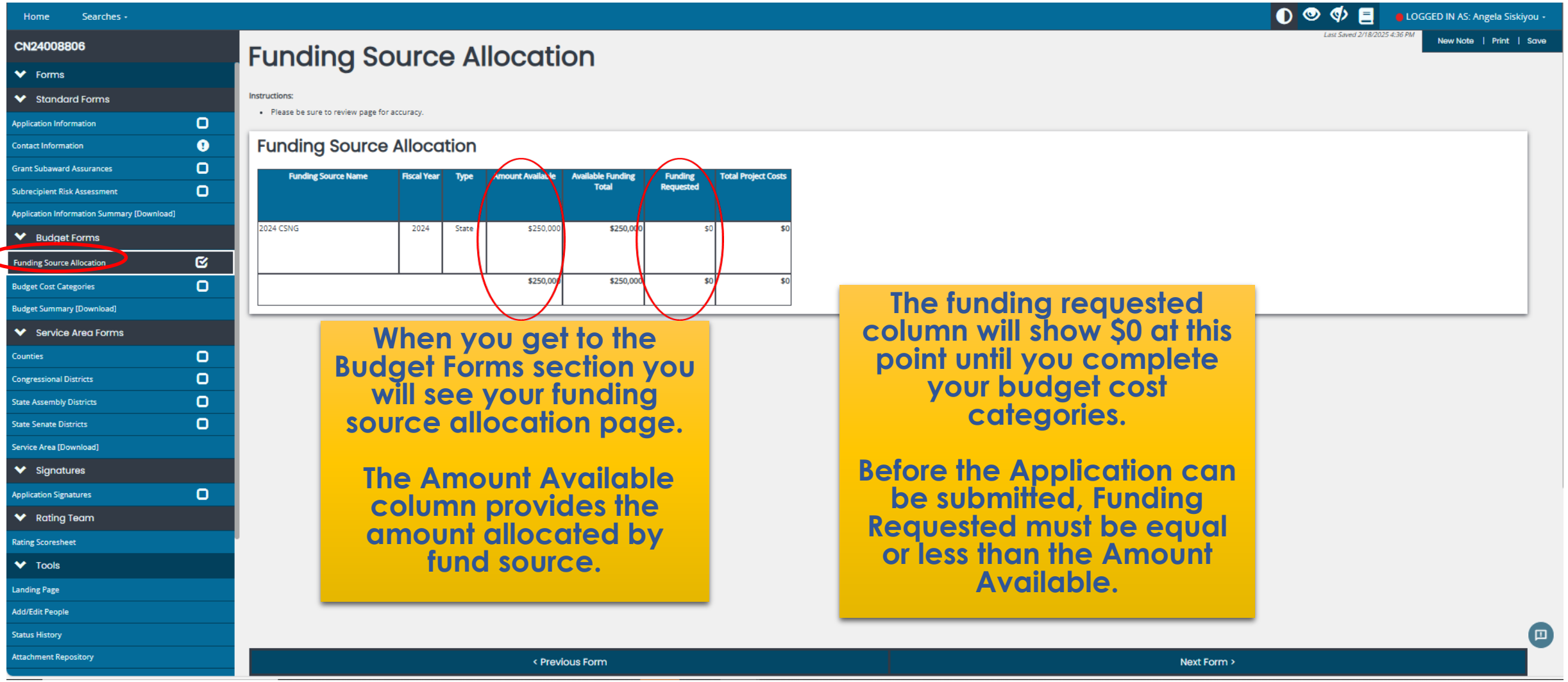


Subrecipient Risk Assessment Form

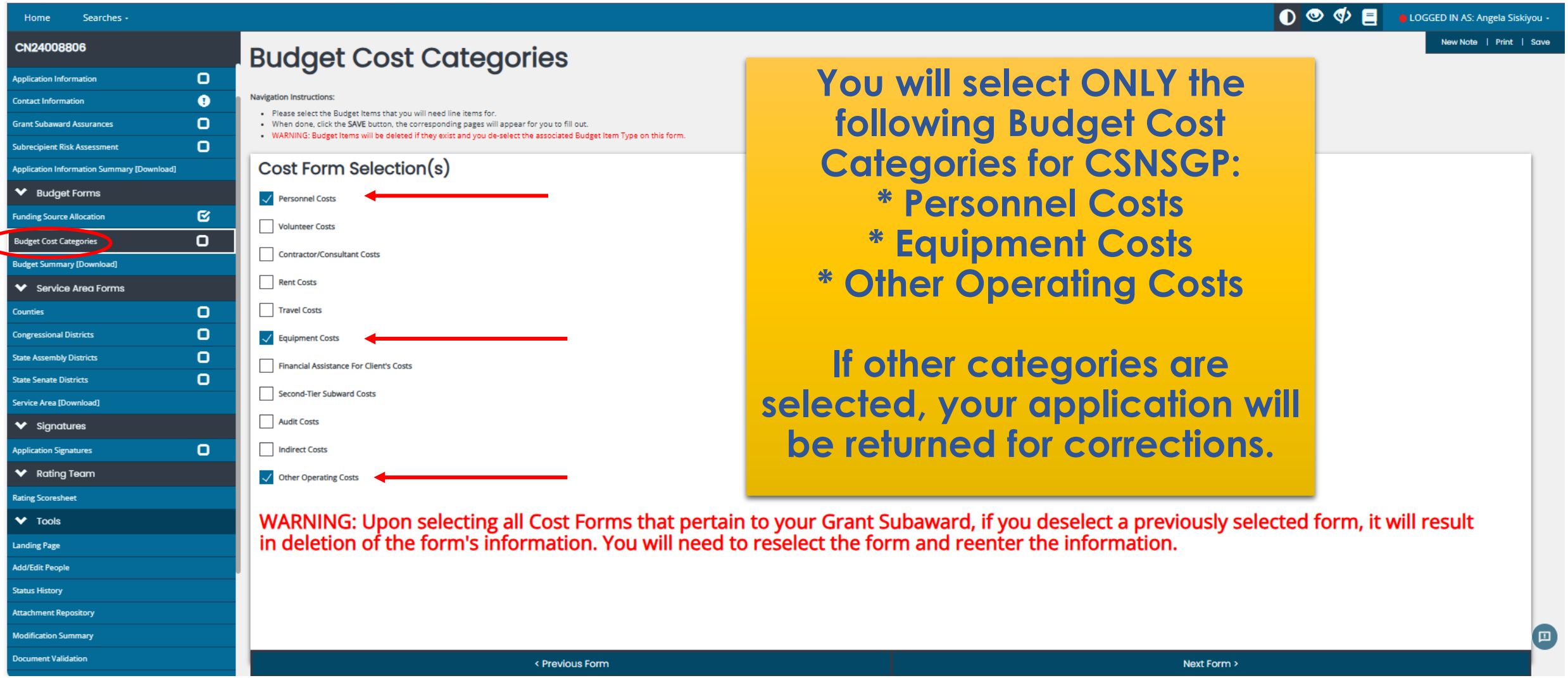



Budget
100%
70%
15%
30%
70%
25%
50%
06
12
04
02
70%
10%
20%
30%
25%
45%
45

Budget Forms



Budget Cost Categories

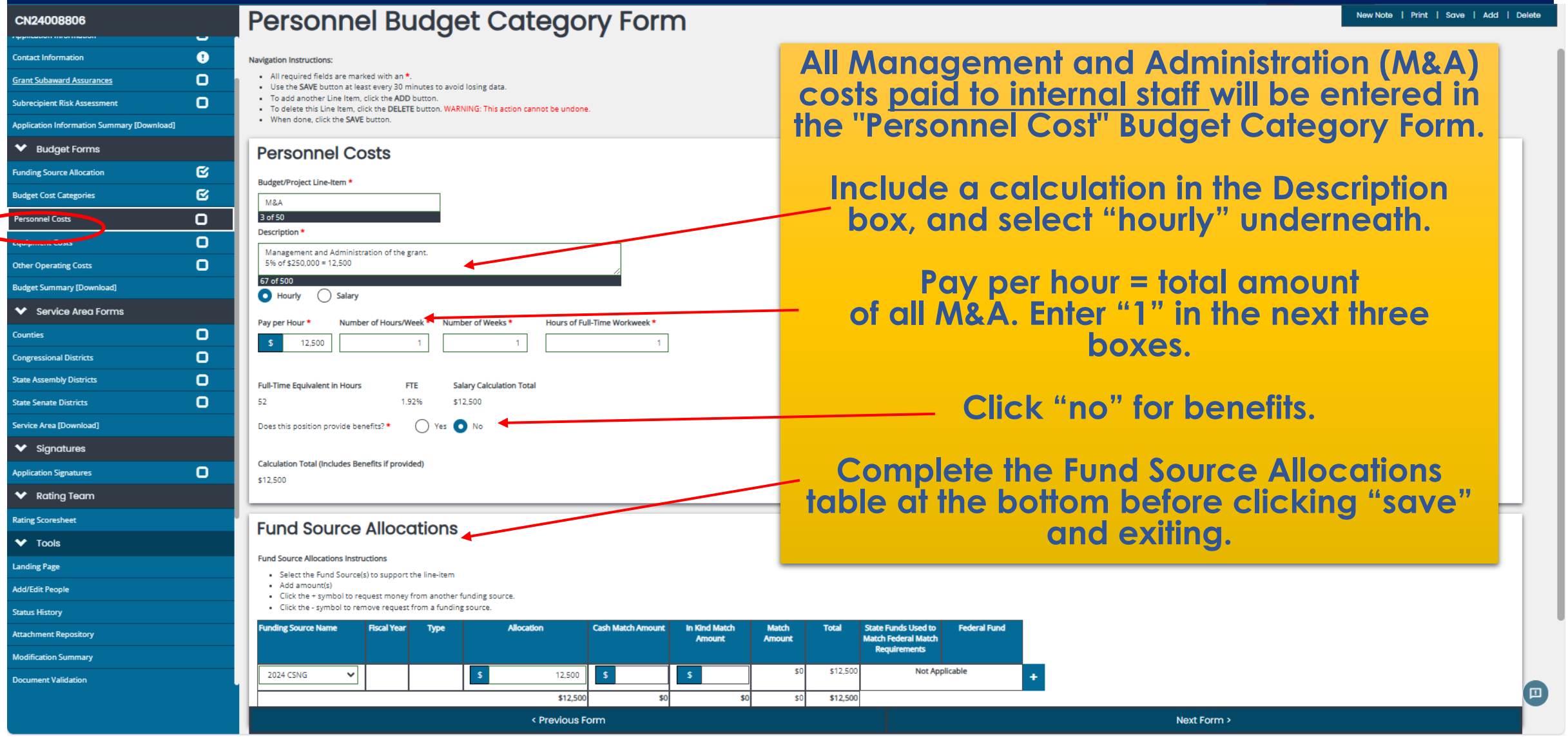


You will select ONLY the following Budget Cost Categories for CSNSGP:

*** Personnel Costs**
*** Equipment Costs**
*** Other Operating Costs**

If other categories are selected, your application will be returned for corrections.

Budget Cost Categories



All Management and Administration (M&A) costs paid to internal staff will be entered in the "Personnel Cost" Budget Category Form.

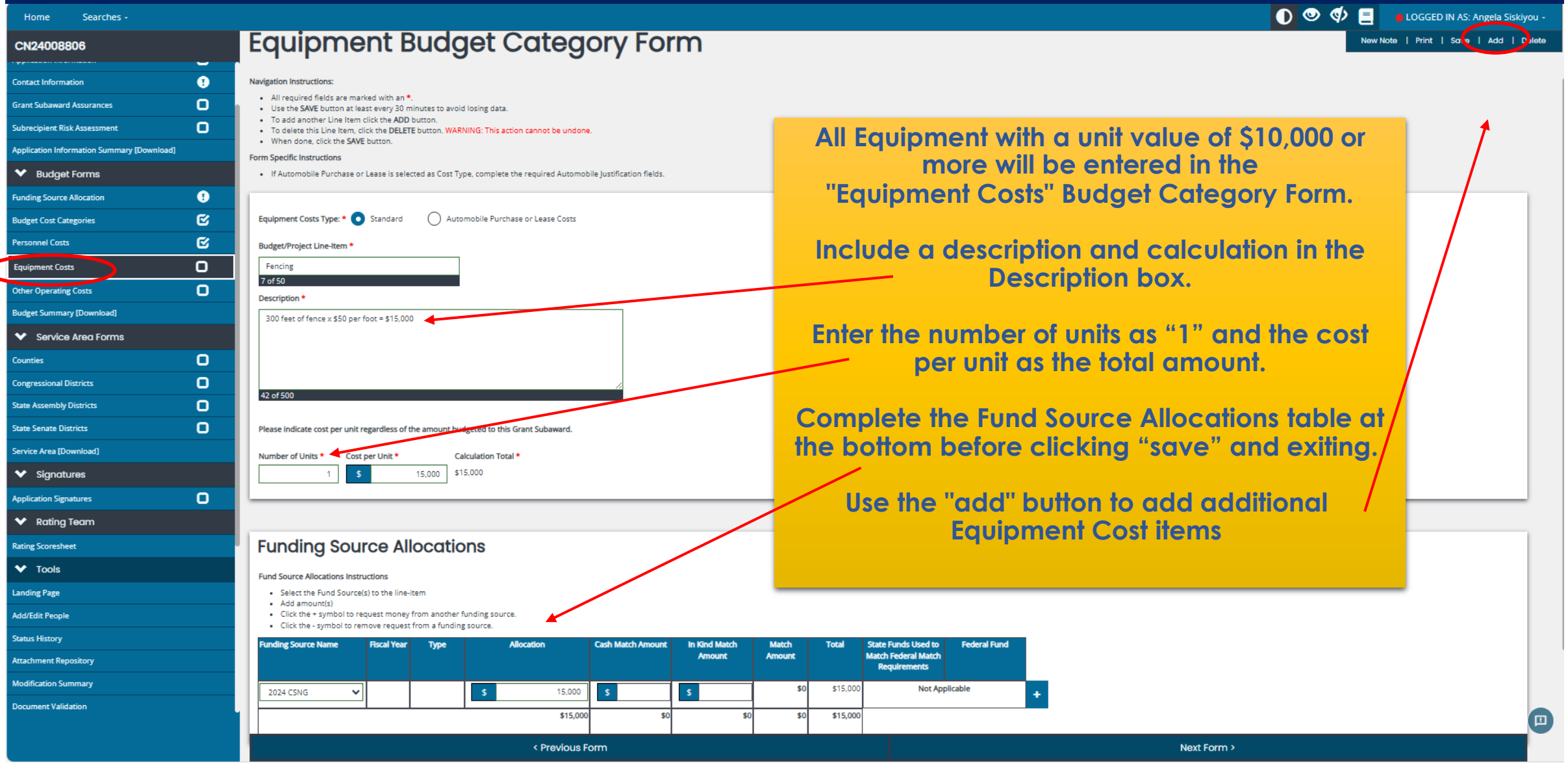
Include a calculation in the Description box, and select “hourly” underneath.

Pay per hour = total amount of all M&A. Enter “1” in the next three boxes.

Click “no” for benefits.

Complete the Fund Source Allocations table at the bottom before clicking “save” and exiting.

Budget Cost Categories



All Equipment with a unit value of $10,000 or more will be entered in the "Equipment Costs" Budget Category Form.

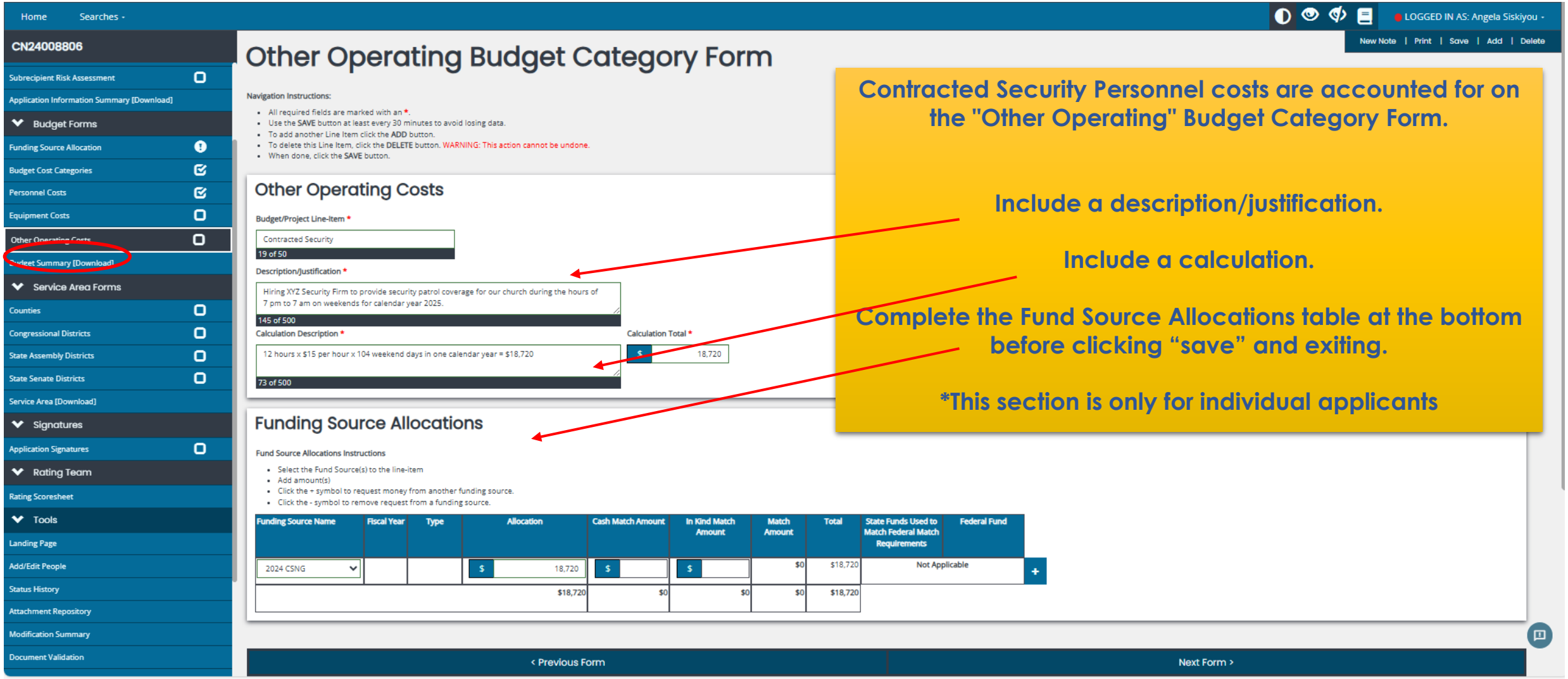
Include a description and calculation in the Description box.

Enter the number of units as "1" and the cost per unit as the total amount.

Complete the Fund Source Allocations table at the bottom before clicking "save" and exiting.

Use the "add" button to add additional Equipment Cost items

Budget Cost Categories



Contracted Security Personnel costs are accounted for on the "Other Operating" Budget Category Form.

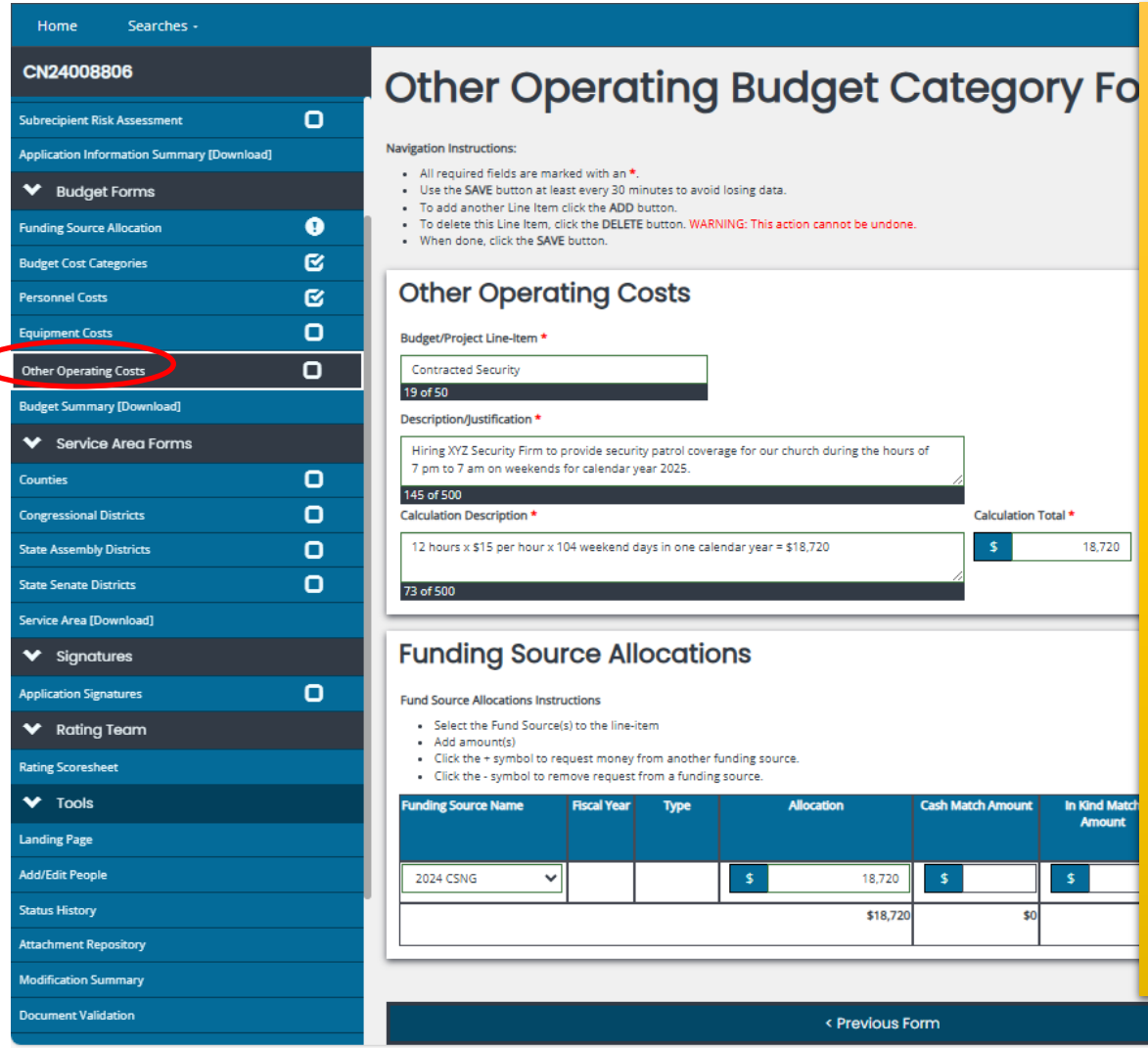
Include a description/justification.

Include a calculation.

Complete the Fund Source Allocations table at the bottom before clicking "save" and exiting.

***This section is only for individual applicants**

Budget Cost Categories



Other projects on the "Other Operating" Budget Category Form

M&A costs paid to third party consultants/contractors accounted for on the "Other Operating" Budget Category Form.

Planning costs are accounted for on the "Other Operating" Budget Category Form.

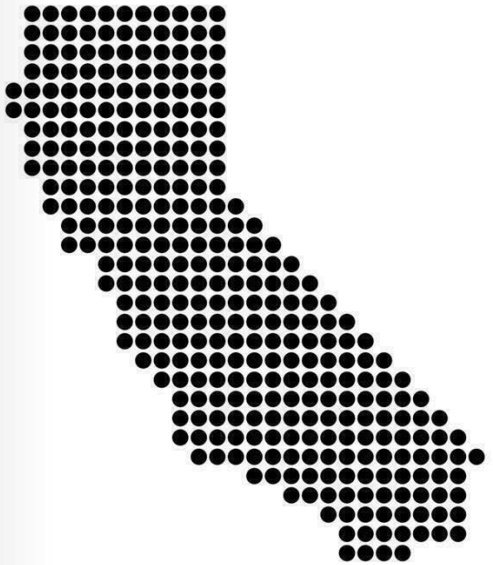
Training costs are accounted for on the "Other Operating" Budget Category Form.

Construction and Renovation costs are accounted for on the "Other Operating" Budget Category Form.

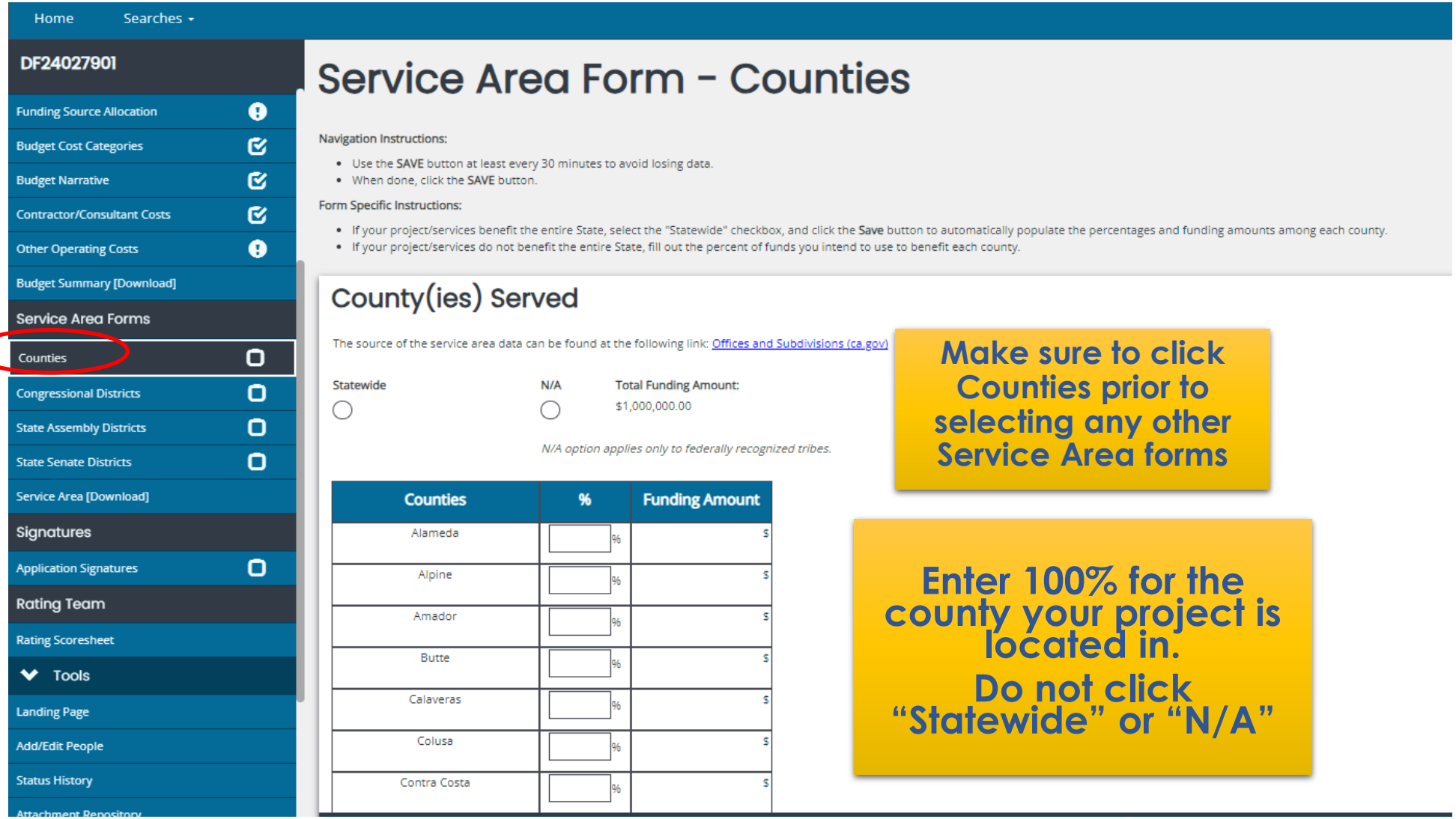
Equipment with a unit value of less than $10,000 will be entered in the "Other Operating" Budget Category Form.

Support Services Applicants costs for Training(s), Vulnerability Assessment(s) and third Party M&A are accounted for on the "Other Operating"Budget Category Form.

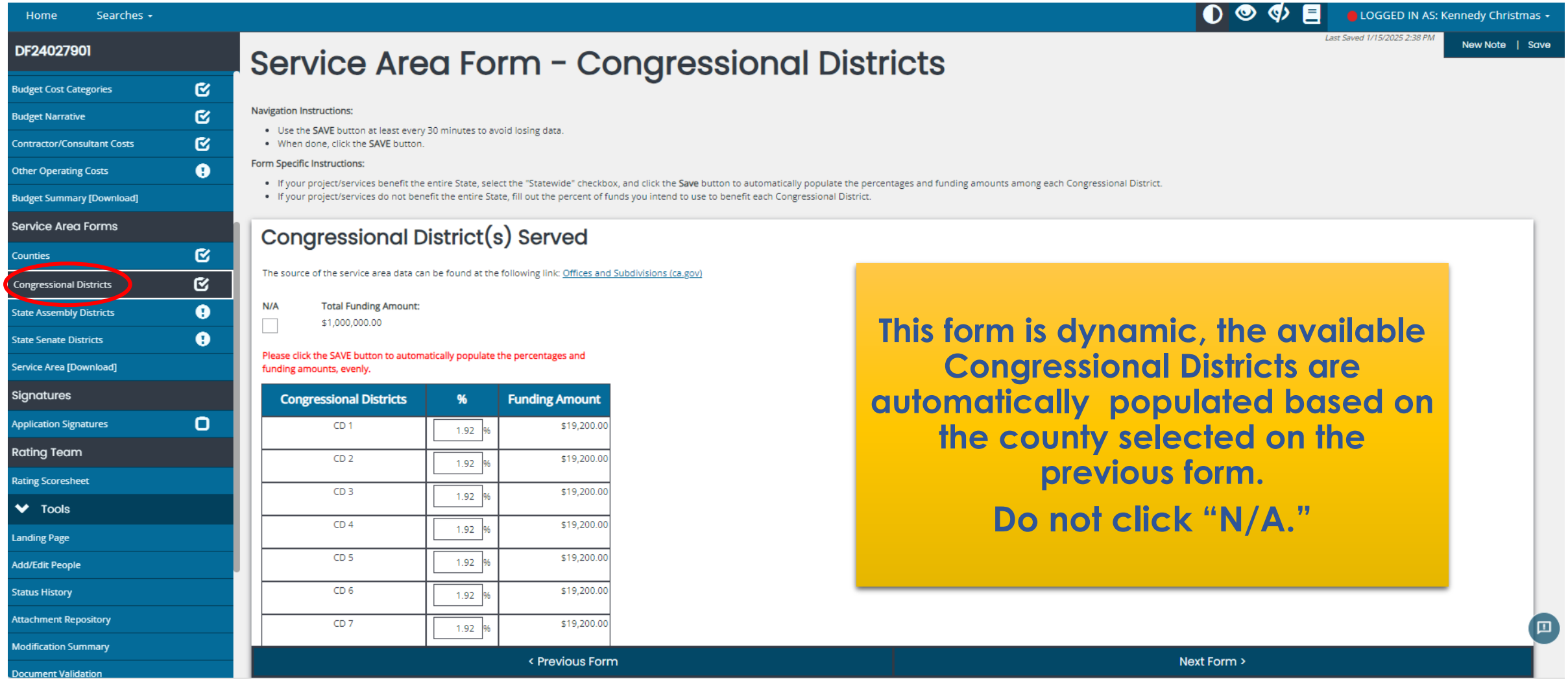
Service Area Forms



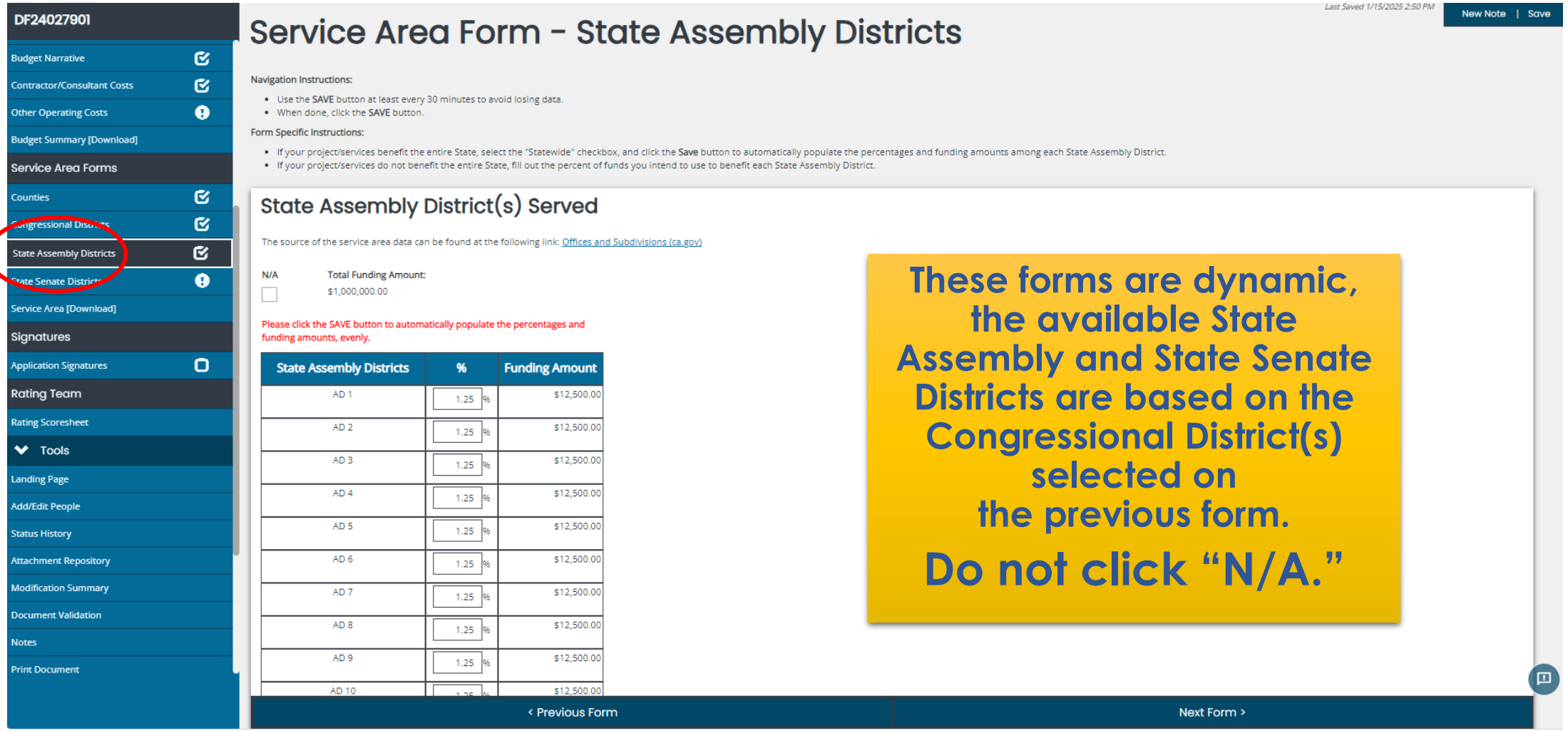
Service Area Forms - Counties



Service Area Forms - Congressional Districts



Service Area Forms – State Assembly and State Senate Districts



Final Step! Application Signatures

DF24027901

Service Area Forms

- Counties
- Congressional Districts
- State Assembly Districts
- State Senate Districts
- Service Area [Download]

Signatures

- Application Signatures

Rating Team

- Rating Scoresheet

Tools

- Landing Page
- Add/Edit People
- Status History
- Attachment Repository
- Modification Summary
- Document Validation
- Notes
- Print Document
- Document Messages

Status Options

- Cancel Application

Related Documents

Application Signatures Form

Navigation Instructions:

- Use the SAVE button at least every 30 minutes to avoid losing data.
- When done, click the SAVE button.

Form Specific Instructions:

- Please complete the following certifications by checking the boxes that apply. Your name, signature, date executed, and title will be automatically be populated upon save once all boxes have been checked.
- If a signature already exists and you resave the form, the pre-existing signature will remain.
- If you uncheck a box and save, the signature will get erased.

Assurances/Signatures

Proof of Authority/Governing Body Resolution *

This Grant Subaward consists of this title page, the application for the grant, which is attached and made a part hereof, and the Assurances/Certifications. I hereby certify I am vested with the authority
the approval of the City/County Financial Officer, City Manager, County Administrator, Governing Board Chair, or other Approving Body. The Subrecipient certifies that all funds received pursuant to this ag
purposes specified in the Grant Subaward. The Subrecipient accepts this Grant Subaward and agrees to administer the grant project in accordance with the Grant Subaward as well as all applicable state an
program guidelines, and Cal OES policy and program guidance. The Subrecipient further agrees that the allocation of funds may be contingent on the enactment of the State Budget.

Upload Proof of Authority/Governing Body Resolution *

Upload the Governing Body Resolution here

Done

3. GBR.pdf

Standard Certification of Compliance *

By checking this box, I certify the Subrecipient will comply with the requirements of the Standard Certification of Compliance. I am fully aware that this certification is made under penalty of perjury under the laws of the State of California.

Program Standard Assurance Addendum *

The undersigned represents that he/she is authorized to enter into this Addendum for and on behalf of the Applicant/Subrecipient. Applicant/Subrecipient understands that failure to comply with this Addendum or any of the assuran
in suspension, termination, reduction, or de-obligation of funding. Applicat/Subrecipient agrees to repay funds in the event there is a violation of grant assurances.

Grant Subaward Assurances *

By checking this box, I certify I have read all applicable Grant Subaward Assurances and the Subrecipient will comply with the requirements. I am fully aware that this certification is made under penalty of perjury under the laws of the
California.

California Public Records Act *

I understand the Grant Subaward applications are subject to the California Public Records Act, Government Code section 7920.000 et seq.

On the Application Signatures form the OAA will complete the following certifications by checking the boxes that apply.

Final Step! Application Signatures

Assurances/Signatures

Proof of Authority/Governing Body Resolution *

☑ This Grant Subaward consists of this title page, the application for the grant, which is attached and made a part hereof, and the Assurances/Certifications. I hereby certify I am vested with the authority to enter into this Grant Subaward, and have the approval of the City/County Financial Officer, City Manager, County Administrator, Governing Board Chair, or other Approving Body. The Subrecipient certifies that all funds received pursuant to this agreement will be spent exclusively on the purposes specified in the Grant Subaward. The Subrecipient accepts this Grant Subaward and agrees to administer the grant project in accordance with the Grant Subaward as well as all applicable state and federal laws, audit requirements, federal program guidelines, and Cal OES policy and program guidance. The Subrecipient further agrees that the allocation of funds may be contingent on the enactment of the State Budget.

Upload Proof of Authority/Governing Body Resolution *

Browse ✓ Done

3. GBR.pdf
File(s) uploaded successfully. ×

Standard Certification of Compliance *

☑ By checking this box, I certify the Subrecipient will comply with the requirements of the Standard Certification of Compliance. I am fully aware that this certification is made under penalty of perjury under the laws of the State of California.

Program Standard Assurance Addendum *

☑ The undersigned represents that he/she is authorized to enter into this Addendum for and on behalf of the Applicant/Subrecipient. Applicant/Subrecipient understands that failure to comply with this Addendum or any of the assurances may result in suspension, termination, reduction, or de-obligation of funding. Applicat/Subrecipient agrees to repay funds in the event there is a violation of grant assurances.

Grant Subaward Assurances *

☑ By checking this box, I certify I have read all applicable Grant Subaward Assurances and the Subrecipient will comply with the requirements. I am fully aware that this certification is made under penalty of perjury under the laws of the State of California.

California Public Records Act *

☑ I understand the Grant Subaward applications are subject to the California Public Records Act, Government Code section 7920.000 et seq.

Additional information: Do not put any personally identifiable information or private information on this application. If you believe that any of the information you are putting on this application is exempt from the Public Records Act, please attach a statement that indicates what portions of the application and the basis for the exemption. Your statement that the information is not subject to the Public Records Act will not guarantee that the information will not be disclosed.

Upload California Public Records Act Exemption

Browse *Drag Files Here*

Authorized Agent

Name: Title:

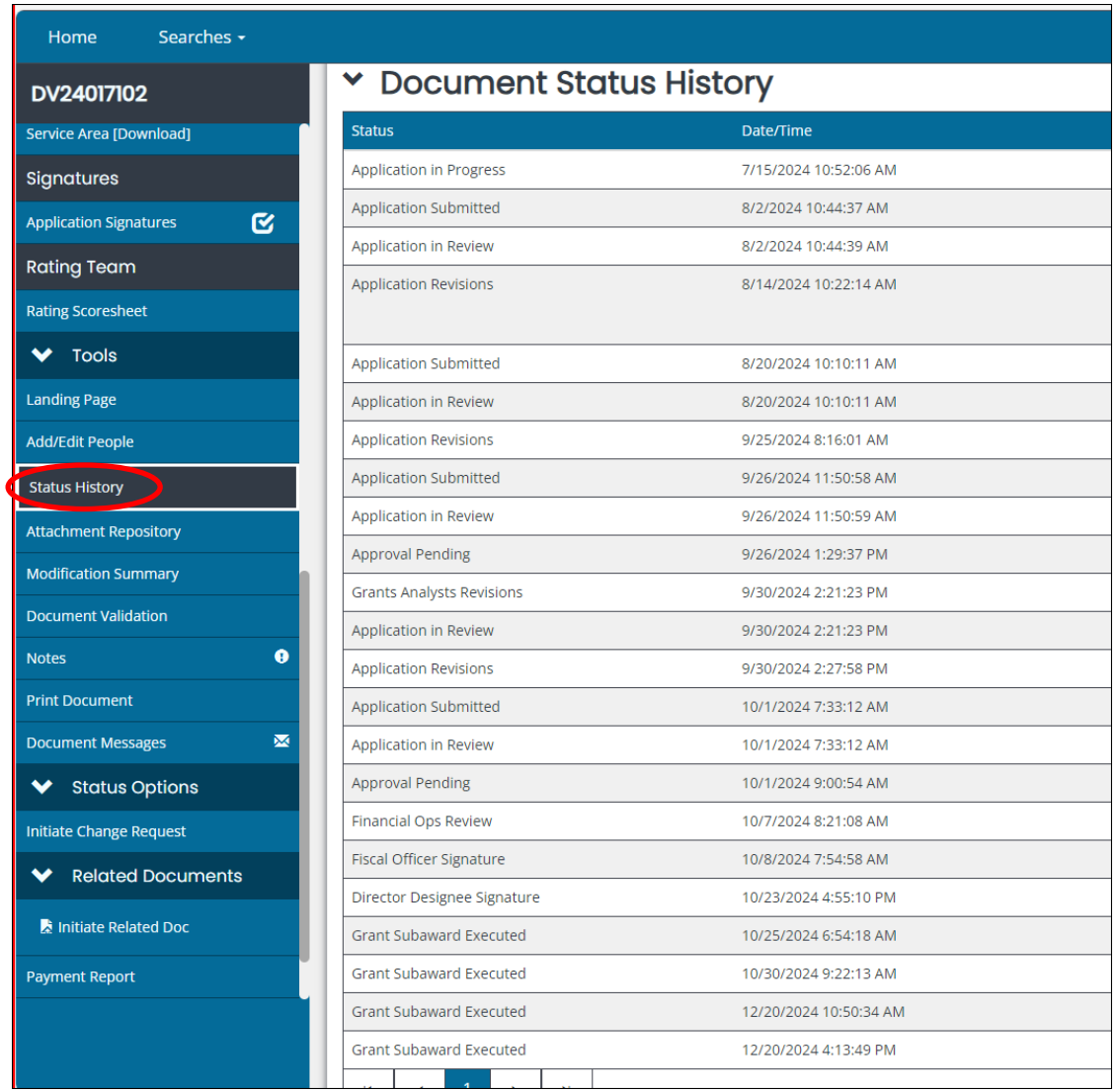
Signature: Date:

< Previous Form | Save and Submit Application

Once all required boxes are checked and saved, your name, signature, title, and excecution date will automatically populate. This is required before the application can be submitted.

FINAL STEP: Save and Submit Application

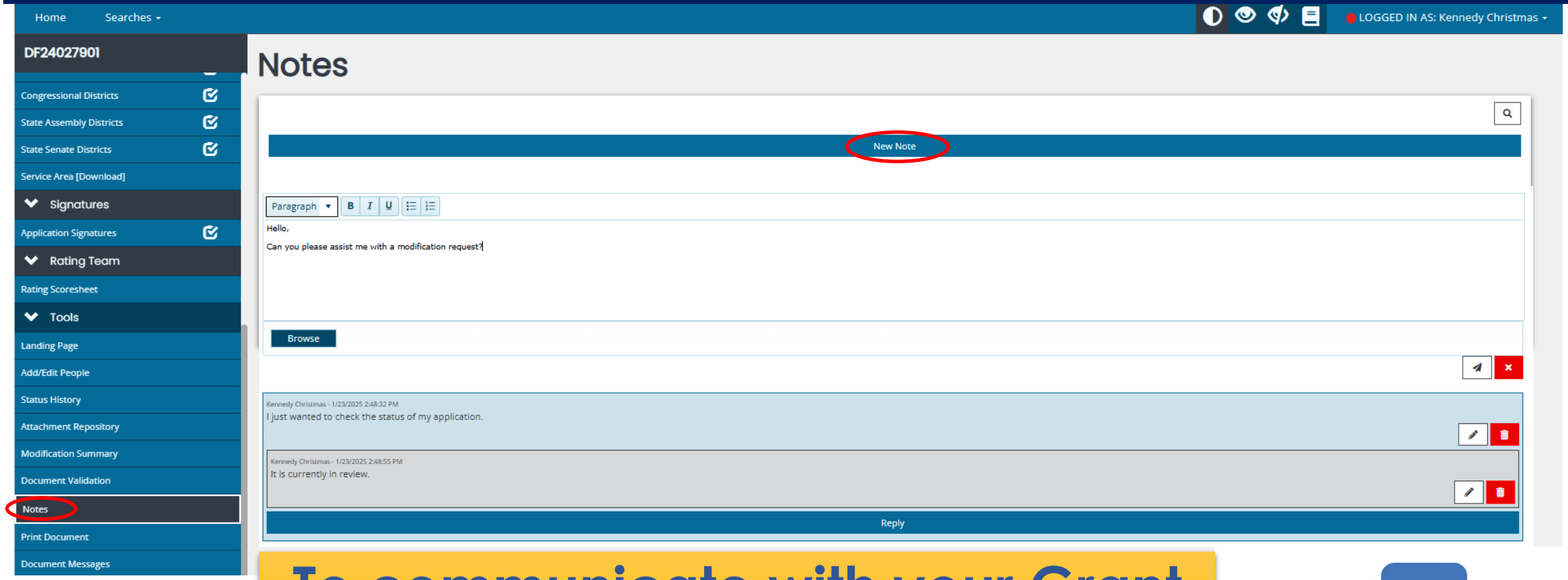
Application Status



Status	Date/Time
Application in Progress	7/15/2024 10:52:06 AM
Application Submitted	8/2/2024 10:44:37 AM
Application in Review	8/2/2024 10:44:39 AM
Application Revisions	8/14/2024 10:22:14 AM
Application Submitted	8/20/2024 10:10:11 AM
Application in Review	8/20/2024 10:10:11 AM
Application Revisions	9/25/2024 8:16:01 AM
Application Submitted	9/26/2024 11:50:58 AM
Application in Review	9/26/2024 11:50:59 AM
Approval Pending	9/26/2024 1:29:37 PM
Grants Analysts Revisions	9/30/2024 2:21:23 PM
Application in Review	9/30/2024 2:21:23 PM
Application Revisions	9/30/2024 2:27:58 PM
Application Submitted	10/1/2024 7:33:12 AM
Application in Review	10/1/2024 7:33:12 AM
Approval Pending	10/1/2024 9:00:54 AM
Financial Ops Review	10/7/2024 8:21:08 AM
Fiscal Officer Signature	10/8/2024 7:54:58 AM
Director Designee Signature	10/23/2024 4:55:10 PM
Grant Subaward Executed	10/25/2024 6:54:18 AM
Grant Subaward Executed	10/30/2024 9:22:13 AM
Grant Subaward Executed	12/20/2024 10:50:34 AM
Grant Subaward Executed	12/20/2024 4:13:49 PM

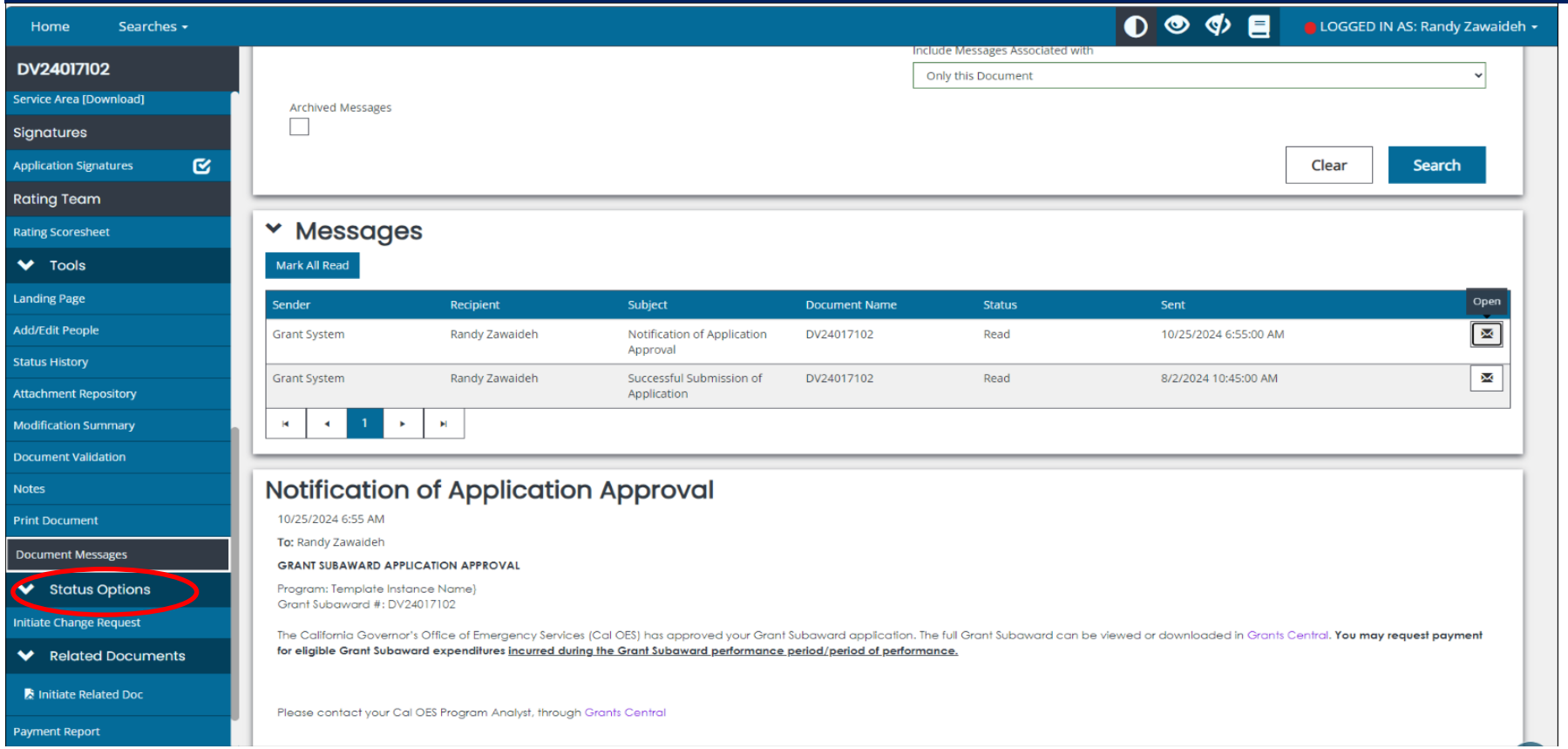
View Status History for updates. "Grant Subaward Executed" means your application is approved.

Notes (Communicating with your GA)



To communicate with your Grant Analyst, use the notes section to send messages or email.

Grant Subaward Executed



Document Landing Page

Once your Grant Subaward has been fully executed, the Organization Authorized Agent (OAA) can locate your Award letter under "Document Messages" or "Document Landing Page."

Important Email and Website Addresses

GRANTS CENTRAL SYSTEM LINKS

https://caloes.ca.gov

https://caloes.intelligrants.com

REGISTRATION QUESTIONS

GrantsCentralinfo@caloes.ca.gov

TECHNICAL QUESTIONS AFTER REGISTERING

CSNSGP@caloes.ca.gov

Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES