



***Cal* OES**

**GOVERNOR'S OFFICE
OF EMERGENCY SERVICES**

**Fiscal Year 2025
Emergency Management
Performance Grant (EMPG)**

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

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Federal Program Announcement

In July 2025, the U.S. Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA) issued the Fiscal Year (FY) 2025 Emergency Management Performance Grant (EMPG), [Notice of Funding Opportunity \(NOFO\)](#) and [FEMA Preparedness Grants Manual](#).

Subrecipients must follow the programmatic requirements in the NOFO, FEMA Preparedness Grants Manual, and the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located in [Title 2, Code of Federal Regulations \(C.F.R.\) Part 200](#).

Information Bulletins

DHS issues [Information Bulletins](#) (IBs) to provide updates, clarification, and new requirements throughout the life of the grant.

Purpose of the California Supplement

The FY 2025 EMPG 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 the Preparedness Grants Manual before referring to the State Supplement. The State Supplement will emphasize differences between the FY 2024 and FY 2025 EMPG and highlight additional California policies and requirements applicable to the FY 2025 EMPG.

Key Changes to the FY 2025 EMPG

The National Priorities for the FY 2025 EMPG Program are:

- Extreme Weather Resilience
- Readiness

A detailed description of allowable investments for each national priority is included in the [FY 2025 EMPG NOFO](#).

**Key Changes to the
FY 2025 EMPG Cont.**

**Phase 3 National Qualification System (NQS) for Calendar
Year 2025**

Subrecipients shall have issued Position Tasks Books to designated incident workforce personnel and ensured incident workforce personnel show progress in working toward task endorsements and minimum training requirements.

Additional information regarding the NQS implementation requirements and be found in the [FEMA Preparedness Grants Manual](#).

Payment Review Process:

All non-disaster grant program reimbursement requests must be reviewed and approved by FEMA prior to drawdowns. Supporting documentation will be required with each payment request to demonstrate that expenses are allowable, allocable, reasonable, and necessary under 2 C.F.R. Part 200 and in compliance with the grant's NOFO, award terms, and applicable federal regulations. More information on the required documentation will be forthcoming.

Purchasing Under a FEMA Award: 2024 OMB Revisions:

The Office of Management and Budget (OMB) has updated parts of the OMB Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations. These updates will apply to FEMA awards with an award date on or after October 1, 2024.

Key changes include updates to the federal procurement standards at [2 C.F.R. §§ 200.318 – 200.328](#), which govern how FEMA award recipients and subrecipients must conduct purchases under a FEMA award.

FEMA will update its policy and guidance documents to incorporate these revisions, but for now, please refer to the [Purchasing Under a FEMA Award: 2024 OMB Revisions Fact Sheet](#) for more information.

Details on all the 2 C.F.R. revisions can be found on the [Federal Register's Guidance for Federal Financial Assistance webpage](#).

**Key Changes to the
FY 2025 EMPG Cont.**

For more information on the federal procurement standards, visit [Contracting with Federal Funds for Goods and Services Before, During and After Disasters | FEMA.gov](#).

Training Request for Federal Tracking Numbers:

To streamline and enhance workflow, the California Specialized Training Institute (CSTI) has transitioned to an online form submission platform for submission of federal tracking number requests. CSTI will no longer accept emailed PDF submission. Once a form is submitted, you will receive automated notifications. To access the federal tracking number requests please visit the Cal OES webpage here: [Request for Federal Tracking Number](#).

**Grant Management
Memoranda**

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

Eligible Subrecipients

Eligible Applicants, referred to as Subrecipients, include Counties/Operational Areas (OAs), and federally-recognized tribes located in California.

Tribal Allocations

The NOFO strongly encourages Cal OES to provide EMPG funds directly to tribes in California. To implement this requirement, a special Competitive Funding Opportunity will be issued to California's federally-recognized tribes. All Subrecipients are encouraged to coordinate with tribal governments to ensure that tribal needs are considered in their grant applications.

**Subrecipient
Allocations**

FY 2025 EMPG Subrecipient final allocations are included in Attachment A.

Supplanting

Grant funds must be used to supplement existing funds, not replace (supplant) funds that have been appropriated for the same purpose. Subrecipients may be required to provide supporting documentation that certifies a reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds. Supplanting will result in the disallowance of any activity associated with this improper use of federal grant funds.

**Public/Private
Organizations**

Subrecipients may contract with any other public or private organizations to perform eligible activities on approved EMPG 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 EMPG funds, and must be prepared to present supporting documentation to monitors/auditors.

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

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

FY 2025 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.

In developing applications for the FY 2025 EMPG Program, Subrecipients should fund projects that address areas for improvement as they relate to emergency management capabilities, and projects that fall into the state, regional, and national priority areas, including:

- Planning
- Operational Coordination
- Community Resilience
- Extreme Weather Resilience
- Readiness

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

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 needs of all Californians in the activities and projects funded by the grant, including children, seniors, individuals with disabilities or access and functional needs, individuals with diverse cultural and language use, individuals with lower economic capacity, and other underserved populations.

**Whole
Community
Preparedness
Cont.**

Additional information regarding community preparedness and resilience is available through FEMA's document titled, [Individuals and Communities](#).

**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/venue perimeters, and other places of meeting and gathering. For more information, please see DHS's [Hometown Security Program](#).

DHS developed a comprehensive [Active Shooter Preparedness](#) website, that 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.

**NIMS
Implementation**

Before allocation of any federal preparedness awards, Subrecipients must ensure and maintain adoption and implementation of the [National Incident Management System](#) (NIMS).

**Match
Requirement**

The FY 2025 EMPG requires a dollar-for-dollar match. This can be Cash or Third-Party In-Kind contributions. Refer to [2 C.F.R. § 200.306](#) for specific details. Utilizing the Financial Management Forms Workbook (FMFW) Match Tab, Subrecipients will indicate the appropriate Solution Area and Solution Area Subcategory that accurately represents the specific activity(ies) and cost(s) used to meet the match requirement under the FY 2025 EMPG subaward. Contributions from the Subrecipient should be specifically identified in the match description located on the FMFW Match Tab. The non-federal match contributions have the same eligibility requirements as the federal share. For additional match guidance, see [EMPG Clarifying Guidance IB 458](#).

Management and Administration

The Management and Administration (M&A) allowance for Subrecipients is set at a maximum of five percent (5%) for FY 2025 EMPG. M&A costs are not operational costs but are necessary costs incurred in direct support of the federal award or as a consequence of it, such as travel, meeting-related expenses, and salaries of full/part-time staff in direct support of the program.

M&A activities are those directly relating to the management and administration of EMPG funds, such as financial management and monitoring. M&A expenses must be based on actual expenses or known contractual costs. M&A requests that are simple percentages of the award, without supporting justification, will not be allowed or considered for reimbursement.

Indirect Costs

Indirect costs are allowable under the FY 2025 EMPG Program 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 Award application as a “Project” and reflected in the FMFW on the Indirect Cost Tab 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 stipulates 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 State Administrative Agency by FEMA per 2 C.F.R. Part 200, Appendix VII, paragraph D.1.b.

Indirect Costs Cont.

Subrecipients should not include these costs in their future applications until further notice. If necessary, subrecipients may work with their Grants Analyst to modify their existing projects to remove these costs that were included in their application.

Equipment Typing/ Identification and Use

Allowable EMPG equipment is listed on the [FEMA Authorized Equipment List](#) (AEL) website, and includes equipment from the following AEL Sections:

- Personal Protective Equipment (Category 1)
- Information Technology (Category 4)
- Cybersecurity Enhancement Equipment (Category 5)
- Interoperable Communication Equipment (Category 6)
- Detection Equipment (Category 7)
- Power Equipment (Category 10)
- Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) Reference Materials (Category 11)
- CBRNE Incident Response Vehicles (Category 12)
- Physical Security Enhancement Equipment (Category 14)
- CBRNE Logistical Support Equipment (Category 19)
- Other Authorized Equipment (Section 21)

Subrecipients should analyze the cost benefits of purchasing versus leasing equipment, especially high-cost items and those subject to rapid technical advances. Large equipment purchases must be identified and explained. For more information regarding property management standards for equipment, refer to 2 C.F.R. including [§ 200.310](#), [§ 200.313](#), and [§ 200.316](#).

Subrecipients that allocate FY 2025 EMPG funds for equipment are required to type and identify the capability associated with that equipment. Also, per FEMA policy, the purchase of weapons and weapon accessories is not allowed with EMPG funds. Special rules apply to critical emergency supplies; refer to the [FEMA Preparedness Grants Manual](#) for additional information.

Equipment Maintenance and Sustainment

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

Small Unmanned Aircraft Systems

All requests to purchase Small Unmanned Aircraft Systems (SUAS) with FEMA grant funding must comply with [FEMA Policy 207-22-0002](#) and include copies of the policies and procedures in place to safeguard individuals' privacy, civil rights, and civil liberties of the jurisdiction that will purchase, take title to, or otherwise use the SUAS equipment. Reference the [Presidential Memorandum: Promoting Economic Competitiveness While Safeguarding Privacy, Civil Rights, and Civil Liberties in Domestic Use of Unmanned Aircraft Systems](#) for additional information.

Subrecipients must submit Cal OES's UAS-Drone Request Form, Controlled Equipment Self-Certification Form and FEMA's Controlled Equipment Request Form for FEMA approval. Requests for drone/UAS accessories follow the same UAS process that requires FEMA review and approval.

All SUAS purchases require FEMA approval prior to making purchase.

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

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

Telecommunications Equipment or Services Prohibitions Cont.

- 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](#).

Emergency Operations Plans

Subrecipients should update their Emergency Operations Plan (EOP) at least once every two years to remain compliant with the [Comprehensive Preparedness Guide 101 version 2.0](#). Subrecipients are highly encouraged to include an evacuation plan or annex as part of their EOP as well as plans to exercise and validate the evacuation plan and capabilities.

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

Integrated Preparedness Plan (IPP)

The IPP is a multi-year plan that identifies preparedness priorities and activities. The IPP needs to be reviewed and updated annually. For FY 2025 EMPG, the IPP needs to cover a minimum of two years, from 2026 through 2027, to qualify as a multi-year plan.

Prohibited Equipment

The Department of Homeland Security prohibits the use of grant funding to purchase certain types of equipment by state, local, tribal, and territorial (SLTT) law enforcement agencies (LEAs), such as firearms, ammunition, grenade launchers, bayonets, or weaponized aircraft, vessels, or vehicles of any kind with weapons installed.

Build America, Buy America Act (BABAA)

[The Build America, Buy America Act \(BABAA\)](#), requires subrecipients under FEMA financial assistance programs to ensure that certain materials used in infrastructure projects are produced in the United States. These requirements apply to:

- New awards issued on or after January 2, 2023;
- New funding obligated to existing or renewal awards on or after that date, when supporting infrastructure projects;
- Awards issued on or after October 23, 2023, which must follow updated regulations in 2 CFR Part 184 and [OMB Memorandum M-24-02](#). Subrecipients must ensure that the following materials used in infrastructure projects are produced in the United States;
- Iron and steel products, including all manufacturing processes from initial melting through coating;
- Manufactured products, for which the product is manufactured in the United States and the cost of U.S. sourced components exceeds 55 percent of total component costs; and
- Construction materials, for which all manufacturing processes occur in the United States.

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.

Build America, Buy America Act (BABAA) Cont.

Additionally, the Buy America preference does not apply to temporary construction items, portable equipment and furnishings, such as movable chairs, 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](#) FEMA Waivers. Please coordinate with your assigned Grants Analyst for submission of any waiver requests.

Failure to comply with BABAA requirements may result in corrective actions, additional oversight, or impacts to current or future funding.

**California
Homeland
Security Strategy
Goals**

The State has prioritized the following California Homeland Security Strategy Goals for the FY 2025 subawards:

1. Enhance Information Collection, Analysis, and Sharing, in Support of Public Safety Operations Across California;
2. Protect Critical Infrastructure, Soft Targets, and Crowded Places;
3. Strengthen Cyberspace Security and Preparedness;
4. Strengthen Communications Capabilities Through Planning, Governance, Technology, and Equipment;
5. Enhance Medical and Public Health Preparedness and Capabilities;
6. Enhance Multi/Inter-Jurisdictional All Hazards/Whole of Community Incident Planning, Response, and Recovery Capabilities;
7. Enhance Community Preparedness;
8. Enhance Homeland Security Evaluation, Training, and Exercise Programs;
9. Enhance Incident Recovery Capabilities; and
10. Strengthen Food and Agricultural Outbreak and Contamination Preparedness

“On Behalf Of”

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

**Public Alert and
Warning**

Cal OES encourages Subrecipients to consider use of this funding to assist their jurisdiction's alignment with the [State of California Alert and Warning Guidelines](#) developed pursuant to Senate Bill 833 of the 2018 Legislative Session.

**Financial
Management
Forms
Workbook**

The FY 2025 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 Contact Information – Provides the contact information of Authorized Agents (AA), delegated via the Governing Body Resolution (GBR) or Signature Authorization Form, including staff related to grant activities. More than one person is recommended for designation as the AA; in the absence of an AA, an alternate AA can sign documents.

Project Ledger – The Project Ledger is used in the application process to submit funding information and is used for submitting cash requests, Grant Subaward Modifications, and assists 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 – Detailed information must 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.

Allowable EMPG equipment is listed on the [FEMA Authorized Equipment List](#) website.

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 [Request for Federal Tracking Number Form](#) must be submitted and approved to obtain a Training Feedback number and should be submitted at **least** 30 days in advance.

Financial Management Forms Workbook Cont.

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

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

Match Tab – Provides detailed information on match activities.

Consultant-Contractor Tab – Provides detailed information on grant-funded consultants, and documents maintenance and sustainment contracts and activities on grant eligible items/equipment.

Personnel Tab – Provides detailed information on grant-funded personnel activities.

Indirect Costs Tab – Provides information on indirect costs.

Authorized Agent Page – The Authorized Agent (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 the approved Indirect Cost Rate Agreement.

Application Attachments Cont.

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

Standard Assurances

The Standard Assurances list the requirements to which the Subrecipients will be held accountable. All Applicants will be required to submit an electronic signed [FY 2025 Standard Assurances](#) as part of their FY 2025 EMPG application. The required Standard Assurances can be found only in PDF format on the Cal OES website.

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

Governing Body Resolution

The Governing Body Resolution (GBR) appoints AAs (identified by the individual's name or by a position title) to act on behalf of the governing body and the Applicant by executing any actions necessary for each application and subaward. All Applicants are required to submit a copy of an approved GBR with their application. Resolutions may be valid for up to three grant years given the following:

- The resolution identifies the applicable grant program (e.g., EMPG and/or HSGP);
- The resolution identifies the applicable grant years, (e.g., FY 2025, FY 2026, FY 2027); and
- Adheres to any necessary elements required by local protocols, rules, etc., if applicable.

Resolutions that only identify a single grant program will only be valid for that single program. Resolutions that do not identify applicable grant years will only be valid for the grant year in which the resolution was submitted.

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.

**Authorized
Agent
Information
Cont.**

Cal OES will not accept signatures of an AA's designee, unless authorized by the GBR. A change to an AA's designee must be submitted on agency letterhead and signed by the AA, announcing the change to their designee. AA changes must be accompanied by an official modification request using FMFW.

Application Submission

Subrecipients must submit an electronic copy of their completed FMFW to their Grants Analyst for review. After the application is approved, a completed copy of the FMFW, along with all other application components, must be submitted, with official signatures, by the application due date. During the application process, if it is determined not all allocated funds can be expended by the end of the period of performance, please inform your Grants Analyst as soon as possible. The completed application should be received by Cal OES no later than the date provided in the FY 2025 EMPG Timeline, referenced as Attachment B.

Late or Incomplete Application

Late or incomplete applications may be denied. If an application is incomplete, the Grants Analyst may request additional information. Requests for late submission of applications must be made in writing to the Grants Analyst prior to the application due date. Cal OES has sole discretion to accept or reject a late or incomplete grant application.

EMPG Contact Information

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

Brittany Estep – Regions I & VI	(916) 364-4622
Eman Harriri – Region II	(916) 364-4689
Ronak Patel – Region III	(916) 845-8124
Lauren Swearengin – Regions IV & V	(916) 845-8950

Subaward Approval

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

Payment Request Process

The EMPG is a reimbursement program. To request a cash reimbursement of EMPG funds, Subrecipients must first complete a payment request using the Cal OES FMFW, returning it to the Grants Analyst. Subrecipients who fail to follow the workbook instructions may experience delays in processing the payment request.

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

Final payment requests must be submitted within 20 calendar days after the end of the POP.

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, with the exception of the final reimbursement request, which must be submitted within 20 calendar days after the end of the period of performance.

Modifications

Post award budget and scope modifications must be requested using the [Cal OES EMPG 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.

Subrecipients must provide written justification with all modification requests. The justification may be included in the body of the e-mail transmitting the request, or a document attached to the transmittal e-mail. Refer to [GMM 2018-17](#) for additional information regarding modification requests.

Training Requirements

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

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

Subrecipients must complete a [Request for Federal Tracker Number Form](#) and submit it electronically to the Cal OES Training Branch to be approved with a Training Feedback Number before beginning any training activities. This includes project components like travel to, materials for, or attendance in training courses. Training Feedback Numbers should be obtained no later than **30 days** before the first day of the training or related activities. Requests that are submitted with less than 30 days prior to the start of the training or activity are not guaranteed to be approved in time and run the risk of training being unallowable. Training Feedback numbers must be included on the FMFW Training Ledger to be considered for reimbursement.

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.

All EMPG-funded personnel, including M&A staff, and any staff being used for match, must complete either the Independent Study courses identified in the [Professional Development Series \(PDS\)](#) or the [National Emergency Management Basic Academy](#). Final reimbursement of personnel salaries will not be approved until all training requirements have been met. Proof of completion of the training requirements must be kept on file by the Subrecipient and be made available for review upon request. When seeking approval of non-DHS/FEMA developed courses, course materials must be submitted with the approval requests. Conditional approvals are not offered.

**Training
Requirements
Cont.**

EMPG TRAINING- PDS

IS 100 (any version), Introduction to Incident Command System (ICS)

IS 200 (any version), ICS for Single Resources and Initial Action Incident

IS 700 (any version), National Incident Management System, An Introduction

IS 800 (any version), National Response Framework, An Introduction

IS 120.c An Introduction to Exercises

IS 230.e Fundamentals of Emergency Management

IS 235.c Emergency Planning

IS 240.c Leadership and Influence

IS 241.c Decision Making and Problem Solving

IS 242.c Effective Communication

IS 244.b Developing and Managing Volunteers

EMPG TRAINING-Basic Academy

IS 100 (any version), Introduction to the Incident Command System (ICS)

IS 700 (any version), National Incident Management System (NIMS), An Introduction

IS 800 (any version), National Response Framework, An Introduction

IS 230.e Fundamentals of Emergency Management

E/L101, Foundations of Emergency Management

E/L102, Science of Disaster

E/L103, Planning Emergency Operations

Training Requirements Cont.

E/L104, Exercise Design

E/L105, Public Information & Warning

In the event that any of the listed courses have been updated and the required version is no longer available, it is acceptable to take the updated course in place of the listed course (i.e., since IS-120.a has been replaced with IS-120.c, the latter may be used in the place of the original course). The courses listed above are the minimum accepted versions for FY 2025 EMPG.

Training activities should align to a current IPP, developed through an annual IPP Workshop. The training should help build core capabilities and fill gaps identified in real-world incidents and exercises. Further guidance can be found in the [HSEEP](#).

EMPG and non-EMPG -funded personnel may claim EMPG funds for tuition/travel costs for EMPG eligible trainings, provided that the purpose of the travel and training is to accomplish the objectives of the grant.

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 EMPG grant funds. An After Action Report (AAR)/Improvement Plan (IP) or Summary Report (for Seminars, Drills & Workshops) must be completed and submitted to Cal OES within 90 days after the exercise/seminar/drill/workshop is conducted. It is acceptable to submit an *Exercise Summary Report for Seminars, drills, 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

**Exercises,
Improvement
Plans and After
Action Reporting
Cont.**

All EMPG-funded personnel, including M&A staff and any staff being used for match, must participate in no less than two exercises between July 1, 2025, and June 30, 2027. These exercises must align to one of the priority areas via the Performance Reports. The Great Shakeout drop, cover, and hold drill is ineligible for the purpose of the two exercise requirement.

Final reimbursement of personnel salaries will not be approved until all exercise requirements have been met.

Exercises used to meet this requirement during one period of performance cannot be used to meet the requirement in another. Extensions to the grant do not apply to this requirement or its due date. There is no specific requirement for level of participation in the exercises and the exercises can be of any type, provided they are related to the subrecipient's identified long-term training and exercises priorities. Proof of completion of the exercise requirements must be kept on file by the Subrecipient and be made available for review upon request.

For exercise-related issues and/or questions, email the Cal OES Exercise Team at exercise@caloes.ca.gov.

Exercise costs will not be considered for reimbursement until an AAR/IP is received by Cal OES.

**Procurement
Standards and
Written
Procedures**

Subrecipients must conduct procurement activities using documented local government procurement procedures, or the federal procurement standards found in [2 C.F.R. Part 200](#), whichever are stricter. Subrecipients must also have written conflict of interest policies that govern the actions of employees engaged in the selection, award and administration of contracts. These policies should include provisions for disciplinary actions in the event of violations.

Non-federal entities, other than states and territories, are required to maintain and retain records sufficient to detail the history of procurements, covering at least the rationale for the procurement method, contract type, contractor selection or rejection, and the basis for the contract price. For any cost to be allowable, it must be adequately documented. Examples of the types of documents that

Procurement Documentation Cont.

would meet this requirement include, but are not limited to:

- Solicitation documentation, such as requests for quotes, invitations for bids, or requests for proposals;
- Responses to solicitations, such as quotes, bids, or proposals;
- Pre-solicitation independent cost estimates and Post-solicitation cost/price analyses on file for review by federal personnel, if applicable;
- Contract documents and amendments;
- 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. 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. 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. It is encouraged to obtain a minimum of three price or rate quotations. Purchases exceeding \$350,000 require more formal procurement procedures, including sealed bids or competitive proposals.

Noncompetitive Procurements

The simplified acquisition threshold increased from \$250,000 to \$350,000, however, Cal OES maintains that all non-competitive procurements exceeding \$250,000 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.

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

DHS/FEMA may also require that the Subrecipient provide a confidential California Historical Resources Information System (CHRIS) report in addition to the [EHP Screening Form](#). Determination on the necessity of a CHRIS report is based upon information disclosed on the EHP Screening Form. Grants Analyst 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](#).

Construction and Renovation

When applying for construction activity at the time of application, including communications towers, 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. Communication tower construction requests also require evidence that the Federal Communications Commission's Section 106 review process has been completed.

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 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 EMPG 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.

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 must be developed to keep the property in good condition.

**Equipment
Disposition**

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

The Uniform Guidance and FEMA policy require the following:

- (1) The subrecipient determines the current fair market value (FMV) when a piece of equipment is no longer needed.
- (2) If the FMV is above the applicable threshold (currently set at \$10,000), the subrecipient requests disposition instructions from the awarding agency, utilizing FEMA's Equipment Disposition Form, before selling.
- (3) FEMA responds with instructions: retain, transfer, or sell (and how to handle the federal share of proceeds).
- (4) The subrecipient then acts accordingly and, if applicable, remits the Federal share of proceeds.

**Performance
Reporting**

Biannual Strategy Implementation Report (BSIR) –

Subrecipients must complete a BSIR each Winter and Summer using the DHS/FEMA [Grants Reporting Tool](#) (GRT) for all awards prior to FY 2024. All awards after FY 2024 will be submitted in FEMA GO by Cal OES. BSIR must be completed for the duration of each 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 for all awards prior to FY 2024 may be obtained through the GRT. To create a new account, click the link that reads, "Register for an account" and follow the instructions provided. The Subrecipient will be required to ensure up-to-date project information is entered. The Project Ledger in the FMFW may assist with the BSIR data entry process. For additional assistance with the GRT, contact the your Grants Analyst. Cal OES will provide additional guidance on BSIR requirements.

Performance Reporting Cont.

Quarterly Performance Reports – Subrecipients must prepare and submit Performance Reports to Cal OES 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. The quarterly reports must include the progress made on identified activities, as well as other required information. Failure to submit a Quarterly Performance Report could result in subaward reduction, suspension, or termination.

In order to ensure that mandated performance metrics and other data required under the subaward is reported accurately, all EMPG Performance Reports must be submitted electronically, via email, to the Subrecipient's Grants Analyst for review and vetting. Electronic documents submitted for Cal OES review and vetting should be submitted as soon as possible, but no later than, seven (7) calendar days before the identified due date(s) associated with the Performance Report. Submission of the electronic copy is only to occur after the Grants Analyst review has concluded and the Subrecipient is directed by their Cal OES Grants Analyst to submit the signed electronic copy.

Extensions to the initial period of performance identified in the subaward will only be considered through formal, written requests to the Subrecipient's 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, must be project specific, and will only be considered for the following reasons:

Extension Requests Cont.

1. Contractual commitments with vendors that prevent completion of the project within the 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 90 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 delay;
3. Current status of the activity/activities;
4. Approved period of performance 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. Subrecipients are expected to complete all grant-funded personnel activity by the end of the subaward period of performance. Indirect Cost project may not be extended.

Extension Requests Cont.

Subrecipients with approved project extensions must submit final cash requests within 10 days of the revised Period of Performance (POP) end date. Timely submission is required to ensure compliance with FEMA closeout deadlines.

Progress Reports on Grant Extensions

All Subrecipients that receive Cal OES approval to extend their FY 2025 grant subaward period of performance will be required to submit progress reports indicating completed and future project milestones on all extended projects. Progress reports must be submitted electronically to their Grants Analyst. Deadlines for the submission of progress reports will be established at the time of extension approval.

Monitoring

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

- Verifying that entries recorded on the FMFW categories are properly supported with source documentation;
- Eligibility of and support for expenditures, typically covering two to three years of data;
- Comparing actual Subrecipient activities to those approved in the grant application and subsequent modifications, including the review of timesheets and invoices as applicable;
- Procurements and contracts;
- Ensuring equipment lists are properly maintained and physical inventories are conducted;
- Ensuring advances have been disbursed in accordance with applicable guidelines; and
- Confirming compliance with Standard Assurances, and Information provided on performance reports and

Monitoring Cont.

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” or an “advisory” is resolved.

Failure to Submit Required Reports

Periodic reporting is required by the grant. Subrecipients who miss a single reporting due date may receive a letter addressed to their Board of Supervisors informing them of the failure to report. County OAs and tribes who fail to report twice in a row may have subsequent awards reduced by ten percent (10%) until timely reporting is re-established.

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

- Failure to submit required reports.
- Failure to expend funds in a timely manner consistent with the grant milestones, guidance, and assurances.
- Failure to comply with the requirements or statutory progress toward the goals or objectives of federal or state law.
- Failure to make satisfactory progress toward the goals or objectives set forth in the Subrecipient application.
- Failure to follow Grant Subaward requirements or Special Conditions.
- Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.
- False certification in the application or other document.
- Failure to adequately manage, monitor, or direct the grant funding activities of their Subrecipients.

Suspension/ Termination Cont.

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

Closeout

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

- All funds have been requested and reimbursed, or disencumbered;
- Receiving any applicable Subrecipient Performance Report indicating all approved work has been completed, and all funds have been distributed;
- 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.

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.

Documents related to equipment purchased must be retained for three years after it has been disposed, per [2 CFR 200.313](#).

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\(g\)](#).

Records Retention Cont.

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 2025 EMPG Allocations | **2025**

Operational Area	Total Award	Operational Area	Total Award
ALAMEDA	\$407,277	PLACER	\$196,558
ALPINE	\$125,200	PLUMAS	\$128,207
AMADOR	\$131,717	RIVERSIDE	\$548,741
BUTTE	\$160,237	SACRAMENTO	\$397,474
CALAVERAS	\$132,593	SAN BENITO	\$136,345
COLUSA	\$128,740	SAN BERNARDINO	\$499,805
CONTRA COSTA	\$321,658	SAN DIEGO	\$690,432
DEL NORTE	\$129,507	SAN FRANCISCO	\$267,970
EL DORADO	\$157,391	SAN JOAQUIN	\$261,828
FRESNO	\$301,084	SAN LUIS OBISPO	\$172,430
GLENN	\$129,986	SAN MATEO	\$252,062
HUMBOLDT	\$147,722	SANTA BARBARA	\$200,919
IMPERIAL	\$136,965	SANTA CLARA	\$451,385
INYO	\$128,192	SANTA CRUZ	\$169,776
KERN	\$281,882	SHASTA	\$155,597
KINGS	\$151,150	SIERRA	\$125,538
LAKE	\$136,420	SISKIYOU	\$132,354
LASSEN	\$129,875	SOLANO	\$201,380
LOS ANGELES	\$1,802,009	SONOMA	\$206,984
MADERA	\$152,608	STANISLAUS	\$219,364
MARIN	\$168,221	SUTTER	\$142,023
MARIPOSA	\$127,872	TEHAMA	\$136,007
MENDOCINO	\$140,252	TRINITY	\$127,697
MERCED	\$174,763	TULARE	\$207,725
MODOC	\$126,441	TUOLUMNE	\$134,229
MONO	\$127,154	VENTURA	\$265,759
MONTEREY	\$199,510	YOLO	\$163,277
NAPA	\$148,113	YUBA	\$139,436
NEVADA	\$142,039	TRIBAL NATIONS	\$186,601
ORANGE	\$664,164	Total	\$14,128,645

Attachment B – FY 2025 EMPG Timeline | 2025

DHS Announcement of FY 2025 EMPG NOFO	July 28, 2025
Cal OES Application due to DHS	August 11, 2025
Subrecipient period of performance begins	July 1, 2025
Revised DHS/FEMA Award to California	January 30, 2026
Integrated Preparedness Plan (IPP) due	September 30, 2025
Notification of Subrecipient Award	May, 2026
Subrecipient Workshops	TBD
FY 2025 California State Supplement release	May, 2026
Submission of the FY 2025 EMPG Performance Report for the period of 7/1/2025 – 9/30/2025	October 14, 2025
Submission of the FY 2025 EMPG Performance Report for the period of 7/1/2025 – 12/31/2025	January 14, 2026
Subrecipient Final Applications due to Cal OES	April 20, 2026
Submission of the FY 2025 EMPG Performance Report for the period of 7/1/2025 – 3/31/2026	April 14, 2026
Submission of the FY 2025 EMPG Performance Report for the period of 7/1/2025 – 6/30/2026	July 14, 2026
Submission of the FY 2025 EMPG Performance Report for the period of 7/1/2025 – 9/30/2026	October 14, 2026
All FY 2025 EMPG EHP-related documents must be received by Grants Analyst	December 31, 2026
Submission of the FY 2025 EMPG Performance Report for the period of 7/1/2025 – 12/31/2026	January 14, 2027
Submission of the FY 2025 EMPG Performance Report for the period of 7/1/2025 – 3/31/2027	April 14, 2027
Subrecipient period of performance ends	June 30, 2027
Submission of the FY 2025 EMPG Performance Report for the period of 7/1/2025 – 6/30/2027	July 14, 2027
Final Request for Reimbursement due	Within 20 calendar days of the subaward expiration date
Cal OES's period of performance ends	September 30, 2027

Attachment C – FY 2025 EMPG Program Checklist | 2025

Subrecipient: _____ **FIPS#:** _____

Grants Analyst: _____

Financial Management Forms Workbook:

- _____ Grant Subaward Face Sheet
- _____ Authorized Agent and Contact Tab
- _____ Project Ledger Tab
- _____ Planning Tab
- _____ Organization Tab
- _____ Equipment Tab
- _____ Training Tab
- _____ Exercise Tab
- _____ Management and Administration Tab
- _____ Indirect Cost Tab
- _____ Consultant-Contractor Tab
- _____ Personnel Tab
- _____ Match Tab
- _____ Indirect Cost Rate Summary (If Applicable)
- _____ Authorized Agent Sheet

Required Documents:

- _____ Counter-signed Award Letter
- _____ EHP Screening Form (If Applicable)
- _____ FFATA Financial Disclosure
- _____ Governing Body Resolution
- _____ Subrecipient Grants Management Assessment form
- _____ 2025 EMPG Standard Assurances
- _____ Indirect Cost Rate Agreement (If Applicable)