

**CALIFORNIA SPECIALIZED TRAINING INSTITUTE MEMORANDUM
STOPSM-1-26**

Date: January 21, 2026

To: All California Governor's Office of Emergency Services (Cal OES)
Grant Subrecipients

From: California Specialized Training Institute (CSTI), State Training
Operations

Subject: New Process: Training Request for Federal Tracking Numbers

CSTI is pleased to announce the implementation of a new submission process for requesting federal tracking numbers for FEMA preparedness grant-funded programs.

Access the Federal Tracking Number form through any of these three links:

- [Cal OES webpage](#)
- Future released State Supplements
- Direct link:
<https://app.smartsheet.com/b/form/0ce0f7906faa4de8b1e2e04b85967628>

To streamline and enhance workflow, CSTI is transitioning to an online form submission platform instead of emailing a PDF and attachments. Please note, there are no major changes to the information required – only the method of submission process has changed.

Subrecipients may begin submitting federal tracking number requests through the online form immediately. CSTI will continue to accept the existing PDF federal tracking number request form through January 31, 2026. Beginning February 1, 2026, CSTI will no longer accept emailed PDF submissions. In addition, all amendment requests for previously approved federal tracking numbers will also be processed through the online platform.

Once a form is submitted, you will receive automated notifications from automation@app.smartsheet.com. If you have not received any communication from CSTI or the automated notifications within five business days of submission, or if you have any questions or need assistance, please contact Training@caloes.ca.gov.