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**M E M O R A N D U M**

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**Grant Management Memorandum  
GMM-2015-03**

**Date:** August 12, 2015

**To:** Fiscal Year (FY) 2015 Nonprofit Security Grant Program Awardees (NSGP) and Interested Parties

**From:** Homeland Security and Prop 1B Division, Infrastructure Protection Grants Unit

**Subject:** FY 2015 NSGP Awardee Required Documents Workshops

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The California Governor’s Office of Emergency Services (Cal OES) is pleased to announce that the Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA) has informed Cal OES that \$1,899,326 in FY 2015 NSGP funding will go to the 27 California nonprofit organizations named in the table below.

<b>NONPROFIT ORGANIZATION</b>	<b>UASI AREA</b>	<b>AWARD</b>	<b>NONPROFIT ORGANIZATION</b>	<b>UASI AREA</b>	<b>AWARD</b>
Chabad of Irvine	Anaheim/ Santa Ana Area	\$75,000	Congregation Beth Kneset Bamidbar	Los Angeles/ Long Beach	\$75,000
University Synagogue	Anaheim/ Santa Ana Area	\$75,000	Institute of Jewish Education	Los Angeles/ Long Beach	\$40,000
Chabad of Solano County	Bay Area	\$75,000	Israeli Leadership Council dba Israeli- American Council, Inc.	Los Angeles/ Long Beach	\$75,000
Congregation Ner Tamid	Bay Area	\$75,000	Jews for Judaism International, Inc.	Los Angeles/ Long Beach	\$75,000

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Jewish Community Center of the Greater East Bay	Bay Area	\$74,226	Kehillat Israel-Jewish Congregation of Pacific Palisades	Los Angeles/ Long Beach	\$27,500
South Peninsula Hebrew Day School	Bay Area	\$75,000	New Community Jewish High School	Los Angeles/ Long Beach	\$75,000
Stanford Jewish Center, Inc.	Bay Area	\$75,000	Sephardic Jewish Community & Brotherhood of LA	Los Angeles/ Long Beach	\$75,000
St Antonius Coptic Orthodox Church/Universal Montessori School, Inc.	Bay Area	\$75,000	Yaldei Yisroel Early Learning Academy	Los Angeles/ Long Beach	\$75,000
Chabad Jewish Student Center at Berkeley, Inc.	Bay Area	\$75,000	Young Israel of North Beverly Hills	Los Angeles/ Long Beach	\$75,000
Adas Torah	Los Angeles/ Long Beach	\$75,000	Congregation Beth El of La Jolla	San Diego	\$73,800
Beth Chayim Chadashim a Metropolitan Community	Los Angeles/ Long Beach	\$63,500	Congregation Bnei Yisroel	San Diego	\$75,000
Bnos Devorah High School	Los Angeles/ Long Beach	\$75,000	Congregation Tifereth Israel of San Diego	San Diego	\$45,300
Chabad of West Hills	Los Angeles/ Long Beach	\$75,000	Soille San Diego Hebrew Day School	San Diego	\$75,000
Chabad of Woodland Hills	Los Angeles/ Long Beach	\$75,000			

### **Workshop Agenda**

Cal OES is conducting Required Documents Workshops throughout the state to assist awardees through the application process. In order to obtain their funding, subrecipients must submit the application documents listed below. Also needed are the completed Environmental and Historic Preservation (EHP) Screening Form and support documents.

The workshops, lasting approximately 2 hours, will feature a presentation explaining the subrecipient's grant management responsibilities and will conclude with a question and answer period. Attendees will learn how to successfully complete and submit the following documents:

- ❖ The FY 2015 Financial Management Forms Workbook (FMFW): An Excel workbook which includes the initial application documents and subsequent transaction worksheets.
- ❖ Governing Body Resolution: A document from the nonprofit's governing board (Board of Trustees/Directors) indicating acceptance of the award and agreement to abide by the terms of the grant. The board resolution will also name the individual/individuals, called Authorized Agent/s, who will be authorized to sign the grant application and other grant documents.
- ❖ Grant Assurances: This is the basic grant agreement that contains the terms and conditions for use of the funds as specified in federal and state rules and regulations. These are the terms and conditions agreed to in the Resolution.
- ❖ Internal Revenue Service (IRS) 501 (c) (3) Determination Letter: This letter is proof that the organization meets the federal tax exempt status that was a prerequisite to apply for, and to receive this award.
- ❖ Payee Data Record - Form STD 204: This document is used to apply for the unique organization number needed to receive grant funds.
- ❖ Environmental and Historic Preservation (EHP) Screening Form and support documents: All projects must receive EHP clearance before project activity may begin. Subrecipients will submit the completed form, maps and pictures to the Cal OES program representative as well as any additional materials requested to assist with the review.

**FY 2015 NSGP Information and Documents will be posted on the Cal OES website at:**

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

**At least one representative of the nonprofit organization must attend one of the workshops even if the organization intends on using a paid or volunteer grant management vendor/contractor.**

IF NO ADVANCE RESERVATIONS (RSVPs) ARE MADE FOR A WORKSHOP LOCATION, THAT WORKSHOP LOCATION WILL BE ELIMINATED.

**Workshop Locations**

**Dublin, California**

**Wednesday, August 26, 2015**

10:00 am – 12:00 pm  
Office of Emergency Services  
4985 Broder Blvd., Room 1013  
Dublin, CA 94568

**Los Angeles, California**

**Tuesday, September 1, 2015**

12:30 pm – 3:30 pm  
LA City Emergency Operation  
Center  
500 E. Temple Street  
Los Angeles, CA 90012  
(Please park and get permit for your  
dashboard from the security office)

**San Diego, California**

**Wednesday, September 2, 2015**

8:30 am – 11:30 pm  
CalTrans  
4050 Taylor Street  
San Diego, CA 92110

**Santa Ana, California**

**Wednesday, September 2, 2015**

9:00 am – 12:00 pm  
Santa Ana Police Department  
500 Boyd Way  
Santa Ana, CA 92703  
(MAPQUEST or GPS USERS:  
1020 W. Civic Center Plaza,  
Santa Ana, CA 92702)

For further information regarding the NSGP process and to RSVP for the workshops, please contact a NSGP Program Representative:

Debbie Phillips at [Debbie.Phillips@caloes.ca.gov](mailto:Debbie.Phillips@caloes.ca.gov) (916) 845-8746 or  
Janet Kellam at [Janet.Kellam@caloes.ca.gov](mailto:Janet.Kellam@caloes.ca.gov) (916) 845-8662.

**If you have any questions or concerns on the days that workshops are held, please call (916) 261-4542 (Cell).**

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August 14, 2015  
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Sincerely,

A handwritten signature in black ink that reads "Renee A. Mota Jackson". The signature is written in a cursive style with a large, prominent "R" at the beginning.

**Reneé A. Mota-Jackson, Chief**  
Infrastructure Protection Grants Unit (IPGU)  
**(916) 845-8404 (Office)**  
[Renee.Jackson@caloes.ca.gov](mailto:Renee.Jackson@caloes.ca.gov).