



***Cal* OES**

**GOVERNOR'S OFFICE  
OF EMERGENCY SERVICES**

**Fiscal Year 2013  
Homeland Security Grant Program**

***California Supplement to the  
Federal Funding Opportunity Announcement and  
Application Kit***

July 2013

**STATE OF CALIFORNIA**  
**Edmund G. Brown Jr, Governor**

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## **Director's Message**

I am pleased to present you with the *FY 2013 Homeland Security Grant Program (HSGP) - California Supplement to the Federal Program Funding Opportunity Announcement*, which will serve to expand your efforts that continue to make California a national leader in emergency management and homeland security.

As a direct result of the collaborative efforts with our federal partners at the U.S. Department of Homeland Security and the Federal Emergency Management Agency, we have made our communities safer and better prepared for when a disaster strikes. To further our progress, this year's HSGP Program includes two new priorities to foster innovation and sustained support for preparedness and to improve immediate emergency victim care at mass casualty events.

Effective July 1, 2013, the California Emergency Management Agency will be renamed the California Governor's Office of Emergency Services (Cal OES) but will continue to enhance public safety and disaster preparedness in California through its strong leadership, collaborative efforts, and meaningful partnerships. Although our name is changing, our shared goal to protect lives and property by effectively preparing for, preventing, responding to, and recovering from all threats, crimes, hazards, and emergencies, will remain unchanged.

The dedicated staff at Cal OES will continue to serve as a resource for you as we work together to advance our combined efforts to benefit our communities. I encourage you to contact them for guidance and advice throughout the duration of the grant.



**MARK S. GHILARDUCCI**  
Director  
California Governor's Office of Emergency Services

<b>Federal Funding Opportunity Announcement</b>	In May 2013, the U.S. Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA) issued the <i>FY13 Homeland Security Grant Program, Funding Opportunity Announcement</i> (FOA) available for download at: <a href="http://www.fema.gov/government/grant/hsgp/">http://www.fema.gov/government/grant/hsgp/</a> .
<b>Information Bulletins</b>	DHS issues Information Bulletins to provide updates, clarification, and new requirements throughout the life of the grant. Information Bulletins may be obtained at: <a href="http://www.fema.gov/government/grant/bulletins/index.shtm">http://www.fema.gov/government/grant/bulletins/index.shtm</a> .
<b>Purpose of the California State Supplement</b>	The <i>California Supplement to the Federal Funding Opportunity Announcement</i> is intended to complement, rather than replace, the Guidance published by DHS. The Supplement will emphasize the differences between the FY12 and FY13 Homeland Security Grant Programs (HSGP), and will include additional California policies and requirements applicable to the FY13 HSGP.
<b>Grant Management Memoranda</b>	Cal OES also issues Grant Management Memoranda (GMMs) that provide additional information regarding HSGP funds. GMMs can be located at: <a href="http://www.caloes.ca.gov/GrantsProcessing/Pages/Grant-Management-Memos.aspx">http://www.caloes.ca.gov/GrantsProcessing/Pages/Grant-Management-Memos.aspx</a> .
<b>Eligible Subgrantees</b>	Eligible applicants, referred to as Subgrantees, differ for each program. Generally, eligible HSGP Subgrantees include: <ul style="list-style-type: none"> <li>• Operational Areas (OA) <ul style="list-style-type: none"> <li>▪ Includes Native American Tribes-represented by a single coordinating group</li> </ul> </li> <li>• Urban Areas Security Initiative (UASI) Jurisdictions</li> <li>• State Agencies, Departments, Commissions, Boards, etc. (SA) who have, or can obtain, appropriate state Department of Finance budget authority for awarded funds</li> </ul>
<b>Native American Allocations</b>	Federal FY13 grant guidance strongly encourages Cal OES to provide access to HSGP funds directly to Native American Tribes in California. In order for Cal OES to implement this requirement, a single coordinating group representing the California tribes will be eligible to receive a share of this funding on a base plus population basis. In order to submit an application for funding, California's 108 tribes shall develop a single coordinating group that represents all or substantially all of the tribes. The single coordinating group shall have until October 1, 2013 to submit to Cal OES its membership, organizational structure and plan for developing coordinated funding priorities among all or substantially all of the California Tribes. All Subgrantees are encouraged to coordinate with Tribal Governments to ensure that Tribal needs are considered in the Subgrantee applications. <sup>1</sup>

<sup>1</sup> U.S. Department of Homeland Security, *Fiscal Year 2013 Homeland Security Funding Opportunity Announcement*, Page 49.

<b>Subgrantee Allocations</b>	FY13 Homeland Security Grant Program (HSGP) Subgrantee allocations are included in Appendix A.
<b>NIMS Implementation</b>	Prior to allocation of any federal preparedness awards in FY13, grantees must ensure and maintain adoption and implementation of the National Incident Management System (NIMS). Additional information can be found at <a href="http://www.fema.gov/pdf/emergency/nims/nims_alert_cred_guideline.pdf">http://www.fema.gov/pdf/emergency/nims/nims_alert_cred_guideline.pdf</a>
<b>Supplanting</b>	Grant funds must be used to supplement existing funds, not replace (supplant) funds that have been appropriated for the same purpose. Subgrantees will be required to supply documentation certifying that a reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds. <sup>2</sup>
<b>Public/Private Organizations</b>	Subgrantees may contract with any other public or private organizations to perform eligible activities on approved projects.
<b>Debarred/Suspended Parties</b>	Subgrantees must not make or permit any award (subgrant or contract) at any tier to any party that is debarred, suspended, or otherwise excluded from, or ineligible for, participation in federal assistance programs. Subgrantees must obtain documentation of eligibility prior to any sub-award of HSGP funds and be prepared to present supporting documentation to monitors.
<b>Cal OES Contact Information</b>	All Subgrantee application materials, related questions, comments and correspondence should be directed to:  <div style="text-align: center;">                     California Governor’s Office of Emergency Services                      ATTN: Grants Management, HSGU                      3650 Schriever Ave                      Mather, CA 95655                 </div> Cal OES Main Phone Line: (916) 845-8186 Homeland Security Grants Unit (HSGU) Fax: (916) 636-3780
<b>HSGU Program Representatives</b>	Joseph Anderson at <a href="mailto:joseph.anderson@calema.ca.gov">joseph.anderson@calema.ca.gov</a> or (916) 845-8426 Cameron Bardwell at <a href="mailto:cameron.bardwell@calema.ca.gov">cameron.bardwell@calema.ca.gov</a> or (916) 845-8428 Bill Canepa at <a href="mailto:bill.canepa@calema.ca.gov">bill.canepa@calema.ca.gov</a> or (916) 845-8744 Maybel Garing-Espilla at <a href="mailto:maybel.garing@calema.ca.gov">maybel.garing@calema.ca.gov</a> or (916) 845-8429 Casey Granados at <a href="mailto:casey.granados@calema.ca.gov">casey.granados@calema.ca.gov</a> or (916) 845-8436 Rachel Magana at <a href="mailto:rachel.magana@calema.ca.gov">rachel.magana@calema.ca.gov</a> or (916) 845-8451  Cal OES representatives may be located on the HSGU regional map at: <a href="http://www.caloes.ca.gov/EMS-HS-HazMat/Documents/HSGP/HSGS%20Regional%20map%202-1-12.pdf">http://www.caloes.ca.gov/EMS-HS-HazMat/Documents/HSGP/HSGS%20Regional%20map%202-1-12.pdf</a> .

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<sup>2</sup> *Ibid.*, page 77.

**HSGP Priorities** The FY13 HSGP will focus on the following Five National Priorities<sup>3</sup>:

**Priority One: Implementation of the National Preparedness System (NPS) and a Whole Community Approach to Homeland Security and Emergency Management**

- **Objective One: Update of Threat Planning and Risk Assessment (THIRA).** A common approach to the THIRA process will enable the whole community to maintain a baseline understanding of the risks that they face, facilitating efforts to identify capability and resource gaps, focus capability improvements, and inform the community of actions they can take to manage their risks. In order to qualify for FY 2013 funding, all grantees shall develop or maintain a THIRA.<sup>4</sup>
- **Objective Two: Planning.** The Comprehensive Preparedness Guide (CPG) 101v.2 September 2010 helps planners at all levels of government in their efforts to develop and maintain viable all-hazards, all-threat emergency operations plans (EOPs). All HSGP grantees that maintain an EOP shall ensure their consistency with the CPG 101 v2.<sup>5</sup>

In building future EOPs, planners should anticipate the increasing complexity and decreasing predictability of the future operating environment. These efforts should actively use strategic foresight, including the associated evolving strategic needs shown in FEMA's *Crisis Response and Disaster Resilience 2030 Report*. The Report can be found at <http://www.fema.gov/strategic-planning-analysis-spa-division/strategic-foresight-initiative>.<sup>6</sup>

- **Objective Three: Organization - Typing of Equipment and Training.** SHSP and UASI provide funding for equipment, training, and exercises for the prevention, protection against, response to and recovery from terrorism events. A well executed mission requires carefully managed resources (personnel, teams, facilities, equipment, and/or supplies) to meet incident needs. Utilization of standardized resource management concepts such as typing, inventorying, organizing, and tracking will facilitate the dispatch, deployment, and recovery of resources before, during, and after an incident.<sup>7</sup>
- **Objective Four: Sustaining Capabilities.** In this time of limited resources, HSGP grantees should ensure that grant funding is utilized

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<sup>3</sup> *Ibid.*, page 6.

<sup>4</sup> *Ibid.*, page 35.

<sup>5</sup> *Ibid.*, page 35.

<sup>6</sup> *Ibid.*, Page 36

<sup>7</sup> *Ibid.*, page 36.

to sustain core capabilities within the National Preparedness Goal (NPG) that were funded by past HSGP funding cycles to include training of personnel and lifecycle replacement of equipment. New capabilities should not be built at the expense of maintaining current, essential capabilities. If new capabilities are built utilizing HSGP funding, grantees must ensure the capabilities are deployable outside of their community to support regional and national efforts. All capabilities being built or sustained must have a clear linkage to one or more core capabilities in the NPG<sup>8</sup>.

### **Priority Two: Building and Sustaining Law Enforcement Terrorism Prevention Capabilities**

In support of the NPG's core capabilities, DHS encourages the use of SHSP and UASI funding for programs and initiatives that directly support local efforts to enable interdiction and disruption of terrorist activity through enhanced understanding and recognition of pre-operational activity and other crimes that may be precursors or indicators of terrorist activity, in accordance with applicable Privacy/Civil Rights Civil Liberties (P/CRCL) protections.<sup>9</sup>

- **Objective One: National SAR (Suspicious Activity Reporting) Initiative (NSI) Training.** All personnel supported with HSGP and engaged in the NSI will complete the Department's NSI training and will be required to submit a certification for their agency indicating the number of personnel who have completed the applicable NSI training. All new hires within the applicable agency are required to complete the training within their first year of employment. All previously trained personnel must complete refresher training every other year, or earlier if necessary.<sup>10</sup>

### **Priority Three: Maturation and Enhancement of State Major Urban Area Fusion Centers**

DHS is requiring fusion centers to participate in an annual assessment of their achievement of Critical Operational Capabilities (COCs) and Enabling Capabilities (ECs) in the fall of 2013. Mitigating the identified gaps will enhance fusion centers' capacity to improve the nation's ability to safeguard the homeland and prevent terrorist and criminal activity, while enabling local officials to better protect their communities.<sup>11</sup>

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<sup>8</sup> *Ibid.*, page 37.

<sup>9</sup> *Ibid.*, Page 40.

<sup>10</sup> *Ibid.*, page 40

<sup>11</sup> *Ibid.*, page 40.

- **Objective One: Baseline Capabilities.** Fusion centers leveraging HSGP funds must prioritize the allocation of these grant funds to address any capability gaps identified as a result of the 2012 Fusion Center Assessment and, only after identified capability gaps have been addressed, maintain and enhance capabilities in execution of the COCs and ECs.<sup>12</sup>
  
- **Objective Two: Analytic Capabilities.** All fusion center analytic personnel must demonstrate qualifications that meet or exceed competencies identified in the *Common Competencies for State, Local, and Tribal Intelligence Analysts*. In addition to these training requirements, fusion centers should also continue to mature their analytic capabilities by addressing gaps in analytic capability identified during the annual fusion center assessment.<sup>13</sup> Intel Analysts supported by HSGP funding must meet one of the following eligibility requirements:<sup>14</sup>
  - Successfully complete training to ensure baseline proficiency in intelligence analysis and production within six months of being hired; and/or,
  - Previously served as an intelligence analyst for a minimum of two years either in a federal intelligence agency, the military, or State and/or local law enforcement intelligence unit.

As identified in the *Maturation and Enhancement of State and Major Urban Area Fusion Centers* priority, all fusion centers analytic personnel must demonstrate qualifications that meet or exceed competencies identified in the *Common Competencies for State, Local, and Tribal Intelligence Analysts*, which outlines the minimum categories of training needed for intelligence analysts. A certificate of completion of such training must be on file with Cal OES.

Overtime costs are allowable for personnel to participate in information, investigative, and intelligence sharing activities specifically related to homeland security and specifically requested by a federal Agency. Allowable costs are limited to overtime associated with federally requested participation in eligible fusion activities. Grant funding can only be used in proportion to the Federal man-hour estimate, and only after funding for these activities from other sources has been exhausted.<sup>15</sup>

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<sup>12</sup> *Ibid.*, page 41.

<sup>13</sup> *Ibid.*, page 41.

<sup>14</sup> *Ibid.*, page 41.

<sup>15</sup> *Ibid.*, page 57.

Operational overtime costs are allowable to enhance capabilities for detecting, deterring, disrupting, and preventing acts of terrorism at critical infrastructure sites. SHSP or UASI funds may only be spent for operational overtime costs upon prior approval provided in writing by FEMA.<sup>16</sup>

#### **Priority Four: Innovation and Sustained Support for the National Campaign for Preparedness**

With support from FY 2013 SHSP and UASI funding, grantees are encouraged to foster individual and community preparedness and resilience by identifying needs; mobilizing partners; and creating innovative and effective solutions that can be grown, sustained, and replicated.<sup>17</sup>

- **Objective One:** Foster individual and community preparedness and resilience by identifying needs; mobilizing partners; and creating innovative and effective solutions that can be grown, sustained, and replicated. Subgrantees will need to indicate the percentage, on a project-by-project basis that their award supports the maintenance and sustainment of the NPG's core capabilities<sup>18</sup>

#### **Priority Five: Improve Immediate Emergency Victim Care at Mass Casualty Events.**

In recognition of the substantial impact mass casualty events have on families, communities, and state, local and regional first responder agencies and public/private medical service providers, FY 2013 SHSP and UASI Subgrantees are encouraged to apply funding in support of efforts to improve mass casualty care capabilities with a specific focus on providing immediate emergency care to victims of mass casualty events, including mass shootings. Subgrantees will need to indicate the percentage of funding, on a project by project basis, that their award supports mass casualty preparedness efforts.<sup>19</sup>

- **Objective One:** Improve emergency care to victims of mass casualty events, including mass shootings.
- **Objective Two:** Improve community first aid training.

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<sup>16</sup> *Ibid.*, page 58.

<sup>17</sup> *Ibid.*, page 43.

<sup>18</sup> *Ibid.*, page 38

<sup>19</sup> *Ibid.*, page 44

<b>25% Law Enforcement</b>	As in past years, at least 25% of FY13 HSGP funds must be dedicated to Law Enforcement Terrorism Prevention-oriented Activities (LETPA). In order to leverage funds for LETPA, activities outlined in the <i>Building Law Enforcement Terrorism Prevention Capabilities</i> are eligible for use of LETPA focused funds. Other terrorism prevention activities proposed for funding under LETPA must be formally pre-approved by FEMA. <sup>20</sup>
<b>5% M&amp;A</b>	The Management and Administrative (M&A) allowance for Subgrantees is set at 5% for the FY13 HSGP. <sup>21</sup>
<b>Indirect Costs</b>	Subgrantees may use all or part of their M&A allowance for indirect costs. Subgrantees must have an approved indirect cost rate with the cognizant federal agency. A copy of the approved rate is required at the time of application and must be evaluated to determine if costs are allowable and reasonable. <sup>22</sup>
<b>Personnel Cap</b>	FY13 HSGP funds have a personnel cap of 50%. <sup>23</sup>
<b>Equipment Typing and Identification</b>	Subgrantees that wish to purchase equipment with FY13 funds are required to type and identify the capability associated with that equipment.
<b>Equipment Maintenance and Sustainment</b>	The use of HSGP funds for maintenance contracts, warranties, repair or replacement costs, upgrades, and user fees are allowable under all active and future grant awards, unless otherwise noted. With the exception of maintenance plans purchased incidental to the original purchase of the equipment, the period covered by a maintenance agreement or warranty plan must not exceed the period of performance of the specific grant funds used to purchase the plan or warranty.
<b>Exercises, Improvement Plans, and After Action Reporting</b>	Subgrantees must conduct threat and performance-based exercises in accordance with DHS Homeland Security Exercise and Evaluation Program (HSEEP) manuals. Grant recipients must report on all HSGP-assisted scheduled exercises at <a href="https://hseep.dhs.gov">https://hseep.dhs.gov</a> . For each exercise conducted with HSGP grant funds, Subgrantees must submit an After Action Report (AAR) AND Improvement Plan (IP) within 90 days following the completion of the exercise. For more information on this process please contact the Cal OES Exercise representative for your region:

Inland Region: Gabe Adame at [gabraiel.adame@calema.ca.gov](mailto:gabraiel.adame@calema.ca.gov)  
 Coastal Region: Kevin Leisher at [kevin.leisher@calema.ca.gov](mailto:kevin.leisher@calema.ca.gov)

<sup>20</sup> *Ibid.*, page 44.

<sup>21</sup> *Ibid.*, page 4.

<sup>22</sup> *Ibid.*, page 4.

<sup>23</sup> *Ibid.*, page 48.

Southern Region: Richard Mifsud at [richard.mifsud@calema.ca.gov](mailto:richard.mifsud@calema.ca.gov)  
State Agencies: Elaine Viray at [Elaine.viray@calema.ca.gov](mailto:Elaine.viray@calema.ca.gov)

All Subgrantees will post their exercises to the National Exercise Schedule (NEXS) by creating it in the Design & Development System (DDS) portion of the Homeland Security Exercise and Evaluation Program (HSEEP) Toolkit. Once the exercise is approved by an Exercise Administrative Authority (EAA) in the Cal OES Exercise Division, the exercise is automatically posted to the National Exercise Schedule (NEXS) and assigned a unique ID number. The unique ID # will be used to establish a standard naming convention for tracking purposes. The standard naming convention will be exercisename\_uniqueID#.

Example: GG12TFWorkshop\_205-104-12-00

An After Action Report/Improvement Plan (AAR/IP) or Summary Report (for Seminars & Workshops) must be completed and submitted to [hseep@dhs.gov](mailto:hseep@dhs.gov), with a copy to your Grant Program Manager within 90 days after conduct of an exercise. Please ensure the AAR/IP or Summary Report document is encrypted (password-protected) and the password is also sent to [hseep@dhs.gov](mailto:hseep@dhs.gov) via a separate email with a copy to your Grant Program Manager.

It is acceptable to submit an Exercise Summary Report for Seminars and Workshops in lieu of a full AAR/IP.

Per Grant Programs Directorate Information Bulletin No. 366, July 7, 2011, Subgrantees must conduct an annual Training and Exercise Plan Workshop (TEPW) to develop a Multi-Year Training and Exercise Plan (TEP) and update it annually. All TEPs developed at the UASI level should roll-up to one overarching State TEP, which should be submitted to your respective FEMA Regional Exercise Officer (points of contact listed on the HSEEP website) and to [hseep@dhs.gov](mailto:hseep@dhs.gov) within 90 days after conducting the TEPW.

**Note:** No later than September 30<sup>th</sup>, Subgrantees will email their Training & Exercise Schedules to the jurisdiction's supporting Cal OES Exercise Division representative with a copy to the Cal OES Unit Supervisor of the Homeland Security Grants Unit.

### **Emergency Operation Plans**

Subgrantees with Emergency Operations Plans must comply with rules regarding evaluation matrices and the Comprehensive Preparedness Guide. Subgrantees should refer to IB 388a for additional guidance located at this link: <http://www.fema.gov/library/viewRecord.do?id=6440> regarding this reporting requirement.

**Special Needs  
Population**

Populations whose members may have additional access and functional needs before, during, and after an incident must be included in planning, response and recovery documents. Subgrantees conducting major planning projects (including, but not limited to: Evacuation, Mass Care and Shelter, Disaster Recovery, etc.) will be required to address access and functional needs within their planning documents in order to maintain eligibility for HSGP.

<b>SHSP Priorities</b>	<p>While the State Homeland Security Strategy broadly describes goals, objectives, and implementation steps, the State’s priorities for FY13 HSGP are:</p> <ol style="list-style-type: none"> <li>1. Interoperable Communications</li> <li>2. Catastrophic Planning</li> <li>3. Citizen Preparedness and Participation</li> <li>4. Medical Surge</li> <li>5. Critical Infrastructure Protection</li> <li>6. Mass Prophylaxis</li> <li>7. Training for First Responders</li> <li>8. Food and Agriculture Safety</li> </ol>
<b>State Initiative Funding</b>	<p>For FY13 HSGP, Cal OES shall retain 20% of the SHSP and 17% of the UASI funding for the state initiatives.</p>
<b>“On Behalf Of”</b>	<p>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.</p>
<b>Regional Approach</b>	<p>Subgrantees 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 FY13 HSGP application.</p>
<b>Strategy, Planning and Metrics Workshop</b>	<p>In the fall of 2013, Cal OES will conduct its annual Strategy, Planning and Metrics Workshop to receive statewide input across all disciplines. Costs associated with this eligible planning activity should be included in the Subgrantee application.</p>
<b>Non-DHS/FEMA Training</b>	<p>When seeking approval of non-DHS/FEMA developed courses, course materials must be submitted with the approval requests. Conditional approvals are no longer offered.</p> <p>For more information on this or other training-related inquiries, contact the Cal OES Training Branch at (916) 845-8752 or their website at: <a href="http://www.caloes.ca.gov/TrainingandExercises/Pages/Training.aspx">http://www.caloes.ca.gov/TrainingandExercises/Pages/Training.aspx</a></p>
<b>Golden Guardian</b>	<p>Subgrantees scheduled to participate in Golden Guardian (GG) exercise activities should include the details in their FY13 application. Cal OES program staff will be checking applications from Subgrantees scheduled to participate in GG activities within the FY13 HSGP grant performance period for adequate exercise funding.</p> <p>For exercise-related issues and/or questions, please contact Jim Woodward at (916) 845-8499 or <a href="mailto:james.woodward@calema.ca.gov">james.woodward@calema.ca.gov</a> or Steven Goff at (916) 845-8486 or <a href="mailto:steven.goff@calema.ca.gov">steven.goff@calema.ca.gov</a>.</p>

**Terrorism  
Liaison, CAL  
JRIES**

Cal OES is waiving the requirements to document access to a Terrorism Liaison Officer (TLO) and the California Joint Regional Information Exchange System (CAL JRIES) in the FY13 HSGP Subgrantee application. However, Cal OES recognizes the importance of the connectivity to both TLO and Cal JRIES. Subgrantees are reminded to be prepared to show proof of access to both upon request by a monitor or auditor.

**FFATA  
Financial  
Disclosure**

On November 23, 2010, the United States Department of Homeland Security (US DHS) and the Federal Emergency Management Agency (FEMA) issued Information Bulletin #350 to clarify requirements under the new Federal Funding Accountability and Transparency Act (FFATA).

As the State Administrative Agency (SAA), Cal OES is required to report sub-award information for federal awards 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 individuals. Please see Grant Management Memoranda (GMM) 2012-01 for more information.

**TICP**

Due to significant legislation impacting public safety communications, Cal OES is reminding all Subgrantees to update their Tactical Interoperable Communications Plan (TICP) and make it available upon request. Updating a TICP is an eligible activity under the FY13 HSGP.

## Section 4—Required State Application Components | 2013

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### **Financial Management Forms Workbook**

The Cal OES Financial Management Forms Workbook (FMFW) includes:

**Face Sheet** – Use the Cover Sheet to apply for grant programs. The application cover 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 of each Project (letter/name, IJs/Goals and Objectives, brief description, need/status, milestones). 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 Requests, Modifications, and Advances.

**Equipment Inventory Ledger** – Provide detailed information on grant-funded equipment including the Authorized Equipment List (AEL) numbers. All AEL information can be found on the Responder Knowledge Base website at <http://www.rkb.us>.

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

**Training Roster** – Provide detailed information on Training activities.

**Planning Ledger** – Provide detailed information on Planning activities with a final product identified.

**Exercise Roster** – Provide detailed information on Exercise activities.

**Personnel Roster** – Provide detailed information on grant-funded Personnel activities.

**Consultant Roster** – Provide detailed information on grant-funded Consultants.

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

**Authorized Agent Sheet** – The Authorized Agent Sheet must be submitted with the application, and all Cash Requests, Modifications, or Advances, with appropriate signatures.

2013 HSGP FMFW can be accessed at: <http://www.caloes.ca.gov/EMS-HS-HazMat/Pages/Homeland-Security-Grant-Program-Documents.aspx>

**Narrative Attachments**

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

**Management and Administrative (M&A) Cap** – Describe how the Subgrantee will not surpass the federally mandated 5% cap on M&A.

**Personnel Cap** – Describe how the Subgrantee will not surpass the federally mandated 50% personnel cap.

**Special Needs Populations** – This narrative is no longer required as part of the application; however, Subgrantees must be able to provide the name, title and contact information for their local person(s) responsible for coordinating access and functional needs of special needs populations in planning, response and recovery at the time of a monitoring visit or an audit.

**Emergency Operations Plan (EOP)** – Please describe your EOP and any progress in meeting the requirements identified in Priority One.<sup>26</sup>

**Training with AAR/Exercise Detail** – Per the Federal Guidance, 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. Subgrantees will explain in a narrative the type of training, the capability, the gap identified, and provide access to the AAR or details for the upcoming exercise.

**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.

**Grant Assurances**

The Grant Assurances list the requirements to which the Subgrantees will be held accountable. All applicants will be required to submit a signed,

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<sup>26</sup> *Ibid.*, page 26.

**original** copy of the FY13 Grant Assurances with their FY13 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 the federal award.

**Note:** Self created Grant Assurances will not be accepted.

**Grants  
Management  
Training**

The California Governor’s Office of Emergency Services (Cal OES), in conjunction with the Training Branch and Grants Management, shall afford Subgrantees the opportunity to develop a “placeholder” for future training conferences wherein an agenda has not been established at the time Subgrantee applications are due. Please work with your Program Representative and the Training Branch to identify a possible “placeholder” for these types of training activities.

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

Each member of the Approval Authority must provide written agreement with the OA’s application for HSGP funds.

**Note:** A list of the Approval Authority Body members and their associated contact information, as well as written agreement from each member, must be submitted with the FY13 HSGP application. Contact your 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 subgrant. All applicants will be required to submit a **certified** copy of their FY13 Governing Body Resolution with their FY13 HSGP application. A sample Resolution can be found in Appendix C.

**Emergency Victim Care at Mass Casualty Events** – Subgrantees are encouraged to use funding in support of efforts to improve mass casualty care capabilities with a specific focus on providing immediate emergency care to victims of mass casualty events, including mass shootings.<sup>27</sup> Please provide the percentage of funding for any activities that support mass casualty preparedness efforts.

**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
- 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 and 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 identified the Authorized Agents by position and/or title, changes can be made by submitting a new Authorized Agent Information Sheet.

**State Agencies only**

**Project Narrative** – In addition to the FMFW Project Descriptions, State Agencies must complete a Project Narrative Form (included in Appendix D).

**Signature Authority** – State Agency 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 Appendix D).

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<sup>27</sup> *Ibid.*, page 44

**Application Submittal**

The completed FMFW V 1.12 must be mailed in hardcopy with original signatures and also submitted electronically via e-mail to the Cal OES Program Representative

All application documents requiring an original signature will need to be mailed in hardcopy. Signatures must be in *blue ink* only.

**HAND-DELIVERED APPLICATIONS WILL NOT BE ACCEPTED**

**Late or Incomplete Application**

All application materials are due no later than **Friday, August 16, 2013 (see Timeline in Appendix B)**. Only applications postmarked by the due date will be accepted. Applications lost in transit are the responsibility of the applicant and will not be considered for funding. Late or incomplete applications will be reviewed and/or denied, and additional information will be requested and/or accepted from Subgrantees, at the sole discretion of Cal OES.

**Application Approval**

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

**Post Award  
Modifications**

Post award budget, scope and time modifications must be requested using the Cal OES Financial Management Forms Workbook V 1.12, signed by the Subgrantee’s Authorized Agent, and submitted to the Subgrantee’s Program Representative in the Homeland Security Grants Unit at Cal OES.

The Subgrantee may implement the modifications, and incur associated expenses, only after receiving written final approval of the modification from the State. Failure to submit modification requests, and receive written approval prior to expenditure, could result in a reduction or disallowance of that part of the grant.

**Payment  
Request Process**

To request advance or reimbursement payment of FY13 HSGP funds, complete a payment request form using the Cal OES Financial Management Forms Workbook and return it to the appropriate Program Representative in the Homeland Security Grants Unit at the Cal OES. Subgrantees who fail to follow the workbook instructions may experience delays in processing.

Payments can only be made if the Subgrantee has submitted a completed and approved application. **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.**

Rachel can be reached at (916) 845-8451 or [rachel.magana@calema.ca.gov](mailto:rachel.magana@calema.ca.gov).

**Advances and  
Interest Earned  
on Advances**

DHS allows Subgrantees to request FY13 HSGP funds up to 120 days prior to expenditure/disbursement, or on reimbursement basis. Federal rules require advances to be deposited in interest-bearing accounts. Interest earned should be returned quarterly to Cal OES.

In addition to returning interest in accordance with the prescribed federal guidance, Subgrantees must also inform the Grantee’s Program Representative in the Homeland Security Grants Unit at the Cal OES of any interest returned on program funds.

**Performance  
Bond**

Many Subgrantees 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 Subgrantees to obtain a “performance bond” wherein Subgrantees 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 Subgrantees’ performance period. Subgrantees **must** obtain a performance bond for any equipment item over \$250,000 or any vehicle, aircraft or watercraft,

financed with homeland security dollars.

**Subgrantee  
Performance  
Reports**

Subgrantees 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. Subgrantees must 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](http://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:  
Huy Tram at [huy.tram@calema.ca.gov](mailto:huy.tram@calema.ca.gov) or (916) 845-8649

**Failure to  
Submit  
Required  
Reports**

Periodic reporting is required by the grant. Subgrantees 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. UASI’s may have a “hold” placed on any future reimbursements.

**Monitoring**

The Cal OES Monitoring Branch is actively conducting monitoring visits, both desk review and on-site, among Subgrantees. These reviews may include, but are not limited to:

- Eligibility of expenditures.
- Comparing actual Subgrantee activities to those approved in the subgrant application and subsequent modifications, if any.
- Ensuring that advances have been disbursed in accordance with applicable guidelines.
- Confirming compliance with:
  - Grant Assurances; Information provided on performance reports and payment requests; and needs and threat assessment and strategies.

Many Subgrantees receive “findings” that necessitate a Corrective Action Plan (CAP) on their part. Those Subgrantees 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 Subgrantees to monitor and audit the grant activities of their Subrecipients. This requirement includes, but is not limited to, on site verification of grant activities, as required.

### **Suspension/ Termination**

The State may suspend or terminate subgrant funding, in whole or in part, or other measures may be imposed for any of the following reasons:

- Failing to submit required reports.
- Failing to expend funds in a timely manner consistent with the grant milestones, guidance and assurances.
- Failing to comply with the requirements or statutory progress toward the goals or objectives of federal or state law.
- Failing to make satisfactory progress toward the goals or objectives set forth in the subgrant application.
- Failing 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.
- Failing to adequately manage, monitor or direct the grant funding activities of their Subrecipients.

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

### Closeout

The State will close a Subgrantee award after:

- Receiving a Subgrantee Performance Report indicating that 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 awards, modifications and payments.

If the closeout review and reconciliation indicates that the Subgrantee:

- Is owed additional funds, the State will send the final payment automatically to the Subgrantee.
- Did not use all funds received, the State will issue an Invoice or Grant Modification letter to recover unused funds.

In the Grant Closeout Letter, the State will notify the Subgrantee of the start of the record retention period for all programmatic and financial grant-related records.

**Note:** 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.

<b>State Homeland Security Program (SHSP)</b>					
<b>Operational Area</b>	<b>Population</b>	<b>Base Amount</b>	<b>25% LE</b>	<b>SHSP</b>	<b>Total Award (25% LE + SHSP)</b>
<b>ALAMEDA</b>	1,548,681	50,000	371,988	1,115,963	<b>1,487,950</b>
<b>ALPINE</b>	1,087	50,000	12,752	38,257	<b>51,009</b>
<b>AMADOR</b>	36,741	50,000	21,029	63,086	<b>84,114</b>
<b>BUTTE</b>	221,485	50,000	63,912	191,737	<b>255,649</b>
<b>CALAVERAS</b>	44,932	50,000	22,930	68,790	<b>91,719</b>
<b>COLUSA</b>	21,674	50,000	17,531	52,593	<b>70,124</b>
<b>CONTRA COSTA</b>	1,074,702	50,000	261,965	785,896	<b>1,047,861</b>
<b>DEL NORTE</b>	28,380	50,000	19,088	57,263	<b>76,351</b>
<b>EL DORADO</b>	182,286	50,000	54,813	164,439	<b>219,253</b>
<b>FRESNO</b>	952,166	50,000	233,522	700,565	<b>934,086</b>
<b>GLENN</b>	28,349	50,000	19,081	57,242	<b>76,322</b>
<b>HUMBOLDT</b>	135,209	50,000	43,885	131,656	<b>175,542</b>
<b>IMPERIAL</b>	180,061	50,000	54,297	162,890	<b>217,187</b>
<b>INYO</b>	18,573	50,000	16,811	50,434	<b>67,245</b>
<b>KERN</b>	857,882	50,000	211,636	634,908	<b>846,543</b>
<b>KINGS</b>	152,007	50,000	47,785	143,354	<b>191,138</b>
<b>LAKE</b>	64,531	50,000	27,479	82,438	<b>109,917</b>
<b>LASSEN</b>	33,422	50,000	20,258	60,774	<b>81,032</b>
<b>LOS ANGELES</b>	9,958,091	50,000	2,324,022	6,972,065	<b>9,296,087</b>
<b>MADERA</b>	152,711	50,000	47,948	143,844	<b>191,792</b>
<b>MARIN</b>	254,007	50,000	71,461	214,384	<b>285,845</b>
<b>MARIPOSA</b>	18,026	50,000	16,684	50,053	<b>66,737</b>
<b>MENDOCINO</b>	88,291	50,000	32,995	98,984	<b>131,978</b>
<b>MERCED</b>	262,478	50,000	73,428	220,283	<b>293,711</b>
<b>MODOC</b>	9,522	50,000	14,710	44,131	<b>58,841</b>
<b>MONO</b>	14,493	50,000	15,864	47,593	<b>63,457</b>
<b>MONTEREY</b>	421,494	50,000	110,339	331,018	<b>441,357</b>
<b>NAPA</b>	138,383	50,000	44,622	133,866	<b>178,489</b>
<b>NEVADA</b>	97,019	50,000	35,021	105,062	<b>140,082</b>
<b>ORANGE</b>	3,081,804	50,000	727,864	2,183,591	<b>2,911,455</b>
<b>PLACER</b>	357,463	50,000	95,476	286,428	<b>381,904</b>
<b>PLUMAS</b>	19,643	50,000	17,060	51,179	<b>68,239</b>
<b>RIVERSIDE</b>	2,255,059	50,000	535,956	1,607,867	<b>2,143,822</b>
<b>SACRAMENTO</b>	1,445,806	50,000	348,108	1,044,323	<b>1,392,431</b>
<b>SAN BENITO</b>	56,669	50,000	25,654	76,963	<b>102,617</b>

Attachment A—Allocations | **2013**

<b>SAN BERNARDINO</b>	2,076,274	50,000	494,455	1,483,365	<b>1,977,820</b>
<b>SAN DIEGO</b>	3,150,178	50,000	743,735	2,231,205	<b>2,974,940</b>
<b>SAN FRANCISCO</b>	825,111	50,000	204,029	612,087	<b>816,116</b>
<b>SAN JOAQUIN</b>	698,414	50,000	174,619	523,858	<b>698,477</b>
<b>SAN LUIS OBISPO</b>	272,177	50,000	75,679	227,037	<b>302,716</b>
<b>SAN MATEO</b>	735,678	50,000	183,269	549,808	<b>733,077</b>
<b>SANTA BARBARA</b>	429,200	50,000	112,128	336,384	<b>448,512</b>
<b>SANTA CLARA</b>	1,842,254	50,000	440,133	1,320,400	<b>1,760,533</b>
<b>SANTA CRUZ</b>	266,662	50,000	74,399	223,197	<b>297,596</b>
<b>SHASTA</b>	178,601	50,000	53,958	161,873	<b>215,831</b>
<b>SIERRA</b>	3,166	50,000	13,235	39,705	<b>52,940</b>
<b>SISKIYOU</b>	44,796	50,000	22,898	68,695	<b>91,593</b>
<b>SOLANO</b>	418,387	50,000	109,618	328,854	<b>438,472</b>
<b>SONOMA</b>	490,423	50,000	126,339	379,018	<b>505,358</b>
<b>STANISLAUS</b>	524,124	50,000	134,162	402,487	<b>536,649</b>
<b>SUTTER</b>	95,851	50,000	34,749	104,248	<b>138,998</b>
<b>TEHAMA</b>	63,772	50,000	27,303	81,909	<b>109,212</b>
<b>TRINITY</b>	13,443	50,000	15,620	46,861	<b>62,482</b>
<b>TULARE</b>	455,599	50,000	118,256	354,768	<b>473,024</b>
<b>TUOLUMNE</b>	54,360	50,000	25,118	75,355	<b>100,473</b>
<b>VENTURA</b>	835,436	50,000	206,426	619,277	<b>825,702</b>
<b>YOLO</b>	205,999	50,000	60,318	180,953	<b>241,270</b>
<b>YUBA</b>	73,439	50,000	29,547	88,641	<b>118,188</b>
<b>Total</b>	<b>37,966,471</b>	<b>2,900,000</b>	<b>9,537,967</b>	<b>28,613,900</b>	<b>38,151,866</b>

<b>Tribal Allocation</b>					
<b>Coordinating Group</b>	<b>Population</b>	<b>Base Amount</b>	<b>25% LE</b>	<b>SHSP</b>	<b>Total Award</b>
<b>Tribal</b>	362,801	50,000	96,715	290,146	<b>386,861</b>

<b>Regional Threat Assessment Center (RTAC)</b>	
<b>Region</b>	<b>Total Award</b>
<b>SAN FRANCISCO BAY AREA</b>	750,000
<b>SACRAMENTO/CENTRAL VALLEY AREA</b>	750,000
<b>GREATER LOS ANGELES AREA</b>	750,000
<b>SAN DIEGO AREA</b>	750,000
<b>Total</b>	<b>3,000,000</b>

<b>Urban Areas Security Initiative (UASI)</b>			
<b>*A minimum of 25% of UASI funding must be utilized for Law Enforcement purposes</b>			
<b>Urban Area</b>	<b>Federal Allocation to State</b>	<b>83% Allocation to UASI</b>	<b>17% State Initiatives</b>
<b>ANAHEIM/SANTA ANA AREA</b>	3,000,000	2,490,000	510,000
<b>BAY AREA</b>	27,252,169	22,619,300	4,632,869
<b>LOS ANGELES/LONG BEACH AREA</b>	65,908,396	54,703,969	11,204,427
<b>SACRAMENTO AREA</b>	3,000,000	2,490,000	510,000
<b>SAN DIEGO AREA</b>	16,873,461	14,004,973	2,868,488
<b>Total</b>	<b>116,034,026</b>	<b>96,308,242</b>	<b>19,725,784</b>

DHS Announcement of FY13 HSGP	May 2013
FY13 HSGP California Supplement (Including Subgrantee Allocations) Release	July 2013
SAA Application Due to DHS	<b>June 24, 2013</b>
Subgrantee Application Workshops	July 2013*
Subgrantee Applications Due to Cal OES	August 16, 2013*
DHS Award to California	September 1, 2013*
Subgrantee Awards (45 days from DHS award)	October 15, 2013*
Subgrantee Performance Period Begins	October 15, 2013*
Subgrantee Performance Period Ends	June 30, 2015*
Final Requests for Reimbursement Due	July 10, 2015*
SAA Performance Period Ends	<b>September 30, 2015</b>

\*Date approximate depending on DHS award date

Attachment C—Sample Governing Body Resolution | 2013

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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 of Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the named applicant, a public entity established under the laws of the State of California, any actions necessary for the purpose of obtaining 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)

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Attachment D—State Agency Signature Authority **2013**  
Form

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AS THE \_\_\_\_\_  
(Secretary/Director/President/Chancellor)

OF THE \_\_\_\_\_  
(Name of the State Organization)

I hereby authorize the following individual(s) to execute for and on behalf of the named state 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)

Attachment E—Project Narrative Form | 2013

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**Applicant** (state organization) \_\_\_\_\_

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

**Project Title:** \_\_\_\_\_

*Indicate the State Priority Objective Supported by the Project:*

- \_\_\_ **Interoperable Communications**
- \_\_\_ **Catastrophic Planning**
- \_\_\_ **Medical Surge**
- \_\_\_ **Citizen Preparedness and Participation**
- \_\_\_ **Mass Prophylaxis**
- \_\_\_ **Critical Infrastructure Protection**
- \_\_\_ **Training for First Responders**
- \_\_\_ **Food and Agriculture Safety**

*Provide a detailed description of the proposed project and how it supports the state priority indicated.*

*For construction and/or 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 FY13

Please check the appropriate box:

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

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# Attachment F—HSGP Application Checklist | 2013

Subgrantee: \_\_\_\_\_ FIPS #: \_\_\_\_\_

Cal OES Regional Rep: \_\_\_\_\_

## OPERATIONAL/URBAN AREAS

- \_\_\_ Financial Management Forms Workbook
  - \_\_\_ Face Sheet
  - \_\_\_ Authorized Body of 5 Sheet
  - \_\_\_ FFATA Financial Disclosure Sheet
  - \_\_\_ Project Descriptions
  - \_\_\_ Project Ledger
  - \_\_\_ Equipment Inventory Ledger
  - \_\_\_ Organization Roster
  - \_\_\_ Training Roster
  - \_\_\_ Planning Ledger
  - \_\_\_ Exercise Roster
  - \_\_\_ Personnel Roster
  - \_\_\_ Consultant Roster
  - \_\_\_ Management and Administrations Roster
  - \_\_\_ Authorized Agent Sheet

- \_\_\_ Narrative Attachments:
  - \_\_\_ 25% Law Enforcement – Minimum
  - \_\_\_ 5% M&A Cap
  - \_\_\_ 50% Personnel Cap
  - \_\_\_ Training w/AAR/Exercise Detail
  - \_\_\_ Describe your EOP
  - \_\_\_ Describe your support for Fusion Centers
  - \_\_\_ Describe your support of Mass Casualty
  - \_\_\_ Describe your support for Preparedness
  - \_\_\_ Equipment Typing

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

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

## STATE AGENCIES

- \_\_\_ Financial Management Forms Workbook
  - \_\_\_ Face Sheet
  - \_\_\_ Authorized Body of 5 Sheet
  - \_\_\_ FFATA Financial Disclosure Sheet
  - \_\_\_ Project Descriptions
  - \_\_\_ Project Ledger
  - \_\_\_ Equipment Inventory Ledger
  - \_\_\_ Organization Roster
  - \_\_\_ Training Roster
  - \_\_\_ Planning Ledger
  - \_\_\_ Exercise Roster
  - \_\_\_ Personnel Roster
  - \_\_\_ Consultant Roster
  - \_\_\_ Management and Administrations Roster
  - \_\_\_ Authorized Agent Sheet

- \_\_\_ Narrative Attachments:
  - \_\_\_ 25% Law Enforcement – Minimum
  - \_\_\_ 5% M&A Cap
  - \_\_\_ 50% Personnel Cap
  - \_\_\_ Training w/AAR/Exercise Detail
  - \_\_\_ Describe your EOP
  - \_\_\_ Describe your support for Fusion Centers
  - \_\_\_ Describe your support of Mass Casualty
  - \_\_\_ Describe your support for Preparedness
  - \_\_\_ Equipment Typing

- \_\_\_ Project Narrative Form
- \_\_\_ Signature Authority – Authorized Agent

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