



***Cal* OES**

**GOVERNOR'S OFFICE
OF EMERGENCY SERVICES**

**Fiscal Year 2016
Homeland Security Grant Program**

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

July 2016

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Director's Message

I am pleased to present the FY2016 Homeland Security Grant Program (HSGP) California Supplement to the Federal Notice of Funding Opportunity Announcement.

Our commitment to preparedness demands cooperative work to maintain a culture of continuous improvement. Therefore, for FY2016 I welcome our work together toward building on common values, values we can apply today while we reach to achieve California's homeland security goals. These values include Integrity, Service, Respect, and Resiliency. Four very relevant principles I expect my staff at Cal OES to embrace, and values I believe you will find equally applicable during the administration of duties to an expectant public.

Cal OES management and staff have embraced my challenge to find ways to better serve our HSGP stakeholders. The Grants Management and Monitoring Sections are teaming together to identify ways to enrich the content of technical assistance and training. They will be scheduling regional training workshops throughout the state for the upcoming fiscal year. They have joined together to identify redundancies and inefficiencies in the current grant awards processes, and eliminate barriers that impede our subrecipients' ability to meet their program performance objectives and financial management responsibilities. These efforts are examples of their commitment to our HSGP stakeholders.

We have work to do; there is no question. Our work requires both a deliberate and unified purpose. That purpose begins with managing all available resources at our disposal – both material and non-material. Resources we can then utilize to enhance prevention, strengthen capabilities and deliver services while communicating effectively to California and its citizens.



MARK S. GHILARDUCCI
Director

Federal Notice of Funding Opportunity Announcement	In February 2016, the U.S. Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA) issued the <i>Fiscal Year 2016 Homeland Security Grant Program, Federal Notice of Funding Opportunity Announcement</i> (NOFO) available for download at http://www.fema.gov/media-library-data/1455569937218-3daa3552913b8affe0c6b5bc3b448635/FY_2016_HSGP_NOFO_FINAL.pdf .
Information Bulletins	DHS issues Information Bulletins to provide updates, clarification, and new requirements throughout the life of the grant. Information Bulletins may be obtained at: http://www.fema.gov/grants/grant-programs-directorate-information-bulletins .
Purpose of the California Supplement	The FY2016 California Supplement to the Federal Notice of Funding Opportunity is intended to complement, rather than replace, the Guidance published by DHS. The Supplement will emphasize differences between the FY2015 and FY2016 Homeland Security Grant Programs (HSGP), and highlight additional California policies and requirements applicable to the FY2016 HSGP.
Key Changes to the FY2016 Homeland Security Grant Program	<ul style="list-style-type: none"> • DHS/FEMA has expanded allowable costs for general purpose equipment if it aligns to and supports one or more core capabilities identified in the Goal and are sharable through the Emergency Management Assistance Compact (EMAC) and are allowable under 6 U.S.C. §609.¹ • Further restrictions have been placed on the use of grant funds for specified controlled equipment; <i>FEMA/GPD approval is required prior to acquisition.</i>² Refer to IB 407.
Grant Management Memoranda	Cal OES issues Grant Management Memoranda (GMMs) that provide additional information regarding HSGP funds. GMMs can be located at: http://www.caloes.ca.gov/cal-oes-divisions/grants-management/homeland-security-prop-1b-grant-programs/memos .
Eligible Subrecipients	<p>Eligible applicants, referred to as subrecipients, differ for each program. Generally, eligible HSGP subrecipients include:</p> <ul style="list-style-type: none"> • Operational Areas (OA) • Native American Tribes • Urban Areas Security Initiative (UASI) Jurisdictions • State Agencies (SA), Departments, Commissions, Boards, etc., who have or can obtain, appropriate state Department of Finance budget authority for awarded funds.

¹ US Department of Homeland Security, Fiscal Year 2016 Homeland Security Notice of Funding Opportunity Announcement, pages 27-28

² *Ibid*, page 59

Native American Allocations	<p>The FY2016 NOFO strongly encourages Cal OES to provide access to HSGP funds directly to Native American Tribes in California. To implement this requirement, a special Request for Proposal (RFP) will be issued to California’s 109 federally-recognized Tribes and Indian organizations as described in the Cal OES Consultation Policy.</p> <p>All subrecipients are encouraged to coordinate with Tribal Governments to ensure that Tribal needs are considered in their grant applications.</p>
Subrecipient Allocations	<p>FY2016 Homeland Security Grant Program (HSGP) subrecipient allocations are included in Appendix A. All HSGP-funded work must be completed within the established FY2016 HSGP performance period.</p>
NIMS Implementation	<p>Prior to allocation of any federal preparedness awards in FY2016, subrecipients must ensure and maintain adoption and implementation of the National Incident Management System (NIMS). Additional information can be found at http://www.fema.gov/pdf/emergency/nims/nims_alert_cred_guideline.pdf.</p>
Supplanting	<p>Grant funds must be used to supplement existing funds, not replace (supplant) funds that have been appropriated for the same purpose. Subrecipients may be required to provide supporting documentation that certifies a reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds. Supplanting will result in the disallowance of the activity(s) associated with this improper use of the federal grant funds.</p>
Public/Private Organizations	<p>Subrecipients may contract with any other public or private organizations to perform eligible activities on approved HSGP projects.</p>
Debarred/Suspended Parties	<p>Subrecipients must not make or permit any award (subgrant, 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 HSGP awards, and must be prepared to present supporting documentation to monitors/auditors.</p>
Cal OES Contact Information	<p>All subrecipient application materials, related questions, comments and correspondence should be directed to:</p> <p>California Governor’s Office of Emergency Services ATTN: Grants Management, HSGU 3650 Schriever Avenue Mather, CA 95655</p>

Homeland Security Grants Unit (HSGU): (916) 845-8506; Fax: (916) 845-8511

**HSGU Program
Representatives**

Bill Canepa at bill.canepa@caloes.ca.gov or (916) 845-8744

Justin Duke at justin.duke@caloes.ca.gov or (916) 845-8296

Maybel Garing-Espilla at maybel.garing-espilla@caloes.ca.gov or
(916) 845-8429

Rachel Magana at rachel.magana@caloes.ca.gov or (916) 845-8451

Peter Town at peter.town@caloes.ca.gov or (916) 845-8409.

Area assignments of Cal OES representatives are shown on the HSGU regional map at:

<http://www.caloes.ca.gov/cal-oes-divisions/grants-management/homeland-security-prop-1b-grant-programs/homeland-security-grants-program>

FY2016 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.

HSGP subrecipients are encouraged to consider national areas for improvement identified in the FY2015 NPR, which include the following core capabilities:

- Cybersecurity;
- Infrastructure Systems;
- Access Control and Identity Verification;
- Economic Recovery;
- Housing; and
- Long-term Vulnerability Reduction.

Additionally, the DHS requires grant subrecipients prioritize their investments that address capability targets and gaps identified through the annual Threat and Hazard Identification and Risk Assessment (THIRA) and State Preparedness Report (SPR) process. The assessments set capability targets, and measure current abilities to meet those targets.

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

25% Law Enforcement

As in past grant years, a minimum of 25% of FY2016 HSGP funds must be dedicated to Law Enforcement Terrorism Prevention-oriented Activities (LETPA). In order to leverage funds for LETPA, activities outlined in the National Prevention Framework, and National Protection Framework are eligible for use of LETPA-focused funds. All other terrorism prevention activities proposed for funding under LETPA must be formally pre-approved by FEMA.³

5% M&A

The Management and Administration (M&A) allowance for subrecipients is set at a maximum of 5% for the FY2016 HSGP.⁴

Indirect Costs

Indirect costs are allowable under the FY2016 HSGP grant award. Subrecipients who claim indirect costs may do so provided they use one of the following two methods:

³ *Ibid.*, page 6

⁴ *Ibid.*, page 15

Indirect Costs (Cont.)

1. Subrecipients with an indirect cost rate approved by their cognizant federal agency may claim indirect costs based on the established rate.

Indirect costs claimed must be calculated using the base approved in the indirect cost Negotiation Agreement. A copy of the approved Negotiation Agreement is required at the time of application.

2. Subrecipients who have never received a negotiated indirect cost rate and receive *less than* \$35 million in *direct* federal funding per year may claim the 10% de minimis indirect cost rate based on Modified Total Direct Costs (MTDC) as described in 2 C.F.R. Part 200, §200.68 and Subpart E.

Indirect costs are *in addition to* the M&A allowance, and must be included in the grant award application as a “Project” and reflected in the Financial Management Forms Workbook on the Indirect cost category ledger if being claimed under the award.

Indirect costs may be claimed no more than once annually, and only at the end of the fiscal year. Costs must be broken out by fiscal year if there is a rate change.

Indirect costs must be based on claimed direct costs, excluding equipment expenditures.

Organization Costs - Overtime

Operational overtime costs are allowable *for increased security measures at critical infrastructure sites* if associated with detecting, deterring, disrupting, and preventing acts of terrorism and other catastrophic events.

Operational overtime must be formally *pre-approved in writing* by FEMA.⁵

Personnel Cap

FY2016 SHSP and UASI funds have a personnel cap of 50%.⁶ A subrecipient may request that this requirement be waived. Requests for waivers to the personnel cap must be submitted to the Cal OES Program Representative in writing on official letterhead, with the following information:

- Documentation explaining why the cap should be waived;
- Conditions under which the request is being submitted; and

⁵ *Ibid.*, page 56

⁶ *Ibid.*, pages, 6 and 55

Personnel Cap (Cont.)

- A budget and method of calculation of personnel costs both in percentages of the grant award and in total dollar amount. To avoid supplanting issues, the request must also include a three-year staffing history for the requesting entity.

Approval to exceed the personnel cap must be received at the time of application.

Controlled Equipment

DHS/FEMA Information Bulletin (IB) 407, issued March 9, 2016, places restrictions on the use of grant funds to purchase specified controlled equipment.⁷ These restrictions are applicable beginning with controlled equipment purchases under the FY2016 HSGP award.

Requests for authorization to purchase controlled equipment must be submitted to Cal OES using FEMA Form 087-0-0-1, available at <https://www.fema.gov/media-library/assets/documents/115708>. Requests should be submitted at the time of application, or can be submitted at any time during the award performance period as long as the request is submitted and approved *prior to* the acquisition of the controlled equipment.

In addition to the information provided on FEMA Form 087-0-0-1, the submission must include a copy of the subrecipient's governing body approval to procure the equipment. Requests to purchase small, unmanned aircraft systems (SUAS) must also include copies of the policies and procedures that safeguard individuals' privacy, civil rights, and civil liberties of the jurisdiction.

In order to purchase controlled equipment, subrecipients are required to have several written policies and protocols in place *prior to acquisition* as outlined in IB 407 and listed in Sections D, G, and H of FEMA Form 087-0-0-1. In addition, training on use of the controlled equipment must occur *prior to use of the equipment*.

Subrecipients that do not have one or more of the required written policies, procedures or protocols in place at the time of the request must indicate the required item(s) "will be implemented prior to acquisition" on the FEMA form. A separate written timeline for completion and/or implementation of the required item(s) must also accompany the request. A follow-up self-certification that the items have been completed and/or implemented will be required prior to acquisition of the equipment.

Controlled equipment must be identified as such on the Equipment Inventory Ledger in the Cal OES Financial Management Forms Workbook (FMFW).

⁷ *Ibid*, pages 59 and 63

Controlled Equipment (Cont.)

Controlled equipment must remain in the possession of the original grant subrecipient and may not be transferred without written permission from FEMA.

For additional details, refer to FEMA Information Bulletin No. 407: http://www.fema.gov/media-library-data/1457552476909-8a3ac9d646ee16ffde4f1d2e4c580aa7/IB407_Controlled_Equipment_Revised_FIN_AL.pdf .

Equipment Typing/ Identification and Use

Subrecipients that allocate FY2016 HSGP 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 HSGP funds. Special rules apply to pharmaceutical purchases, medical countermeasures, and critical emergency supplies.⁸

Allowable HSGP equipment is listed on the Authorized Equipment List (AEL) website at <http://beta.fema.gov/authorized-equipment-list>.

Expenditures for general purpose equipment are allowable if they align to and support one or more core capabilities identified in the National Preparedness Goal of a secure and resilient Nation, and in addition, are sharable through the Emergency Management Assistance Compact (EMAC) and allowable under 6 U.S. C. § 609. Refer to the FY2016 NOFO for examples of allowable general purpose equipment.⁹

Equipment Maintenance/ Sustainment

Use of HSGP funds for maintenance contracts, warranties, repair or replacement costs, upgrades, and user fees are allowable as described in FEMA Information Bulletin (IB) 379.¹⁰

Exercises, Improvement Plans & 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 the annual THIRA and SPR process, real-world events, previous exercises, and national areas for improvement identified in the National Preparedness Report.

Subrecipients must document these priorities and schedule of exercise events with a Multi-Year Training and Exercise Plan (TEP) and update it annually. Subrecipients are required to e-mail their schedule of training and exercise events to Cal OES Program Representative, Rachel Magaña at rachel.magana@caloes.ca.gov no later than September 30th.

⁸ *Ibid.*, pages 57 & 59

⁹ *Ibid.*, pages 27-28

¹⁰ *Ibid.*, page 58

**Exercises,
Improvement
Plans & After
Action
Reporting
(Cont.)**

Subrecipients must report on all exercises conducted with HSGP grant funds. An After Action Report (AAR) and Improvement Plan (IP) or Summary Report (for Seminars & Workshops) must be completed and submitted to Cal OES within 90 days after the exercise/seminars/workshops are conducted. It is acceptable to submit an *Exercise Summary Report for Seminars and Workshops* in lieu of a full AAR/IP.

Please ensure all AAR/IP or Summary Report documents are encrypted (password-protected) and the password and a copy of the AAR/IP or Summary Report is emailed to Cal OES Program Representative Rachel Magaña at rachel.magana@caloes.ca.gov. For more information on this process please contact Mr. Kevin Leisher at kevin.leisher@caloes.ca.gov or Mr. Steve Nunez at steve.nunez@caloes.ca.gov.

Subrecipients scheduled to participate in Capstone California (CC) exercise activities should include the details in their FY2016 application. Cal OES program staff will review applications for adequate exercise funding for subrecipients scheduled to participate in CC activities within the FY2016 HSGP grant performance period.

For exercise-related issues and/or questions, please contact Daniel Shemenski at (916) 845-8590 or daniel.shemenski@caloes.ca.gov.

**Emergency
Operations
Plans**

Subrecipients must update their EOP at least once every two years to remain compliant with the Comprehensive Preparedness Guide (CPG) 101 version 2.0. Subrecipients will utilize the Unified Reporting Tool (URT) to report their compliance with this reporting requirement.¹¹

**Special Needs
Population**

Subrecipients conducting major planning projects (including, but not limited to Evacuation, Mass Care and Shelter, Disaster Recovery, etc.) should address access and functional needs, including the needs of children, within their planning documents in order to maintain HSGP eligibility.

**Conflict of
Interest**

Subrecipients must disclose to their grant Program Representative, in writing, any real or potential conflict of interest as defined by the federal, state, local, or tribal statutes or regulations, which may arise during the administration of the HSGP subaward within five days of learning of the conflict of interest.

¹¹ *Ibid.*, pages 26 & 40

**FY2016
Investments**

The State has prioritized the following investment strategies for the FY2016 award. Please note that Investment Justification #1(IJ #1) is to be used to report on Regional Threat Assessment Center activities only.

- IJ #1: Information Sharing, Collaboration Capabilities, and Law Enforcement Investigations
- IJ #2: Protect Critical Infrastructure and Key Resources
- IJ #3: Enhance Cybersecurity
- IJ #4: Strengthen Communications Capabilities
- IJ #5: Enhance Medical and Public Health Preparedness
- IJ #6: Countering Homegrown Violent Extremism
- IJ #7: Enhance Community Resilience
- IJ #8: Strengthen Food and Agriculture Security
- IJ #9: Enhance Catastrophic Incident Planning, Response & Recovery Capabilities
- IJ #10: Homeland Security Exercise, Evaluation and Training Programs

**State Initiative
Funding**

For FY2016, Cal OES shall retain 20% of the SHSP and 20% of the UASI funding for the state initiatives.

“On Behalf Of”

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

**Regional
Approach**

Subrecipients must take a regional approach and consider the needs of local units of government and applicable volunteer organizations in the projects and activities included in their FY2016 HSGP application.

**Non- DHS/FEMA
Training**

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

For more information on this or other training-related inquiries, contact the Cal OES Training Branch at (916) 845-8752 or their website at: <http://www.caloes.ca.gov/Cal-OES-Divisions/California-Specialized-Training-Institute>

**FFATA
Financial
Disclosure**

On November 23, 2010, the DHS and FEMA issued Information Bulletin No. 350 to clarify requirements under the Federal Funding Accountability and Transparency Act (FFATA).

As the State Administrative Agency (SAA), Cal OES is required to report subaward information for federal subawards of \$25,000 or more made on or after October 1, 2010, as well as compensation for highly paid individuals. Specifically, the name and total compensation of the five most highly compensated

**FFATA
Financial
Disclosure (Cont.)**

individuals. Please see Grant Management Memoranda (GMM) 2012-01 for more information.

**Tactical
Interoperable
Communication
Plan (TICP)**

Due to significant legislation impacting public safety communications, Cal OES is reminding all subrecipients to update their Tactical Interoperable Communications Plan (TICP) and make it available upon request. Updating a TICP is an eligible activity under the FY2016 HSGP.

Financial Management Forms Workbook

The FY2016 Cal OES Financial Management Forms Workbook (FMFW) can be accessed at <http://www.caloes.ca.gov/cal-oes-divisions/grants-management/grants-processing-programs/homeland-security-grants-processing> and includes:

Face Sheet – Use the Cover Sheet to apply for grant programs. The application Face Sheet must be signed **in blue ink**.

Authorized Body of 5 Sheet – Use the Authorized Body of 5 Sheet to list the Authorized Body of 5, Authorized Agents, and Points of Contact.

FFATA Financial Disclosure Sheet – Use the FFATA Financial Disclosure Sheet to list the name and compensation of the top five paid individuals, where applicable.

Project Descriptions – Describe the various details for each Project. A maximum of 20 projects are allowed.

Project Ledger – The project ledger is used in the application process to submit funding information and is used in the post-award phase for submitting Cash Reimbursements, Grant Award Modifications, and Cash Advances.

Equipment Inventory Ledger – It is an HSGP requirement that detailed information be provided under the equipment description on all grant-funded equipment. Authorized Equipment List (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.

Organization Ledger – Provide detailed information on grant-funded Organizational activities.

Training Ledger – Provide detailed information on grant-funded Training activities.

Planning Ledger – Provide detailed information on grant-funded Planning activities with a final product identified.

Exercise Ledger – Provide detailed information on grant-funded Exercise activities.

Personnel Ledger – Provide detailed information on grant-funded Personnel activities.

Financial Management Forms Workbook (cont.)

Consultant Ledger – Provide detailed information on grant-funded consultants.

Management and Administration Ledger – Provide detailed information on grant-funded Management and Administration activities.

Indirect Ledger – If claiming indirect costs under the subaward, provide detailed information on the total estimated indirect costs and the indirect cost rate at which you will be claiming. If you have a federally-approved rate, provide information on the direct cost base on which the rate is calculated, e.g., Salary and Wages (S/W), Salary, Wages and Benefits (SW&B), Total Direct Costs (TDC), Modified Total Direct Costs (MTDC), the De Minimis Rate of 10% of MTDC (10% MTDC), or another base (Other).

Authorized Agent Sheet – The Authorized Agent Sheet (AA) must be submitted with the application, and with all Cash Reimbursements, Grant Award Modifications, and Cash Advances. The AA must include the appropriate signature, expenditure period, and date. Only complete and accurate information recorded on the AA will be accepted.

Narrative Attachments

Explanation of 25% Law Enforcement – Describe how the subrecipient will meet the minimum federal requirement for funding Law Enforcement Terrorism Prevention-oriented Activities.

Management and Administration (M&A) Cap – Describe how the subrecipient will not exceed the federally mandated 5% cap on M&A.

Personnel Cap – Describe how the subrecipient will not exceed the federally mandated 50% personnel cap.

Emergency Operations Plan (EOP) – Please describe your EOP and any progress in meeting the requirements identified in the FY2016 NOFO.

Training with AAR/Exercise Detail – Pursuant to the federal NOFO, all training conducted using HSGP funds must be in support of the development or maintenance of an identified team or capability. Additionally, all training should address a performance gap identified through an After Action Report/Improvement Plan (AAR/IP), or build a capability that will be evaluated through an exercise. Subrecipients must explain in a narrative the type of training, the capability, and the gap identified, and then provide access to the AAR or its details for the upcoming exercise.

Intelligence Analysts Certificates – Pursuant to the federal NOFO, Cal OES must have certificates for completion of training for fusion center

Narrative Attachments (cont.)

analytical personnel. Provide copies of certificates for each intelligence analyst.

Equipment Typing Narrative – All equipment procured under this grant must be in support of the development or maintenance of an identified team or capability. Please describe what typed capability the equipment purchased with this grant supports.

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

Grant Assurances

The Grant Assurances list the requirements to which the subrecipients will be held accountable. All applicants will be required to submit a signed, **original** of the FY2016 Grant Assurances as part of their FY2016 HSGP application. The required Grant Assurances can be found only in PDF format on the Cal OES website and will be available within 14 days of Cal OES receiving the federal award.

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

Training

All grant training activities must receive Cal OES approval prior to starting the training event. Cal OES shall afford subrecipients the opportunity 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 your Cal OES Program Representative and the Training Branch to identify a possible “placeholder” for these types of training activities. Citizen Corps Whole Community Councils and Community CERT programs must register new programs, or information for an existing program must be updated annually on line in order to be considered by a state or local jurisdiction for inclusion in their IJs when applying for HSGP funds.¹²

Operational Areas Only

Approval Authority Body – Operational Areas (OA’s) must appoint an Anti-Terrorism Approval Body (Approval Authority) to have final approval of the OA’s application for HSGP funds. Each member of the Approval Authority must provide written agreement with the OA’s application for HSGP funds. The Approval Authority shall consist of the following representatives, and additional voting members may be added by a simple majority vote of the following standing members:

- County Public Health Officer or designee responsible for Emergency Medical Services
- County Fire Chief or Chief of Fire Authority
- Municipal Fire Chief (selected by the Operational Area Fire Chiefs)

¹² *Ibid.*, page 51

Operational Areas Only (cont.)

- County Sheriff
- Chief of Police (selected by the Operational Area Police Chiefs)

NOTE: A list of the Approval Authority Body members and their associated contact information, as well as a written agreement from each member, must be submitted with the FY2016 HSGP application. Contact your Cal OES Program Representative for more information.

Governing Body Resolution – The Governing Body Resolution appoints Authorized Agents (identified by the individual’s name or by a position title) to act on behalf of the governing body and the applicant by executing any actions necessary for each application and subaward. All applicants are required to submit a copy of their FY2016 Governing Body Resolution with their application. A sample Resolution is found as Attachment C.

Authorized Agent Information Form – For each person or position appointed by the governing body, submit the following information to Cal OES, along with the Resolution, on the applicant’s letterhead:

- Name
- Title
- Local Jurisdiction
- Grant Program
- Phone & Fax Number(s)
- E-Mail Address
- Street Address, City & Zip Code

NOTE: Changes can be made to the Authorized Agent if/when necessary. If the Governing Body Resolution identifies the Authorized Agent by name, a new Resolution and corresponding Authorized Agent Information Sheet are needed when any changes are made. If the Governing Body Resolution identifies the Authorized Agent by position and/or by title, changes can be made by submitting to Cal OES a letter announcing the change, accompanied by a new Authorized Agent Information Sheet.

Urban Areas Only

Urban Area Working Groups (UAWGs) – Membership in the UAWG must provide either direct or indirect representation for all relevant jurisdictions and response disciplines (including law enforcement, fire service, EMS, and emergency management) that comprise the defined Urban Area. It also must be inclusive of local Citizen Corps Council and Tribal representatives. Each UASI must include the geographical boundaries and footprint of their UASI designation. The UAWG should also ensure the integration of local emergency management, public health, and health care systems into a coordinated,

**Urban Areas
Only (Cont.)**

sustained local capability to respond effectively to a mass casualty incident. Additional group composition criteria is found in the federal NOFO.¹³

**State Agencies
& Tribes Only**

Project Narrative – In addition to the FMFW Project Descriptions, state agencies and tribes must complete a Project Narrative Form (included as Attachment E).

Signature Authority – Applications must be signed by the highest-level person, or their designee. If a designee is signing, the highest-level person must execute and submit a Signature Authority Form with the Application (included in Attachment D).

¹³ *Ibid.*, page 46

**Application
Submittal**

The completed FMFW V 1.16 must be mailed in hardcopy with original signatures, and must also be emailed as an attachment to the Cal OES Program Representative.

All application documents requiring an original signature must be mailed in hardcopy.

HAND-DELIVERED APPLICATIONS WILL NOT BE ACCEPTED

**Late or Incomplete
Application**

All application materials are due as stated in Attachment B. Late or incomplete applications may be denied. If an application is incomplete, the Cal OES Program Representative may request additional information. Requests for late submission of applications must be made in writing to the Cal OES Program Representative prior to the application due date. Cal OES has sole discretion to accept or reject a late or incomplete grant application.

Award Approval

The subrecipient will receive written notice of the State's approval of its award not later than 45 days after Cal OES receives the federal grant award. Subrecipient reimbursements will not be made until all required application components have been approved by Cal OES.

Payment Request Process	<p>To request an advance or cash reimbursement payment of FY2016 HSGP funds, subrecipients must first complete a payment request using the Cal OES Financial Management Forms Workbook (FMFW), returning it to the appropriate Cal OES HSGU Program Representative. Subrecipients who fail to follow the workbook instructions may experience delays in processing the payment request.</p> <p>Payments can only be made if the subrecipient has submitted a completed and approved application.</p> <p>Exercise costs will not be reimbursed until an AAR has been posted and access to the AAR has been granted to Cal OES Program Representative Rachel Magaña.</p> <p>Ms. Magaña can be reached at (916) 845-8451 or rachel.magana@caloes.ca.gov.</p>
Advances & Interest Earned on Advances	<p>Advance payment means a payment that is requested before subrecipients have disbursed the funds for program purposes. Subrecipients may be paid an advance, provided they maintain a willingness and ability to maintain procedures to minimize the time elapsing between the receipt of funds and their disbursement.</p> <p>Federal rules require advances to be <u>deposited in interest-bearing accounts</u>. Interest earned amounts up to \$500 per year may be retained by subrecipients for administrative expense; any additional interest earned on Federal advance payments must be returned annually to Cal OES.</p>
Post Award Modifications	<p>Post award budget, scope and time modifications must be requested using the Cal OES Financial Management Forms Workbook V 1.16, signed by the subrecipient’s Authorized Agent, and submitted to the Cal OES Program Representative.</p> <p>The subrecipient may implement grant modification activities, and incur associated expenses, only after receiving written final approval of the modification from Cal OES. Failure to submit a modification request, and receive written approval prior to expenditure, could result in a reduction or disallowance of that portion of the grant.</p>
Sole Source Procurements	<p>To be eligible for reimbursement, sole source (or noncompetitive) procurements exceeding the <i>simplified acquisition threshold</i> (which is established by the Federal Acquisition Regulation at 48 CFR Subpart 2.1 and is currently set at \$150,000) require Cal OES <i>prior</i> written approval.</p> <p>Please note that this method of procurement must be approved by your local Purchasing Agent prior to submitting a request for Cal OES approval. A copy of the Purchasing Agent’s approval must be included with submission. Cal OES may request additional documentation that supports the procurement effort.</p>

**Performance
Bond**

Many subrecipients were unable to procure large equipment items due to vendor delivery scheduled to occur after the federal reporting period had expired. To assist with this issue, DHS allowed subrecipients to obtain a “performance bond” wherein subrecipients procured the item(s) in question, paid the money up front, and obtained a performance bond to ensure delivery of the item within 90 days of the subrecipient’s performance period.

Subrecipients must obtain a performance bond for any equipment item over \$250,000 or any vehicle, aircraft or watercraft, financed with homeland security dollars. **Subrecipients must provide a copy of all performance bonds to their HSGP Program Representative not later than the time of reimbursement.**

EHP

DHS/FEMA is required to ensure that 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 must participate in the EHP review process.

Subrecipients are required to submit EHP Screening Memos to their Program Representative prior to initiating a project that has *any potential* to impact the environment. EHP Screening Memos must include detailed project information and explain the goals and objectives of the proposed project, and include supporting documentation.

FEMA may require a subrecipient to provide a confidential California Historical Resources Information System (CHRIS) report in addition to the EHP Screening Memo. Determination on the necessity of a CHRIS report is based upon information disclosed on the Screening Memo. Your Cal OES Program Representative will provide you with additional instructions should this report be required.

EHP requests should be submitted to Cal OES as early as possible, but no later than nine months prior to the end of the performance period, or no less than one year prior to the end of the performance period for the construction of communications towers.

All HSGP projects/activities triggering EHP must receive DHS *written* approval prior to commencement of the funded project/activity.¹⁴

**Construction &
Renovation**

Project construction using SHSP and UASI funds may not exceed the greater of \$1,000,000 or fifteen percent (15%) of the grant subaward. (For the purposes of the limitations on funding levels, communications towers are not considered construction.)

¹⁴ *Ibid*, pages 14, 27 and 60

Construction & Renovation (Cont.)

Written approval for construction must be provided by DHS/FEMA prior to the use of any HSGP funds for construction or renovation.

When applying for construction funds, including communications towers, at the time of application, subrecipients must submit evidence of approved zoning ordinances, architectural plans, any other locally required planning permits, and a notice of federal interest. Additionally, subrecipients are required to submit a SF-424C Budget and Budget detail that cites the project costs. Communications tower construction requests also require evidence that the FCC's Section 106 review process has been completed.¹⁵

Inventory Control & Property Management

FY2016 HSGP recipients 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 number or other ID, title information, acquisition date, cost, location, use and condition, and ultimate disposition;
- Conducting a physical inventory at least every two years; and
- A Control system to prevent loss, damage, and theft of grant purchased equipment and supplies.

Equipment Disposition

When original or replacement equipment acquired under the HSGP is no longer needed for program activities, the subrecipient must contact the Cal OES Program Representative to request disposition instructions.

Performance Reporting

Subrecipients must prepare and submit performance reports to the State for the duration of the grant performance period, or until all grant activities are completed and the grant is formally closed by Cal OES. The Performance Report attempts to capture information detailing each proposed project in the workbook, including the milestones assigned each, specific challenges with meeting those milestones, as well as notable activities accomplished during the reporting period.

Subrecipients are required to provide semi-annual (Spring and Fall) performance reports. Completed reports are emailed to their respective Cal OES Program Representative using the Performance Report template found on the Cal OES website. Monthly progress reporting may be required if project milestones are missed and will continue until such time as projects are back on schedule.

¹⁵ *Ibid.*, page 60

Performance Reporting (Cont.)

Subrecipients must also complete a Biannual Strategy Implementation Report (BSIR) using the DHS/FEMA Grants Reporting Tool (GRT).

To obtain access to the online GRT, please log on to their website at www.reporting.odp.dhs.gov. To create a new account, follow the instructions that read, “If you need to register for an account, please click here.” For additional assistance with the GRT, please contact: Dora Gomez at Dora.Gomez@caloes.ca.gov or (916) 845-8656.

Failure to Submit Required Reports

Periodic reporting is required by the grant. Subrecipients who miss a single reporting deadline may receive a letter addressed to their Board of Supervisors informing them of the failure to report. County Operational Areas and Tribal Native Americans who fail to report twice in a row may have subsequent awards reduced by 10% until timely reporting is reestablished; UASIs may have a “hold” placed on any future reimbursements.

Extension Requests

Extensions to the initial performance period identified in the subaward will only be considered through formal, written requests to your Cal OES Program Representative. Upon receipt of the extension request, Cal OES will:

1. Verify compliance with performance reporting requirements by confirming the subrecipient has submitted all necessary performance reports;
2. Confirm that the subrecipient has provided sufficient justification for the request; and
3. If applicable, confirm that the subrecipient has demonstrated sufficient progress in past situations where an extension was authorized by Cal OES.

To be considered, extension requests must be received no later than 60 days prior to the end of the subrecipient’s performance period, 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 performance period termination date and new project completion date;
5. Amount of funds drawn down to date;
6. Remaining available funds, both Federal and non-federal;
7. Budget outlining how remaining Federal and non-federal funds will be expended;
8. Plan for completion, including milestones and timeframes for each milestone and the position/person responsible for implementing the plan for completion;

Extension Requests (Cont.)

9. Certification that the activity/activities will be completed within the extended performance period without any modification to the original Statement of Work.

Progress Reports on Grant Extensions

All subrecipients that receive Cal OES approval to extend their FY2016 grant performance period must submit monthly progress reports indicating completed and future project milestones on all extended projects. Progress reports must be submitted electronically to the Cal OES Program Representative on the last day of each month of extension.

Monitoring

The Cal OES Grants Monitoring actively monitors subrecipients, both through desk and on-site field reviews. Monitoring is based on the cost principals and administrative requirements addressed in local, state and federal controlling authority, in addition to applicable financial guidelines. Reviews may include, but are not limited to:

- Entries recorded on the Financial Management Forms Workbook categories
- Eligibility of and support for expenditures, typically covering 2-3 years of data.
- Comparing actual subrecipient activities to those approved in the grant application and subsequent modifications, including the review of timesheets as appropriate.
- Ensuring that advances have been disbursed in accordance with applicable guidelines.
- Confirming compliance with:
 - Grant Assurances; and
 - Information provided on performance reports and payment requests.

Many subrecipients receive “findings” that necessitate a Corrective Action Plan (CAP) on their part. Those subrecipients who fail to submit a CAP as required shall have a “hold” placed on any future reimbursements until the “finding” is resolved.

NOTE: It is the responsibility of all subrecipients that pass through funds, to monitor and audit the grant activities of their subawards. This requirement includes, but is not limited to, on-site verification of grant activities, as required.

Suspension/ Termination

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

- Failure to submit required reports.
- Failure to expend funds in a timely manner consistent with the grant

Suspension/ Termination (Cont.)

- 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 agreement requirements or special conditions.
 - Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.
 - False certification in the application or document.
 - Failure to adequately manage, monitor or direct the grant funding activities of their subrecipients.
 - Before taking action, Cal OES will provide the subrecipient reasonable notice of intent to impose corrective measures and will make every effort to informally resolve the problem.

Closeout

Cal OES will close-out subrecipient awards when it determines that all applicable administrative actions and all required work of the Federal award have been completed.

Subrecipient subawards will be closed after:

- Receiving a subrecipient Performance Report indicating that all approved work has been completed, and all funds have been distributed;
- Receiving the subrecipient's Final Reimbursement Request;
- Completing a review to confirm the accuracy of reported information;
- Reconciling actual costs to subawards, modifications and payments.
- Verifying the subrecipient has submitted a final BSIR showing all grant funds have been expended.

If the closeout review and reconciliation indicates that the subrecipient:

- Is owed additional funds, then Cal OES will send the final payment automatically to the subrecipient.
- Did not use all funds received through an Advance, then Cal OES will issue an Invoice for the unused funds.
- Did not use all funds obligated, then Cal OES will send a deobligation letter in the amount of the unused funds.

Records Retention

The records retention period is three years from the date of the subrecipient's final BSIR submittal showing all grant funds have been expended. 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
Retention
(Cont.)**

records. If the SAA 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.

State Homeland Security Program (SHSP)					
Operational Area	Population	Base Amount	25% LE	SHSP	Total Award (25% LE + SHSP)
ALAMEDA	1,594,569	75,000	425,404	1,276,212	1,701,616
ALPINE	1,121	75,000	19,036	57,108	76,144
AMADOR	36,312	75,000	28,010	84,032	112,042
BUTTE	224,323	75,000	75,958	227,873	303,831
CALAVERAS	45,668	75,000	30,396	91,190	121,586
COLUSA	21,715	75,000	24,288	72,863	97,151
CONTRA COSTA	1,102,871	75,000	300,009	900,027	1,200,036
DEL NORTE	28,031	75,000	25,899	77,695	103,594
EL DORADO	184,917	75,000	65,908	197,725	263,633
FRESNO	972,297	75,000	266,709	800,129	1,066,838
GLENN	28,728	75,000	26,076	78,229	104,305
HUMBOLDT	134,398	75,000	53,025	159,074	212,099
IMPERIAL	183,429	75,000	65,529	196,587	262,116
INYO	18,574	75,000	23,487	70,460	93,947
KERN	874,264	75,000	241,709	725,126	966,835
KINGS	149,721	75,000	56,933	170,797	227,730
LAKE	64,918	75,000	35,306	105,917	141,223
LASSEN	32,092	75,000	26,934	80,803	107,737
LOS ANGELES	10,136,559	75,000	2,603,820	7,811,460	10,415,280
MADERA	155,878	75,000	58,503	175,508	234,011
MARIN	258,972	75,000	84,794	254,383	339,177
MARIPOSA	17,791	75,000	23,287	69,862	93,149
MENDOCINO	88,863	75,000	41,412	124,237	165,649
MERCED	266,134	75,000	86,621	259,862	346,483
MODOC	9,399	75,000	21,147	63,441	84,588
MONO	14,695	75,000	22,498	67,492	89,990
MONTEREY	425,413	75,000	127,241	381,722	508,963
NAPA	140,362	75,000	54,546	163,637	218,183
NEVADA	98,193	75,000	43,792	131,374	175,166
ORANGE	3,147,655	75,000	821,479	2,464,436	3,285,915
PLACER	369,454	75,000	112,970	338,909	451,879
PLUMAS	19,560	75,000	23,738	71,215	94,953
RIVERSIDE	2,308,441	75,000	607,459	1,822,376	2,429,835
SACRAMENTO	1,470,912	75,000	393,868	1,181,606	1,575,474
SAN BENITO	58,344	75,000	33,629	100,888	134,517
SAN BERNARDINO	2,104,291	75,000	555,396	1,666,186	2,221,582
SAN DIEGO	3,227,496	75,000	841,840	2,525,521	3,367,361
SAN FRANCISCO	845,602	75,000	234,399	703,198	937,597
SAN JOAQUIN	719,511	75,000	202,243	606,728	808,971
SAN LUIS OBISPO	274,293	75,000	88,701	266,105	354,806
SAN MATEO	753,123	75,000	210,815	632,444	843,259
SANTA BARBARA	437,643	75,000	130,360	391,079	521,439
SANTA CLARA	1,889,638	75,000	500,654	1,501,961	2,002,615

SANTA CRUZ	271,646	75,000	88,026	264,079	352,105
SHASTA	178,673	75,000	64,316	192,948	257,264
SIERRA	3,105	75,000	19,542	58,625	78,167
SISKIYOU	45,119	75,000	30,256	90,770	121,026
SOLANO	429,552	75,000	128,296	384,889	513,185
SONOMA	496,253	75,000	145,307	435,920	581,227
STANISLAUS	532,297	75,000	154,499	463,496	617,995
SUTTER	95,948	75,000	43,219	129,657	172,876
TEHAMA	64,323	75,000	35,154	105,462	140,616
TRINITY	13,571	75,000	22,211	66,633	88,844
TULARE	462,189	75,000	136,619	409,859	546,478
TUOLUMNE	54,337	75,000	32,607	97,822	130,429
VENTURA	848,073	75,000	235,029	705,088	940,117
YOLO	209,393	75,000	72,150	216,451	288,601
YUBA	74,076	75,000	37,641	112,924	150,565
Total	38,714,725	4,350,000	10,960,700	32,882,100	43,842,800

Regional Threat Assessment Center (RTAC)

Region	Total Award
SAN FRANCISCO BAY AREA	1,000,000
SACRAMENTO/CENTRAL VALLEY AREA	1,000,000
GREATER LOS ANGELES AREA	1,000,000
SAN DIEGO AREA	1,000,000
Total	4,000,000

Urban Areas Security Initiative (UASI)

*A minimum of 25% of UASI funding must be utilized for Law Enforcement purposes

Urban Area	Federal Allocation to State	80% Allocation to UASI	20% State Initiatives
ANAHEIM/SANTA ANA AREA	5,430,000	4,344,000	1,086,000
BAY AREA	28,036,000	22,428,800	5,607,200
LOS ANGELES/LONG BEACH AREA	68,610,000	54,888,000	13,722,000
RIVERSIDE AREA	2,962,000	2,369,600	592,400
SACRAMENTO	2,962,000	2,369,600	592,400
SAN DIEGO AREA	16,658,000	13,326,400	3,331,600
Total	124,658,000	99,726,400	24,931,600

Attachment B – FY2016 HSGP Timeline | 2016

DHS Announcement of 2016 HSGP	February 16, 2016
SAA Application Due to DHS	April 25, 2016
2016 HSGP California Supplement (Including Subrecipient Allocations) Release	June 15, 2016
Subrecipient Application Workshops	June 2016*
Subrecipient Applications Due to Cal OES	September 9, 2016*
DHS Award to California	July 15, 2016*
Subrecipient Awards (45 days from DHS award)	August 29, 2016*
Subrecipient Performance Period Begins	September 1, 2016*
Subrecipient Performance Period Ends	May 31, 2019*
Final Requests for Reimbursement Due	June 20, 2019*
SAA Performance Period Ends	August 31, 2019*

*Date approximate depending on DHS award date

Attachment C – Sample Governing Body Resolution | 2016

BE IT RESOLVED BY THE _____
(Governing Body)

OF THE _____ THAT
(Name of Applicant)

_____, OR
(Name or Title of Authorized Agent)

_____, OR
(Name or Title of Authorized Agent)

_____,
(Name or 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 federal financial assistance provided by the federal Department of Homeland Security and sub-granted through the State of California.

Passed and approved this _____ day of _____, 20 _____

Certification

I, _____, duly appointed and
(Name)

(Title) Of the _____
(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)

Attachment D – Signature Authority Form | 2016

AS THE _____
(Secretary/Director/President/Chancellor/Chairperson)

OF THE _____
(Name of the Organization)

I hereby authorize the following individual(s) to execute for and on behalf of the named organization, any actions necessary for the purpose of obtaining federal financial assistance provided by the federal Department of Homeland Security and sub-granted through the California Governor’s Office of Emergency Services.

_____, OR

_____, OR

_____ ,

Signed and approved this _____ day of _____, 20_____

(Signature)

FOR USE BY STATE AGENCIES / TRIBES

Applicant (agency/organization) _____

NOTE: Complete a separate Project Description for each proposed project.

Project Title: _____

Indicate the State Investment Strategies Supported by the Project:

- IJ #1: Information Sharing, Collaboration Capabilities, and Law Enforcement Investigations
- IJ #2: Protect Critical Infrastructure and Key Resources
- IJ #3: Enhance Cybersecurity
- IJ #4: Strengthen Communications Capabilities
- IJ #5: Enhance Medical and Public Health Preparedness
- IJ #6: Countering Homegrown Violent Extremism
- IJ #7: Enhance Community Resilience
- IJ #8: Strengthen Food and Agriculture Security
- IJ #9: Enhance Catastrophic Incident Planning, Response & Recovery Capabilities
- IJ #10: Homeland Security Exercise, Evaluation and Training Programs

Provide a detailed description of the proposed project and how it supports the IJ indicated above.

For construction and renovation projects, provide the following additional information:

- A description and location of the facility;
- A description of the vulnerability assessment and the date the assessment was conducted (the assessment does not have to be submitted with the application);
- A description of how the proposed project will address the vulnerabilities identified in the assessment;
- A description of the consequences if the project is not funded under HSGP FY2016

Please check the appropriate box:

- Our agency/organization currently has spending authority for the requested funds.
- Our agency/organization does not currently have spending authority for the requested funds.
See below for explanation:

Attachment F – FY2016 Application Checklist | 2016

Subrecipient: _____

FIPS # _____

Cal OES Program Representative: _____

OPERATIONAL/URBAN AREAS:

STATE AGENCIES / TRIBES:

- ___ Financial Management Forms Workbook
 - ___ Face Sheet
 - ___ Authorized Body of 5 Sheet
 - ___ FFATA Financial Disclosure Sheet
 - ___ Project Descriptions
 - ___ Project Ledger
 - ___ Equipment Inventory Ledger
 - ___ Controlled Equipment Self-Certification Form, if applicable
 - ___ Organization Ledger
 - ___ Training Ledger
 - ___ Planning Ledger
 - ___ Exercise Ledger
 - ___ Personnel Ledger
 - ___ Consultant Ledger
 - ___ Management and Administration Ledger
 - ___ Indirect Cost Ledger
 - ___ Authorized Agent Sheet

- ___ Financial Management Forms Workbook
 - ___ Face Sheet
 - ___ Authorized Body of 5 Sheet
 - ___ FFATA Financial Disclosure Sheet
 - ___ Project Descriptions
 - ___ Project Ledger
 - ___ Equipment Inventory Ledger
 - ___ Controlled Equipment Self-Certification Form, if applicable
 - ___ Organization Ledger
 - ___ Training Ledger
 - ___ Planning Ledger
 - ___ Exercise Ledger
 - ___ Personnel Ledger
 - ___ Consultant Ledger
 - ___ Management and Administration Ledger
 - ___ Indirect Cost Ledger
 - ___ Authorized Agent Sheet

- ___ Narrative Attachments:
 - ___ 25% Law Enforcement – Minimum
 - ___ 5% M&A Cap
 - ___ 50% Personnel Cap
 - ___ Training w/AAR/Exercise Detail
 - ___ Describe your EOP
 - ___ Intelligence Analysts Certificates
 - ___ Equipment Typing
 - ___ Indirect Cost Rate Negotiation Agreement

- ___ Narrative Attachments:
 - ___ 25% Law Enforcement – Minimum
 - ___ 5% M&A Cap
 - ___ 50% Personnel Cap
 - ___ Training w/AAR/Exercise Detail
 - ___ Describe your EOP
 - ___ Equipment Typing
 - ___ Indirect Cost Rate Negotiation Agreement
 - ___ Project Narrative Form

- ___ Approval Authority:
 - ___ Contact Information for each member
 - ___ Written Agreement from each member

- ___ Approval Authority:
 - ___ Signature Authority – Authorized Agent

- ___ Governing Body Resolution (Certified)
- ___ Authorized Agent(s) Information Form
- ___ Grant Assurances (Signed Originals)

- ___ Authorized Agent(s) Information Form
- ___ Grant Assurances (Signed Originals)
