

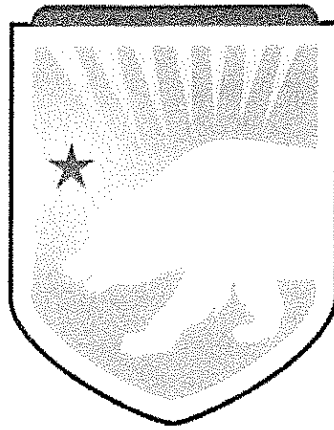
Public Health-Office of Emergency Services

Fund/Subclass:	0001/10000
Organization:	56204607
Revenue Account:	4380

State Homeland Security Grant Program 2017

Section A- Grant Guidance

Office of Emergency Services



***Cal* OES**
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

**Fiscal Year 2017
Homeland Security Grant Program**

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

September 2017

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Director's Message

I am pleased to present the *FY 2017 Homeland Security Grant Program California Supplement to the Federal Notice of Funding Opportunity*.

Now more than ever, communities face a complex threat environment where individuals are becoming radicalized and are willing to carry out attacks. We have experienced unprecedented levels of increased violence against law enforcement in the past year. As our threats evolve, so should we. Therefore, the safeguarding of the communities and infrastructure of our State from threats of terrorism has become absolutely critical.

Our strategic efforts across California of leveraging effective partnerships with our federal partners at the U.S. Department of Homeland Security, Federal Emergency Management Agency, in conjunction with local jurisdictions, tribes, and nonprofit organizations will succeed in the development of a powerful workforce. I continue to promote values that include Integrity, Service, Respect, and Resiliency from within Cal OES to better serve our HSGP partners. I believe in maximizing our resource capabilities and technical expertise in order to serve as the ultimate, interoperable force multiplier for any community impacted by threats of terrorism.

HSGP continues to build on our partnerships throughout the State, and it is our task, together, to ensure our efforts provide the necessary resources to aid Californians. We will continue to strengthen our capabilities through assessing capability gaps and addressing immediate and long-term homeland security needs, in an effort to improve our ability to protect our State from the variety of threats it may face.

I look forward to our continued cooperation, collaboration, and joint counterterrorism endeavors towards a prepared and secure California in a "One Team-One Fight" effort.

Sincerely,



MARK S. GHILARDUCCI
Director

Section 1– Overview | 2017

Federal Notice of Funding Opportunity Announcement	<p>In June 2017, the U.S. Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA) issued the <i>Fiscal Year (FY) 2017 Homeland Security Grant Program (HSGP), Notice of Funding Opportunity (NOFO)</i> available for download at https://www.fema.gov/media-library/assets/documents/131992. Subrecipients must follow the programmatic requirements set forth in the NOFO, and the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at 2 Code of Federal Regulations (CFR), Part 200.</p>
Information Bulletins	<p>DHS issues Information Bulletins (IB) to provide updates, clarification, and new requirements throughout the life of the grant. IBs may be obtained at: http://www.fema.gov/grants/grant-programs-directorate-information-bulletins.</p>
Purpose of the California Supplement	<p>The <i>Fiscal Year 2017 Homeland Security Grant Program California Supplement to the Federal Notice of Funding Opportunity</i> (Supplement) is intended to complement, rather than replace, the Guidance published by DHS. The Supplement will emphasize differences between the FY 2016 and FY 2017 HSGP, and highlight additional California policies and requirements applicable to the FY 2017 HSGP.</p>
Key Changes to the FY 2017 Homeland Security Grant Program	<ul style="list-style-type: none">• Requests for operational overtime are due at time of application, or not less than 90 days prior to anticipated events¹• Subrecipients must report expenditures and request funds at least semi-annually throughout the performance period²
Grants Management Memoranda	<p>Cal OES issues Grants 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.</p>
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 California Supplement to the Federal Notice of Funding Opportunity, page 7

² *Ibid*, page 20

Section 1– Overview | 2017

Native American Allocations The FY 2017 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.

All Subrecipients are encouraged to coordinate with tribal governments to ensure that tribal needs are considered in their grant applications.

Subrecipient Allocations FY 2017 HSGP Subrecipient allocations are included in Appendix A. All HSGP-funded work must be completed within the established FY 2017 HSGP performance period.

NIMS Implementation Prior to allocation of any federal preparedness awards in FY 2017, 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.

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

Public/Private Organizations Subrecipients may contract with any other public or private organizations to perform eligible activities on approved HSGP projects.

Debarred/Suspended Parties 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.

Cal OES Contact Information All Subrecipient application materials, related questions, comments and correspondence should be directed to:

California Governor's Office of Emergency Services
ATTN: Grants Management, Homeland Security Grants
3650 Schriever Avenue
Mather, CA 95655

Homeland Security Grants Unit (HSGU): (916) 845-8643; Fax: (916) 636-3880

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HSGU Program Representatives

Darlene Arambula at darlene.arambula@caloes.ca.gov or (916) 845-8427
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
Antoinette Johnson at antoinette.johnson@caloes.ca.gov or (916) 845-8260
Jim Lane at jim.lane@caloes.ca.gov or (916) 845-8428
Joseph Purvis at joseph.purvis@caloes.ca.gov or (916) 845-8400
Tim Reed at tim.reed@caloes.ca.gov or (916) 845-8662
Olivia Skierka at olivia.skierka@caloes.ca.gov or (916) 845-8744.

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>

Section 2– Federal Changes and Initiatives | 2017

FY 2017 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 NPR, which include the following core capabilities:

- Cybersecurity;
- Infrastructure Systems;
- Economic Recovery;
- Housing; and
- Natural and Cultural Resources.

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) 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 FY 2017 HSGP funds must be dedicated to Law Enforcement Terrorism Prevention 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 Refer to IB 412.

5% M&A

The Management and Administration (M&A) allowance for Subrecipients is set at a maximum of 5% for the FY 2017 HSGP.⁴

Indirect Costs

Indirect costs are allowable under the FY 2017 HSGP grant award. Subrecipients who claim indirect costs may do so provided they use one of the following two methods:

³ US Department of Homeland Security (DHS), Fiscal Year (FY) 2017 Homeland Security Grant Program (HSGP) Notice of Funding Opportunity (NOFO), page 6

⁴ *Ibid.*, page 17

Section 2– Federal Changes and Initiatives | 2017

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 CFR 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 (FMTFW) 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

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 activities, including anti-terrorism task forces, Joint Terrorism Task Forces, Area Maritime Security Committees (as required by the *Maritime Transportation Security Act of 2002*), DHS Border Enforcement Security Task Forces, and Integrated Border Enforcement Teams⁵.

Operational overtime for law enforcement activities related to combating transnational crime organizations in support of efforts to enhance capabilities for detecting, deterring, disrupting, and preventing acts of terrorism is allowable.

Operational overtime costs are allowable for increased security measures at critical infrastructure sites or other high-risk locations and to enhance public safety during mass gatherings and high-profile events, as determined by the Subrecipient through

⁵ *Ibid*, page 59

Section 2– Federal Changes and Initiatives | 2017

Organization Costs - Overtime (Cont.)

intelligence threat analysis if associated with detecting, deterring, disrupting, and preventing acts of terrorism and other catastrophic events.

Requests for Operational Overtime costs must be submitted to Cal OES at the time of application, or not less than 90 days prior to anticipated events; costs must be formally *pre-approved in writing* by FEMA.⁶

Personnel Cap

FY 2017 State Homeland Security Program (SHSP) and UASI funds have a personnel cap of 50%.⁷ 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
- 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, to include position title, funding source, budgeted funding for the positions and percentage of award calculations.

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

Controlled Equipment

DHS/FEMA updated IB 407 with IB 407a, issued January 19, 2017, which places restrictions on the use of grant funds to purchase specified controlled equipment.⁸ These restrictions are applicable beginning with controlled equipment purchases under the FY 2016 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 must also include copies of the policies and procedures that safeguard individuals' privacy, civil rights, and civil liberties of the jurisdiction. Refer to IB 414.

In order to purchase controlled equipment, Subrecipients are required to have several written policies and protocols in place *prior to acquisition* as outlined in

⁶ *Ibid.*, pages 17, 59, 64

⁷ *Ibid.*, pages, 16, 58

⁸ *Ibid.*, pages 14, 65-65, 68

Section 2– Federal Changes and Initiatives | 2017

Controlled Equipment (Cont.)

IB 407a 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 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 FMFW.

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 IB 407a: https://www.fema.gov/media-library-data/1485452831667-ab397ce1d370652ec49c25a280419af4/IB_407a_Controlled_Equipment_FY2017_Update_GPD_FINAL_508.pdf.

NOTE: Until such time as DHS issues guidance subsequent to IB 407a, these criteria remain. Cal OES will communicate any future changes to this guidance via a GMM.

Equipment Typing/ Identification and Use

Subrecipients that allocate FY 2017 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.⁹

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 FY 2017 NOFO for examples of allowable general purpose equipment.¹⁰

⁹ *Ibid.*, pages 18, 62, 65

¹⁰ *Ibid.*, pages 29-30

Section 2– Federal Changes and Initiatives | 2017

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 IB 379.¹¹

Exercises, Improvement Plans and After Action Reporting

Subrecipients should engage stakeholders to identify long-term training and exercise priorities. These priorities should address capability targets and gaps identified through the annual THIRA and SPR process, real-world events, previous exercises, and national areas for improvement identified in the NPR.

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, Justin Duke at justin.duke@caloes.ca.gov no later than September 30th.

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 Justin Duke at justin.duke@caloes.ca.gov and to hseep@fema.dhs.gov via separate emails.

Subrecipients scheduled to participate in Capstone California (CC) exercise activities should include the details in their FY 2017 application. Cal OES program staff will review applications for adequate exercise funding for Subrecipients scheduled to participate in CC activities within the FY 2017 HSGP grant performance period.

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

Emergency Operations Plans

Subrecipients must update their Emergency Operations Plans (EOP) at least once every two years to remain compliant with the Comprehensive Preparedness Guide 101 version 2.0. Subrecipients will utilize the Unified Reporting Tool to report their compliance with this reporting requirement.¹²

¹¹ *Ibid.*, pages 17, 63

¹² *Ibid.*, pages 26, 43, 57

Section 2– Federal Changes and Initiatives | 2017

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.

Section 3 – State Changes and Initiatives | 2017

FY 2017 Investments

The State has prioritized the following investment strategies for the FY 2017 award. Please note that Investment Justification (IJ) #1 is to be used to report on Regional Threat Assessment Center activities only.

- IJ #1: Information Sharing and Analysis, Collaboration Capabilities, and Public Safety Response
- IJ #2: Protect Critical Infrastructure and Key Resources
- IJ #3: Enhance Cybersecurity
- IJ #4: Strengthen Communications Capabilities Through Planning, Governance, Technology and Equipment
- IJ #5: Enhance Medical and Public Health Preparedness
- IJ #6: Preventing Violent Extremism Through Multi-Jurisdictional/Inter-Jurisdictional Collaboration and Coordination
- IJ #7: Enhance Community Resilience, Including Partnerships With Volunteers and Community Based Organizations and Programs
- IJ #8: Strengthen Food and Agriculture Security
- IJ #9: Enhance Multi-Jurisdictional/Inter-Jurisdictional All Hazards Incident Planning, Response & Recovery Capabilities
- IJ #10: Homeland Security Exercise, Evaluation and Training Programs

State Initiative Funding

While both the SHSP and UASI federal allocations reflected an overall reduction as announced in the federal NOFO, Cal OES is supplementing the FY 2017 federal allocations with State retention dollars in order to keep funding consistent with FY 2016 levels. Adjustments to the FY 2017 SHSP allocations are reflective of population changes only.

"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 FY 2017 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.calocs.ca.gov/Cal-OES-Divisions/California-Specialized-Training-Institute>

Section 3 – State Changes and Initiatives | 2017

Tactical Interoperable Communication Plan

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 FY 2017 HSGP.

FFATA Financial Disclosure

On November 23, 2010, the DHS and FEMA issued IB 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 individuals. Please see GMM 2012-01 for more information.

Section 4 – Required State Application Components | 2017

Financial Management Forms Workbook

The FY 2017 Cal OES 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 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 Subaward Modifications, Cash Advances, and to assist with completion of the Biannual Strategy Implementation Report (BSIR).

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

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

Equipment Inventory Ledger – It is an HSGP requirement that detailed information be provided under the equipment description on all grant-funded equipment. AEL numbers must be included for all items of equipment. Always refer to the AEL for a list of allowable equipment and conditions, if any.

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

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

M&A Ledger – Provide detailed information on grant-funded M&A activities.

Section 4 – Required State Application Components | 2017

Financial Management Forms Workbook (Cont.)

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, Salary, Wages and Benefits, Total Direct Costs, MTDC, the de minimis rate of 10% of MTDC (10% MTDC), or another base (Other).

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

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

Authorized Agent Sheet – The Authorized Agent Sheet (AA) must be submitted with the application, and with all Cash Reimbursements, Grant Subaward 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.

Subrecipient Grants Management Assessment

Per Title 2 CFR Part 200, §200.331, Cal OES is required to evaluate the risk of noncompliance with federal statutes, regulations and grant terms and conditions posed by each Subrecipient of pass-through funding. The Subrecipient Grants Management Assessment form contains questions related to Subrecipient experience in the management of federal grant awards. It is used to determine and provide an appropriate level of technical assistance, training, and grant oversight to Subrecipients during the award. The questionnaire must be completed and returned with each grant application. A PDF fillable version of the form may be found at: <http://www.caloes.ca.gov/cal-oes-divisions/grants-management/homeland-security-prop-1b-grant-programs/homeland-security-grants-program>.

Narrative Attachments

Explanation of 25% Law Enforcement – Describe how the Subrecipient will meet the minimum federal requirement for funding LETPA.

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.

EOP – Please describe your EOP and any progress in meeting the requirements identified in the FY 2017 NOFO.

Section 4 – Required State Application Components | 2017

Narrative Attachments (Cont.)

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 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 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.

Fusion Center Operational Overtime Allowability Request – If including a project for fusion center operational overtime, an Allowability Request (AR) form must be submitted at the time of application. The AR must include dates of the anticipated operational overtime, a description of the activity, the nature of the issue (critical infrastructure protection, maritime, border security, etc.) and the total cost anticipated, including a breakdown of the costs (personnel involved, number of hours, etc.). The AR form may be accessed at the following link:

<http://caloes.ca.gov/for-governments-tribal/grants-funding/homeland-security-prop-1b-grant-programs/homeland-security-grants-program>

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 FY 2017 Grant Assurances as part of their FY 2017 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.

Section 4 – Required State Application Components | 2017

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.

Operational Areas Only

Approval Authority Body –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 OA Fire Chiefs)
- County Sheriff
- Chief of Police (selected by the OA 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 FY 2017 HSGP application. Contact your Cal OES Program Representative for more information.

Governing Body Resolution (GBR) – The GBR 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 FY 2017 GBR with their application. A sample Resolution is found in 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
- County Public Health Officer or designee responsible for Emergency Medical Services

Section 4 – Required State Application Components | 2017

Operational Areas Only (Cont.)

- County Fire Chief or Chief of Fire Authority
- Municipal Fire Chief (selected by the OA Fire Chiefs)
- County Sheriff
- Chief of Police (selected by the OA 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 FY 2017 HSGP application. Contact your Cal OES Program Representative for more information.

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

Fusion Centers Only

Fusion Centers are required to follow all *Reporting and Administrative Metrics for California Fusion Centers* as set forth in the Governor's Homeland Security Advisor/Cal OES Director's letter dated March 16, 2016. These operational and administrative metrics set forth an integrated and coordinated approach for regular and proactive information and intelligence sharing between all fusion centers in the California State Threat Assessment System.

State Agencies and 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 47-50

Section 5 – The State Application Process | 2017

Application Submittal

The completed FMFW V 1.17 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.

Section 6 – Post Award Requirements | 2017

Payment Request Process

To request an advance or cash reimbursement payment of FY 2017 HSGP funds, Subrecipients must first complete a payment request using the Cal OES 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.

Payments can only be made if the Subrecipient 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 Justin Duke.

Mr. Duke can be reached at (916) 845-8296 or justin.duke@caloes.ca.gov.

Semi-Annual Drawdown Requirements

All Subrecipients must report expenditures and request funds at least semi-annually throughout the performance period. Exceptions will be considered on a case-by-case basis and must be specifically authorized in writing *in advance* by Cal OES.

Semi-annual drawdowns must occur no later than March 31 and October 31 of each calendar year *following final approval of the subaward application*, with the exception of the final cash request, which must be submitted within 20 days of the end of the performance period.

Advances and Interest Earned on Advances

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.

Federal rules require advances to be deposited in interest-bearing accounts. 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.

Post Award Modifications

Post award budget, scope and time modifications must be requested using the Cal OES FMFW V 1.17, signed by the Subrecipient's Authorized Agent, and submitted to the Cal OES Program Representative.

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.

Section 6 – Post Award Requirements | 2017

Noncompetitive Procurement

To be eligible for reimbursement, noncompetitive procurements exceeding the *simplified acquisition threshold* (which is established by the Federal Acquisition Regulation at 48 CFR Subpart 2.1 and is currently set at \$150,000) require Cal OES *prior* written approval.

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.

Please note that Cal OES will not reimburse for any sole source contracts for any terrorism-related training, *regardless of the cost of the training*. Exceptions to this policy may be approved in limited circumstances, e.g., related to a procurement effort that has resulted in inadequate competition. The Cal OES Request for Noncompetitive Procurement Authorization form is to be used; advance approval is required.

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.

Environmental and Historic Preservation

DHS/FEMA is required to ensure that all activities and programs that are funded by the agency comply with federal Environmental 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

Section 6 – Post Award Requirements | 2017

Environmental and Historic Preservation (Cont.)

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 and 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.)

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 Federal Communications Commission's Section 106 review process has been completed.¹⁵

Inventory Control and Property Management

FY 2017 HSGP Subrecipients must use standardized resource management concepts for resource typing and credentialing, in addition to maintaining an inventory by which to facilitate the effective identification, dispatch, deployment, tracking and recovery of resources.

Subrecipients must have an effective inventory management system, to include:

- Property records that document description, serial number or other ID, source of funding, title information, acquisition date, cost, location, use and condition, and ultimate disposition;
- Conducting a physical inventory at least every two years;

¹⁴ *Ibid*, pages 14, 15, 28, 66

¹⁵ *Ibid.*, page 66

Section 6 – Post Award Requirements | 2017

Inventory Control and Property Management (Cont.)

- A control system to prevent loss, damage, and theft of grant purchased equipment and supplies; and
- Adequate maintenance procedures must be developed to keep the property in good condition.

Equipment Disposition

When original or replacement equipment acquired under the 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 complete a Biannual Strategy Implementation Report (BSIR) each Winter and Summer 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

Grant projects must be able to be fully completed within the performance period. Any extension 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.

Extension requests will be granted only due to compelling legal, policy, or operational challenges, and will only be considered for the following reasons:

1. Contractual commitments with vendors that prevent completion of the project within the performance period;

Section 6 – Post Award Requirements | 2017

Extension Requests (Cont.)

2. The project must undergo a complex environmental review that cannot be completed within this timeframe;
3. Projects are long-term by design and therefore acceleration would compromise core programmatic goals; and
4. Where other special circumstances exist.

Extension requests for *personnel and salaries* do not meet the requirements of FEMA IB 379 and will not be granted. Subrecipients are expected to complete all grant funded personnel activity by the end of the award performance period. For additional information, please see IB 379.

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. Any submissions received after the deadline will be considered at the discretion of the Cal OES Director. 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;
9. Certification that the activity/activities will be completed within the extended performance period without any modification to the original Statement of Work.

General questions regarding extension requirements should be directed to your Cal OES Program Representative. For additional information, please see IB 379 at: <https://www.fema.gov/pdf/government/grant/bulletins/info379.pdf>

Progress Reports on Grant Extensions

All Subrecipients that receive Cal OES approval to extend their FY 2017 grant performance period must submit progress reports indicating completed and future project milestones on all extended projects. Progress reports must be submitted electronically to the Cal OES Program Representative. Deadlines for the submission of progress reports will be established at the time of extension approval.

Section 6 – Post Award Requirements | 2017

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 FMFW 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 milestones, guidance and assurances.
- Failure to comply with the requirements or statutory progress toward the goals or objectives of federal or state law.
- Failure to make satisfactory progress toward the goals or objectives set forth in the Subrecipient application.
- Failure to follow Grant Subaward requirements or special conditions.
- Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.

Section 6 – Post Award Requirements | 2017

Suspension/ Termination (Cont.)

- 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. 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.

Attachment A – Allocations | 2017

State Homeland Security Program (SHSP)					
Operational Area	Population	Base Amount	25% LE	SHSP	Total Award (25% LE + SHSP)
ALAMEDA	1,645,359	75,000	429,769	1,289,307	1,719,076
ALPINE	1,151	75,000	19,038	57,112	76,150
AMADOR	38,382	75,000	28,338	85,014	113,352
BUTTE	226,404	75,000	75,307	225,920	301,227
CALAVERAS	45,168	75,000	30,033	90,100	120,133
COLUSA	22,043	75,000	24,256	72,770	97,026
CONTRA COSTA	1,139,513	75,000	303,406	910,219	1,213,625
DEL NORTE	27,124	75,000	25,526	76,577	102,103
EL DORADO	185,062	75,000	64,979	194,939	259,918
FRESNO	995,975	75,000	267,550	802,649	1,070,199
GLENN	28,731	75,000	25,927	77,782	103,709
HUMBOLDT	136,953	75,000	52,962	158,884	211,846
IMPERIAL	188,334	75,000	65,797	197,390	263,187
INYO	18,619	75,000	23,401	70,203	93,604
KERN	895,112	75,000	242,354	727,060	969,414
KINGS	149,537	75,000	56,105	168,315	224,420
LAKE	64,945	75,000	34,974	104,920	139,894
LASSEN	30,918	75,000	26,473	79,421	105,894
LOS ANGELES	10,241,278	75,000	2,577,073	7,731,221	10,308,294
MADERA	156,492	75,000	57,842	173,528	231,370
MARIN	263,604	75,000	84,600	253,798	338,398
MARIPOSA	18,148	75,000	23,283	69,851	93,134
MENDOCINO	89,134	75,000	41,016	123,048	164,064
MERCED	274,665	75,000	87,363	262,088	349,451
MODOC	9,580	75,000	21,143	63,430	84,573
MONO	13,713	75,000	22,176	66,526	88,702
MONTEREY	442,365	75,000	129,255	387,765	517,020
NAPA	142,408	75,000	54,324	162,973	217,297
NEVADA	98,828	75,000	43,438	130,313	173,751
ORANGE	3,194,024	75,000	816,633	2,449,901	3,266,534
PLACER	382,837	75,000	114,385	343,154	457,539
PLUMAS	19,819	75,000	23,701	71,103	94,804
RIVERSIDE	2,384,783	75,000	614,481	1,843,443	2,457,924
SACRAMENTO	1,514,770	75,000	397,147	1,191,442	1,588,589
SAN BENITO	56,854	75,000	32,952	98,858	131,810
SAN BERNARDINO	2,160,256	75,000	558,393	1,675,179	2,233,572
SAN DIEGO	3,316,192	75,000	847,152	2,541,455	3,388,607
SAN FRANCISCO	874,228	75,000	237,137	711,409	948,546
SAN JOAQUIN	746,868	75,000	205,321	615,965	821,286
SAN LUIS OBISPO	280,101	75,000	88,721	266,162	354,883
SAN MATEO	770,203	75,000	211,151	633,452	844,603
SANTA BARBARA	450,663	75,000	131,328	393,984	525,312
SANTA CLARA	1,938,180	75,000	502,917	1,508,752	2,011,669
SANTA CRUZ	276,603	75,000	87,847	263,540	351,387

Attachment A – Allocations | 2017

SHASTA	178,605	75,000	63,366	190,100	253,466
SIERRA	3,207	75,000	19,551	58,653	78,204
SISKIYOU	44,688	75,000	29,913	89,740	119,653
SOLANO	436,023	75,000	127,671	383,012	510,683
SONOMA	505,120	75,000	144,932	434,794	579,726
STANISLAUS	548,057	75,000	155,657	466,973	622,630
SUTTER	96,956	75,000	42,970	128,910	171,880
TEHAMA	63,995	75,000	34,736	104,209	138,945
TRINITY	13,628	75,000	22,154	66,463	88,617
TULARE	471,842	75,000	136,619	409,855	546,474
TUOLUMNE	54,707	75,000	32,416	97,248	129,664
VENTURA	857,386	75,000	232,929	698,789	931,718
YOLO	218,896	75,000	73,431	220,294	293,725
YUBA	74,577	75,000	37,380	112,139	149,519
Total	39,523,613	4,350,000	10,960,699	32,882,101	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	Allocation to UASI	State Initiatives
ANAHEIM/SANTA ANA AREA	5,180,000	4,344,000	836,000
BAY AREA	27,536,000	22,428,800	5,107,200
LOS ANGELES/LONG BEACH AREA	68,110,000	54,888,000	13,222,000
RIVERSIDE AREA	2,837,000	2,369,600	467,400
SACRAMENTO	2,837,000	2,369,600	467,400
SAN DIEGO AREA	16,158,000	13,326,400	2,831,600
Total	122,658,000	99,726,400	22,931,600

Attachment B – FY 2017 HSGP Timeline | 2017

DHS Announcement of 2017 HSGP	June 2, 2017
SAA Application Due to DHS	June 22, 2017
DHS Award to California	September 6, 2017
2017 HSGP California Supplement Release	September 2017
Subrecipient Workshops	September 2017
Subrecipient Awards (45 days from DHS award)	October 21, 2017
Subrecipient Final Applications Due to Cal OES	November 1, 2017
Subrecipient Performance Period Begins	September 1, 2017
Subrecipient Performance Period Ends	May 31, 2020
Final Requests for Reimbursement Due	June 20, 2020
SAA Performance Period Ends	August 31, 2020

Attachment C – Sample Governing Body Resolution | 2017

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 subgranted through the State of California for the following grant award:

(List Grant Year and Program)

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 | 2017

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 subgranted through the California Governor's Office of Emergency Services.

_____, OR

_____, OR

_____.

Signed and approved this _____ day of _____, 20 _____

(Signature)

Attachment E – Project Narrative Form | 2017

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 and Analysis, Collaboration Capabilities, and Public Safety Response
- ☐ IJ #2: Protect Critical Infrastructure and Key Resources
- ☐ IJ #3: Enhance Cybersecurity
- ☐ IJ #4: Strengthen Communications Capabilities Through Planning, Governance, Technology and Equipment
- ☐ IJ #5: Enhance Medical and Public Health Preparedness
- ☐ IJ #6: Preventing Violent Extremism Through Multi-Jurisdictional/Inter-Jurisdictional Collaboration and Coordination
- ☐ IJ #7: Enhance Community Resilience, Including Partnerships With Volunteers and Community Based Organizations and Programs
- ☐ IJ #8: Strengthen Food and Agriculture Security
- ☐ IJ #9: Enhance Multi-Jurisdictional/Inter-Jurisdictional All Hazards 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 Investment Justification (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 FY 2017

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 – Public Records Act Notification | 2017

California Public Records Act - Grant applications are subject to the California Public Records Act, Government Code Section 6250, *et seq.* Do not put any personally identifiable information or private information on the FY 2017 HSGP application. If you believe that any of the information you are putting on the application is exempt from the Public Records Act, please attach a statement that indicates what portions of the application and the basis for the exemption. Your statement that the information is not subject to the Public Records Act will not guarantee that the information will not be disclosed.

_____ I believe there is information in the application that is exempt from the Public Records Act and have attached a document to support it.

Signed and approved this _____ day of _____, 20 _____

(Name of the Organization)

(Signature)

Attachment G – Subrecipient Grants Management Assessment | 2017

The attached form in PDF fillable format is available for download at:
<http://www.caloes.ca.gov/cal-oes-divisions/grants-management/homeland-security-prop-1b-grant-programs/homeland-security-grants-program>

CALIFORNIA CALIFORNIA'S OFFICE OF EMERGENCY SERVICES SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT		
Subrecipient:	DUNS #:	FIPS #:
Grant/Disaster/Program Title:		
Performance Period:	to	Subaward Amount Requested:
Type of Non-Federal Entity (Check Box)	<input type="checkbox"/> State Gov. <input type="checkbox"/> Local Gov. <input type="checkbox"/> IFA <input type="checkbox"/> Non-Profit <input type="checkbox"/> Tribe	
<p>Per Title 2 CFR § 200.331, CA OES is required to evaluate the risk of noncompliance with federal statutes, regulations and grant terms and conditions posed by each subrecipient of pass-through funding. This assessment is made in order to determine and provide an appropriate level of technical assistance, training and grant oversight to subrecipients for the award referenced above.</p> <p>The following are questions related to your organization's experience in the management of federal grant awards. This questionnaire must be completed and returned with your grant application materials.</p> <p>For purposes of completing this questionnaire, <i>grant manager</i> is the individual who has primary responsibility for day-to-day administration of the grant, <i>bookkeeper/accounting staff</i> means the individual who has responsibility for reviewing and determining expenditures to be charged to the grant award, and <i>organization</i> refers to the subrecipient applying for the award, and/or the governmental implementing agency, if applicable.</p>		
Assessment Factors	Response	
1. How many years of experience does your current grant manager have managing grants?		
2. How many years of experience does your current bookkeeper/accounting staff have managing grants?		
3. How many grants does your organization currently receive?		
4. What is the approximate total dollar amount of all grants you receive?		
5. Are individual staff members assigned to work on multiple grants?		
6. Do you use timesheets to track the time staff spend working on activities/projects?		
7. How often does your organization have a financial audit?		
8. Has your organization received any audit findings in the last three years?		
9. Do you have a written plan to charge costs to grants?		
10. Do you have written procurement policies?		
11. Do you get multiple quotes or bids when buying items or services?		
12. How many years do you maintain receipts, deposits, cancelled checks, invoices, etc.?		
13. Do you have procedures to monitor grant funds passed through to other entities?		
<p>Certification: This is to certify that, to the best of our knowledge and belief, the data furnished above is accurate, complete and current.</p>		
Signature: (Authorized Agent)	Date:	
Print Name:	Print Title:	

CALIFORNIA CALIFORNIA'S OFFICE OF EMERGENCY SERVICES | Page 7 of 7

Attachment H – FY 2017 Application Checklist | 2017

Subrecipient: _____ FIPS#: _____

Cal OES Program Representative: _____

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
- _____ 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
- _____ Subrecipient Grants Management Assessment

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
- _____ Allowability Request (Operational Overtime)

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)
- _____ Public Records Act Notification (Signed)

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
- _____ Subrecipient Grants Management Assessment

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:

- _____ Signature Authority – Authorized Agent
- _____ Authorized Agent(s) Information Form
- _____ Grant Assurances (Signed Originals)
- _____ Public Records Act Notification (Signed)

State Homeland Security Grant Program 2017

DEPARTMENT OF SOCIAL SERVICES - COMMUNITY CARE LICENSING DIVISION

Section B- Grant Assurances

DEPARTMENT OF SOCIAL SERVICES - COMMUNITY CARE LICENSING DIVISION

Office of Emergency Services

DEPARTMENT OF SOCIAL SERVICES - COMMUNITY CARE LICENSING DIVISION



Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

Standard Assurances For All Cal OES Federal Grant Programs

As the duly authorized representative of the Applicant, I hereby certify that the Applicant has the legal authority to apply for federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay any non-federal share of project cost) to ensure proper planning, management and completion of the project described in this application, within prescribed timelines.

I further acknowledge that the Applicant is responsible for reviewing and adhering to all requirements within the:

- (a) Applicable Federal Regulations (see below);
- (b) Federal Program Notice of Funding Opportunity (NOFO);
- (c) California Supplement to the NOFO; and
- (d) Federal and State Grant Program Guidelines.

Federal Regulations

Government cost principles, uniform administrative requirements and audit requirements for federal grant programs are set forth in Title 2, Part 200 of the Code of Federal Regulations (C.F.R.). Updates are issued by the Office of Management and Budget (OMB) and can be found at <http://www.whitehouse.gov/omb/>.

Significant state and federal grant award requirements (some of which appear in the documents listed above) are set forth below. The Applicant hereby agrees to comply with the following:

1. Proof of Authority

The Applicant will obtain written authorization from the city council, governing board or authorized body in support of this project. This written authorization must specify that the Applicant and the city council, governing board, or authorized body agree:

- (a) To provide all matching funds required for the grant project and that any cash match will be appropriated as required.
- (b) Any liability arising out of the performance of this agreement shall be the responsibility of the Applicant and the city council, governing board or authorized body.
- (c) Grant funds shall not be used to supplant expenditures controlled by the city council, governing board or authorized body; and
- (d) The official executing this agreement is, in fact, authorized to do so.

This Proof of Authority must be maintained on file and readily available upon request.

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2. Period of Performance

The Applicant will initiate work after approval of the award and complete all work within the period of performance specified in the grant.

3. Lobbying and Political Activities

As required by Section 1352, Title 31 of the United States Code (U.S.C.), for persons entering into a contract, grant, loan or cooperative agreement from an agency or requests or receives from an agency a commitment providing for the United States to insure or guarantee a loan, the Applicant certifies that:

- (a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

The Applicant will also comply with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and §§7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds.

Finally, the Applicant agrees that federal funds will not be used, directly or indirectly, to support the enactment, repeal, modification or adoption of any law, regulation or policy without the express written approval from the California Governor's Office of Emergency Services (Cal OES) or the federal awarding agency.

4. Debarment and Suspension

As required by Executive Orders 12549 and 12689, and 2 C.F.R. §200.212 and codified in 2 C.F.R. Part 180, Debarment and Suspension, the Applicant will provide protection against waste, fraud, and abuse by debarring or suspending those persons deemed irresponsible in their dealings with the federal government. The Applicant certifies that it and its principal, subgrantees, recipients or subrecipients:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transaction (federal, state, or local) terminated for cause or default.

Where the Applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

5. Non-Discrimination and Equal Employment Opportunity

The Applicant will comply with all federal statutes relating to non-discrimination. These include, but are not limited to, the following:

- (a) Title VI of the Civil Rights Act of 1964 (Public Law (P.L.) 88-352 and 42 U.S.C. §2000d et seq.) which prohibits discrimination on the basis of race, color, or national origin and requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services;
- (b) Title IX of the Education Amendments of 1972, (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex in any federally funded educational program or activity;
- (c) Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. §794), which prohibits discrimination against those with disabilities or access and functional needs;
- (d) Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability and requires buildings and structures be accessible to those with disabilities and access and functional needs (42 U.S.C. §§ 12101-12213.);
- (e) Age Discrimination Act of 1975, (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age;
- (f) Public Health Service Act of 1912 (42 U.S.C. §§ 290), relating to confidentiality of patient records regarding substance abuse treatment;
- (g) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §3601 et seq.), relating to nondiscrimination in the sale, rental or financing of housing as implemented by the Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units—i.e., the public and common use areas and individual apartment units

- (all units in buildings with elevators and ground-floor units in buildings without elevators)—be designed and constructed with certain accessible features (See 24 C.F.R. § 100.201); ;
- (h) Executive Order 11246, which prohibits federal contractors and federally assisted construction contractors and subcontractors, who do over \$10,000 in Government business in one year from discriminating in employment decisions on the basis of race, color, religion, sex, sexual orientation, gender identification, or national origin;
 - (i) Executive Order 11375, which bans discrimination on the basis of race, color, religion, sex, sexual orientation, gender identification, or national origin in hiring and employment in both the United States federal workforce and on the part of government contractors;
 - (j) California Public Contract Code §10295.3, which prohibits discrimination based on domestic partnerships and those in same sex marriages;
 - (k) DHS policy to ensure the equal treatment of faith-based organizations, under which all applicants and recipients must comply with equal treatment policies and requirements contained in 6 C.F.R. Part 19;
 - (l) Any other nondiscrimination provisions in the specific statute(s) under which application for federal assistance is being made; and
 - (m) The requirements of any other nondiscrimination statute(s) which may apply to the application.

In addition to the items listed in (a) through (m), the Applicant will comply with California's Fair Employment and Housing Act (FEHA). FEHA prohibits harassment and discrimination in employment because of ancestry, familial status, race, color, religious creed (including religious dress and grooming practices), sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth, or breastfeeding), gender, gender identity, gender expression, sexual orientation, marital status, national origin, ancestry, mental and physical disability, genetic information, medical condition, age, pregnancy, denial of medical and family care leave, or pregnancy disability leave (California Government Code §§ 12940, 12945, 12945.2), military and veteran status, and/or retaliation for protesting illegal discrimination related to one of these categories, or for reporting patient abuse in tax supported institutions.

6. Drug-Free Workplace

As required by the Drug-Free Workplace Act of 1988 (41 U.S.C. §701 et seq.), the Applicant certifies that it will maintain a drug-free workplace and a drug-free awareness program as outlined in the Act.

7. Environmental Standards

The Applicant will comply with state and federal environmental standards, which may be prescribed pursuant to the following, as applicable:

- (a) California Environmental Quality Act (CEQA) (California Public Resources Code §§ 21000-21177), to include coordination with the city or county planning agency;
- (b) CEQA Guidelines (California Code of Regulations, Title 14, Division 6, Chapter 3, §§ 15000-15387);

- (c) Federal Clean Water Act (CWA) (33 U.S.C. § 1251 et seq.), which establishes the basic structure for regulating discharges of pollutants into the waters of the United States and regulating quality standards for surface waters;
- (d) Federal Clean Air Act of 1955 (42 U.S.C. § 7401) which regulates air emissions from stationary and mobile sources;
- (e) Institution of environmental quality control measures under the National Environmental Policy Act (NEPA) of 1969 (P.L. 91-190); the Council on Environmental Quality Regulations for Implementing the Procedural Provisions of NEPA; and Executive Order 12898 which focuses on the environmental and human health effects of federal actions on minority and low-income populations with the goal of achieving environmental protection for all communities;
- (f) Evaluation of flood hazards in floodplains in accordance with Executive Order 11988;
- (g) Executive Order 11514 which sets forth national environmental standards;
- (h) Executive Order 11738 instituted to assure that each federal agency empowered to enter into contracts for the procurement of goods, materials, or services and each federal agency empowered to extend federal assistance by way of grant, loan, or contract shall undertake such procurement and assistance activities in a manner that will result in effective enforcement of the Clean Air Act and the Federal Water Pollution Control Act Executive Order 11990 which requires preservation of wetlands;
- (i) The Safe Drinking Water Act of 1974, (P.L. 93-523);
- (j) The Endangered Species Act of 1973, (P.L. 93-205);
- (k) Assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.);
- (l) Conformity of Federal Actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §7401 et seq.);
- (m) Wild and Scenic Rivers Act of 1968 (16 U.S.C. § 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

The Applicant shall not be: 1) in violation of any order or resolution promulgated by the State Air Resources Board or an air pollution district; 2) subject to a cease and desist order pursuant to § 13301 of the California Water Code for violation of waste discharge requirements or discharge prohibitions; or 3) determined to be in violation of federal law relating to air or water pollution.

8. Audits

For subrecipients expending \$750,000 or more in federal grant funds annually, the Applicant will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and Title 2 of the Code of Federal Regulations, Part 200, Subpart F Audit Requirements.

9. Access to Records

In accordance with 2 C.F.R. §200.336, the Applicant will give the awarding agency, the Comptroller General of the United States and, if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award.

The Applicant will require any subrecipients, contractors, successors, transferees and assignees to acknowledge and agree to comply with this provision.

10. Conflict of Interest

The Applicant will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

11. Financial Management

False Claims for Payment The Applicant will comply with 31 U.S.C §§ 3729-3733 which sets forth that no recipient shall submit a false claim for payment, reimbursement or advance.

12. Reporting - Accountability

The Applicant agrees to comply with applicable provisions of the Federal Funding Accountability and Transparency Act (FFATA) (P.L. 109-282), specifically (a) the reporting of subawards obligating \$25,000 or more in federal funds and (b) executive compensation data for first-tier subawards. This includes the provisions of FFATA, which includes requirements for executive compensation, and also requirements implementing the Act for the non-federal entity at 2 C.F.R. Part 25 Financial Assistance Use of Universal Identifier and Central Contractor Registration and 2 C.F.R. Part 170 Reporting Subaward and Executive Compensation Information.

13. Whistleblower Protections

The Applicant also must comply with statutory requirements for whistleblower protections at 10 U.S.C. § 2409, 41 U.S.C. § 4712, and 10 U.S.C. § 2324, 41 U.S.C. § 4304 and § 4310.

14. Human Trafficking

The Applicant will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. § 7104) which prohibits grant award recipients or a subrecipient from: (1) engaging in trafficking in persons during the period of time that the award is in effect; (2) procuring a commercial sex act during the period of time that the award is in effect; or (3) using forced labor in the performance of the award or subawards under the award.

15. Labor Standards

The Applicant will comply with the following federal labor standards:

- (a) The Davis-Bacon Act (40 U.S.C. §§ 276a to 276a-7), as applicable, and the Copeland Act (40 U.S.C. § 3145 and 18 U.S.C. § 874) and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally-assisted construction contracts or subcontracts; and
- (b) The Federal Fair Labor Standards Act (29 U.S.C. § 201 et al.) as they apply to employees of institutes of higher learning (IHE), hospitals and other non-profit organizations.

16. Worker's Compensation

The Applicant must comply with provisions which require every employer to be insured to protect workers who may be injured on the job at all times during the performance of the work of this

Agreement, as per the workers compensation laws set forth in California Labor Code §§ 3700 et seq.

17. Property-Related

If applicable to the type of project funded by this federal award, the Applicant will:

- (a) Comply with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchase;
- (b) Comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires subrecipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more;
- (c) Assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470), Executive Order 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. § 469a-1 et seq.); and
- (d) Comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. § 4831 and 24 CFR Part 35) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

18. Certifications Applicable Only to Federally-Funded Construction Projects

For all construction projects, the Applicant will:

- (a) Not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with federal assistance funds to assure nondiscrimination during the useful life of the project;
- (b) Comply with the requirements of the awarding agency with regard to the drafting, review and approval of construction plans and specifications; and
- (c) Provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.

19. Use of Cellular Device While Driving is Prohibited

Applicants are required to comply with California Vehicle Code sections 23123 and 23123.5. These laws prohibit driving a motor vehicle while using an electronic wireless communications device to write, send, or read a text-based communication. Drivers are also prohibited from the use of a wireless telephone without hands-free listening and talking, unless to make an emergency call to 911, law enforcement, or similar services.

20. California Public Records Act and Freedom of Information Act

The Applicant acknowledges that all information submitted in the course of applying for funding under this program, or provided in the course of an entity's grant management activities that are under Federal control, is subject to the Freedom of Information Act (FOIA), 5 U.S.C. § 552, and the California Public Records Act, California Government Code section 6250 et seq. The Applicant should consider these laws and consult its own State and local laws and regulations regarding the release of information when reporting sensitive matters in the grant application, needs assessment, and strategic planning process.

HOMELAND SECURITY GRANT PROGRAM - PROGRAM SPECIFIC ASSURANCES / CERTIFICATIONS

21. Reporting Accusations and Findings of Discrimination

If during the past three years the recipient has been accused of discrimination on any basis the recipient must provide a list of all such proceedings, pending or completed, including outcome and copies of settlement agreements to the DHS Financial Assistance Office and the DHS Office for Civil Rights and Civil Liberties (CRCL) by e-mail at crcl@hq.dhs.gov or by mail at U.S. Department of Homeland Security Office for Civil Rights and Civil Liberties, Building 410, Mail Stop #0190, Washington, D.C. 20528.

If the courts or administrative agencies make a finding of discrimination on grounds of race, color, national origin (including LEP), sex, age, disability, religion, or familial status against the recipient, or the recipients settle a case or matter alleging such discrimination, recipients must forward a copy of the complaint and findings to the DHS Financial Assistance Office and the CRCL by e-mail or mail at the addresses listed above.

The United States has the right to seek judicial enforcement of these obligations.

22. Acknowledgment of Federal Funding from DHS

All recipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.

23. Activities Conducted Abroad

All recipients must ensure that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

24. Best Practices for Collection and Use of Personally Identifiable Information (PII)

DHS defines personally identifiable information (PII) as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. All recipients who collect PII are required to have a publically-available privacy policy that describes standards on the usage and maintenance of PII they collect. Recipients may also

find the DHS Privacy Impact Assessments: Privacy Guidance and Privacy template a useful resource respectively.

25. Copyright

All recipients must affix the applicable copyright notices of 17 U.S.C. §§ 401 or 402 and an acknowledgement of U.S. Government sponsorship (including the award number) to any work first produced under federal financial assistance awards.

26. Duplication of Benefits

Any cost allocable to a particular federal financial assistance award provided for in 2 C.F.R. Part 200, Subpart E may not be charged to other federal financial assistance awards to overcome fund deficiencies, to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions, or for other reasons. However, these prohibitions would not preclude recipients from shifting costs that are allowable under two or more awards in accordance with existing federal statutes, regulations, or the federal financial assistance award terms and conditions.

27. Energy Policy and Conservation Act

All recipients must comply with the requirements of 42 U.S.C. § 6201 which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

28. Federal Debt Status

All recipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. See OMB Circular A-129.

29. Fly America Act of 1974

All recipients must comply with Preference for U.S. Flag Air Carriers: (air carriers holding certificates under 49 U.S.C. § 41102) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974 (49 U.S.C. § 40118) and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B-138942

30. Hotel and Motel Fire Safety Act of 1990

In accordance with Section 6 of the Hotel and Motel Fire Safety Act of 1990, all recipients must ensure that all conference, meeting, convention, or training space funded in whole or in part with federal funds complies with the fire prevention and control guidelines of the Federal Fire Prevention and Control Act of 1974, as amended, 15 U.S.C. § 2225a.

31. Non-supplanting Requirements

All recipients who receive federal financial assistance awards made under programs that prohibit supplanting by law must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.

32. Patents and Intellectual Property Rights

Unless otherwise provided by law, recipients are subject to the Bayh-Dole Act, Pub. L. No. 96-517, as amended, and codified in 35 U.S.C. § 200 et seq. All recipients are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from financial assistance awards located at 37 C.F.R. Part 401 and the standard patent rights clause located at 37 C.F.R. § 401.14.

33. SAFECOM

All recipients who receive federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

34. Terrorist Financing

All recipients must comply with Executive Order 13224 and U.S. law that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. Recipients are legally responsible to ensure compliance with the Order and laws.

35. Reporting of Matters Related to Recipient Integrity and Performance

If the total value of the recipient's currently active grants, cooperative agreements, and procurement contracts from all federal assistance offices exceeds \$10,000,000 for any period of time during the period of performance of this federal financial assistance award, you must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated here by reference in the award terms and conditions.

36. USA Patriot Act of 2001

All recipients must comply with requirements of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act (USA PATRIOT Act), which amends 18 U.S.C. §§ 175–175c.

37. Use of DHS Seal, Logo, and Flags

All recipients must obtain permission from their DHS Financial Assistance Office, prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

IMPORTANT

The purpose of the assurance is to obtain federal and state financial assistance, including any and all federal and state grants, loans, reimbursement, contracts, etc. The Applicant recognizes and agrees that state financial assistance will be extended based on the representations made in this assurance. This assurance is binding on the Applicant, its successors, transferees, assignees, etc. Failure to comply with any of the above assurances may result in suspension, termination, or reduction of grant funds.

All appropriate documentation, as outlined above, must be maintained on file by the Applicant and available for Cal OES or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the subrecipient may be ineligible for award of any future grants if the Cal OES determines that any of the following has occurred: (1) the recipient has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

All of the language contained within this document must be included in the award documents for all subawards at all tiers. All recipients are bound by the Department of Homeland Security Standard Terms and Conditions 2017, Version 7.0, hereby incorporated by reference, which can be found at: <https://www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions>.

The undersigned represents that he/she is authorized by the Applicant to enter into this agreement for and on behalf of the said Applicant.

Applicant: County of Fresno

Signature of Authorized Agent: Sal Quintero

Printed Name of Authorized Agent: Sal Quintero

Title: Chairman of the Board of Supervisors Date: January 9, 2018
of the County of Fresno

ATTEST:

BERNICE E. SEIDEL

Clerk to the Board of Supervisors

County of Fresno, State of California

By Ruth Coughlin Deputy

State Homeland Security Grant Program 2017

Section C- Face Sheet & Workbook

Office of Emergency Services

FMFW v1.17 - 2017

CFDA #:

Subscriptions may be sent to any of the following addresses:

Authorized Signer Signature and Contact Information						
Position	Signature	Printed Name	Title	Phone	Email	
County Public Health Officer		Daniel Lynch	Division Manager	(559) 600-1387	dlynch@fresno.ca.us	
County Fire Chief		Mark Johnson	Fire Chief	(559) 493-3000	mjohnson@fresno.ca.us	
Municipal Fire Chief		John Enashki	Fire Chief	(559) 324-2760	jennashki@fresno.ca.us	
County Sheriff		Tom Gattie	Assistant Sheriff	(559) 600-8136	toggattiefresno.net@gmail.com	
Chief of Police		Robert Heizerler	Deputy Chief	(559) 671-2300	Robern.Neyazee@fresno.gov	
Additional Position (Optional)						
Additional Position (Optional)						

Authorizing Authorized Agent Contact Information						
Salesperson	Authorized Agency's Name	Title	Address	City	State	Zip
Mr.	David Pomarile	Director	P.O. Box 11867	Fresno	CA	93775
Mr.	David Luchin	Assistant Director	P.O. Box 11867	Fresno	CA	93775
Mr.	Sal Quintaro	Chairman, Board of Supervisors	P.O. Box 11867	Fresno	CA	93775
Salesperson	Contact's Name	Title	Address	City	State	Zip
Mr.	Angel Lopez	Staff Analyst	P.O. Box 11867	Fresno	CA	93775

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES (Cal OES)

AUTHORIZED BODY OF 5 - SIGNATURE AND CONTACT INFORMATION

CFDA #:

County of Fresno

019-000000

2017-0083

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Authorized Body of 5 - Signature and Contact Information		Printed Name	Title	Phone	Email
Position	Signature	Daniel Lynch	Division Manager	(559) 600-3387	dlynch@co.fresno.ca.us
County Public Health Officer		Mark Johnson	Fire Chief	(559) 493-4300	mark@hnpd.net
County Fire Chief		John Braski	Fire Chief	(559) 324-2260	johnbraski@ci.davis.ca.us
Municipal Fire Chief		Tom Gattie	Assistant Sheriff	(559) 600-8136	tgattie@fresnoheriff.org
County Sheriff		Robert Nevarez	Deputy Chief	(559) 621-2300	Robert.Nevarez@fresno.gov
Chief of Police					
Additional Position (Optional)					
Additional Position (Optional)					

Additional Authorized Agent Contact Information		Mailing Address	City	State	Zip	Phone	Email
Salutation	Authorized Agent's Name	P.O. Box 11867	Fresno	CA	93775	559-600-4065	gcomaville@co.fresno.ca.us
Mr.	David Penaville	P.O. Box 11867	Fresno	CA	93775	559-600-4065	gluchini@co.fresno.ca.us
Mr.	David Luchini	P.O. Box 11867	Fresno	CA	93775	559-600-3001	salcomaville@co.fresno.ca.us
Mr.	Sal Quintero						
Salutation	Contact's Name	Mailing Address	City	State	Zip	Phone	Email
Mr.	Angel Lopez	P.O. Box 11867	Fresno	CA	93775	559-600-4065	angellopez@co.fresno.ca.us

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019-000000
2017-0083

- ☐ Not Subject to FFATA Financial Disclosure

[illegible]

PLANNING

County of Fresno
019-00300
2017-0083

CMFV-17-2017

ORGANIZATION

CFDA #:

LEDGER TYPE:	Initial Application
Today's Date	April 4, 2017

EMEN v.17-2017

LEADER TYPE: Initial Application																
Today's Date: April 4, 2017																
Request #																
Expenditure Period: (Date) From: (Date) To:																
Approval: (Date & Initials) (Date & Initials)																
Call OES ONLY																
Amount This Request																
Total Approved																
Percentage Expended																
U 1	Direct	Project Number: 001	Project Title: Grant Admin	Project Description: Fresno CA will issue FY 2015 HSGP funds to carry out its grant management activities. It is the Co-Area's goal to develop a standardized inventory tracking system for all evaluations, projects	Funding Source: HSGP-OPSG	Discipline: PI	Solution Area: HSA	Core Capability: Operational Coordination	Capability Building: Sustain	Deployable / Variable: Suitable	Supports Pre-Awarded Investment? No	Total Approved Cost: \$2,862	1,070,199	52,842	52,842	1,070,199
U 4	Direct	001	Indirect Cost	Indirect Cost	HSGP-OPSG	PI	Indirect Cost	Operational Coordination	Sustain	Suitable	No	\$2,862	52,842	52,842	1,070,199	
U 4	Subaward	002	Radio Upgrade Project	Provide the necessary equipment to adequately communicate between multiple dispatches. The multi-agency fire dispatch will be purchasing 80 fully featured radios that are variable at 1000 MHz. The multi-agency fire dispatch will be purchasing 80 fully featured radios that are variable at 1000 MHz. The multi-agency fire dispatch will be purchasing 80 fully featured radios that are variable at 1000 MHz.	HSGP-OPSG	FS	Equipment	Operational Communications	Sustain	Suitable	No	\$33,434	133,434	133,434	1,070,199	
U 4	Subaward	003	Personal Protective Equipment	Personal Protective Equipment	HSGP-OPSG	FS	Equipment	Fire Management and Suppression	Sustain	Desktop	No	\$40,800	140,800	140,800	1,070,199	
U 4	Subaward	004	(4) SCBA Units	(4) SCBA Units	HSGP-OPSG	FS	Equipment	Fire Management and Suppression	Sustain	Suitable	No	\$6,262	36,262	36,262	1,070,199	
U 4	Direct	005	Video System Upgrade	Video System Upgrade	HSGP-OPSG	EH	Equipment	Operational Communications	Sustain	Suitable	Pre-Awarded Investment? No	\$10,612	310,612	310,612	1,070,199	
U 4	Subaward	006	Indirect Cost	Indirect Cost	HSGP-OPSG	EH	Equipment	Operational Communications	Sustain	Suitable	No	\$5,000	65,000	65,000	1,070,199	
U 4	Subaward	007	Radio, Hic Upgrade	Radio, Hic Upgrade	HSGP-OPSG	EH	Equipment	Operational Communications	Sustain	Suitable	No	\$4,075	34,075	34,075	1,070,199	
U 4	Subaward	008	Cameras	Cameras	HSGP-OPSG	EH	Equipment	Operational Communications	Sustain	Suitable	No	\$2,500	27,500	27,500	1,070,199	
U 4	Subaward	009	Tools	Tools	HSGP-OPSG	EH	Equipment	Operational Communications	Sustain	Suitable	No	\$80	80	80	1,070,199	
U 4	Subaward	010	Explosion Device Necessary	Explosion Device Necessary	HSGP-OPSG	EH	Equipment	Operational Communications	Sustain	Suitable	No	\$2,450	2,450	2,450	1,070,199	
U 4	Subaward	011	Training	Training	HSGP-OPSG	EH	Training	Operational Communications	Sustain	Suitable	No	\$7,000	7,000	7,000	1,070,199	
U 4	Subaward	012	Video Infrastructure Project	Video Infrastructure Project	HSGP-OPSG	EH	Equipment	Operational Communications	Sustain	Suitable	Pre-Awarded Investment? No	\$205,000	205,000	205,000	1,070,199	
U 4	Subaward	013	Video Infrastructure Project	Video Infrastructure Project	HSGP-OPSG	EH	Equipment	Operational Communications	Sustain	Suitable	Pre-Awarded Investment? No	\$25,000	25,000	25,000	1,070,199	
U 4	Subaward	014	Video Infrastructure Project	Video Infrastructure Project	HSGP-OPSG	EH	Equipment	Operational Communications	Sustain	Suitable	Pre-Awarded Investment? No	\$25,000	25,000	25,000	1,070,199	
U 4	Subaward	015	Video Infrastructure Project	Video Infrastructure Project	HSGP-OPSG	EH	Equipment	Operational Communications	Sustain	Suitable	Pre-Awarded Investment? No	\$25,000	25,000	25,000	1,070,199	
U 4	Subaward	016	Video Infrastructure Project	Video Infrastructure Project	HSGP-OPSG	EH	Equipment	Operational Communications	Sustain	Suitable	Pre-Awarded Investment? No	\$25,000	25,000	25,000	1,070,199	
U 4	Subaward	017	Video Infrastructure Project	Video Infrastructure Project	HSGP-OPSG	EH	Equipment	Operational Communications	Sustain	Suitable	Pre-Awarded Investment? No	\$25,000	25,000	25,000	1,070,199	
U 4	Subaward	018	Video Infrastructure Project	Video Infrastructure Project	HSGP-OPSG	EH	Equipment	Operational Communications	Sustain	Suitable	Pre-Awarded Investment? No	\$25,000	25,000	25,000	1,070,199	
U 4	Subaward	019	Video Infrastructure Project	Video Infrastructure Project	HSGP-OPSG	EH	Equipment	Operational Communications	Sustain	Suitable	Pre-Awarded Investment? No	\$25,000	25,000	25,000	1,070,199	
U 4	Subaward	020	Video Infrastructure Project	Video Infrastructure Project	HSGP-OPSG	EH	Equipment	Operational Communications	Sustain	Suitable	Pre-Awarded Investment? No	\$25,000	25,000	25,000	1,070,199	
U 4	Subaward	021	Video Infrastructure Project	Video Infrastructure Project	HSGP-OPSG	EH	Equipment	Operational Communications	Sustain	Suitable	Pre-Awarded Investment? No	\$25,000	25,000	25,000	1,070,199	
U 4	Subaward	022	Video Infrastructure Project	Video Infrastructure Project	HSGP-OPSG	EH	Equipment	Operational Communications	Sustain	Suitable	Pre-Awarded Investment? No	\$25,000	25,000	25,000	1,070,199	
U 4	Subaward</															

EQUIPMENT

For the purpose of this study, a total of 1000 questionnaires were distributed to the respondents. The response rate was 85%.

2000-2001

2025-07-23

[illegible]

TRAINING

County of Fresno
015-303333
2017-0203

[illegible]

EXERCISE

County of Fresno
G19-000200
2017-0163

[illegible]

M18A

CFDA #:

County of Fresno
019-000000
2017-0083

4102-411A-AJWJ

INDIRECT COSTS

Subrecipients may be asked to revise and/or re-submit any altered Financial Management Forms Workbook.

2017-0083

Journal of Statistical Software, Vol. 49, No. 1, 2012. DOI: 10.18637/jss.v049.i01. <http://www.jstatsoft.org/v49/i01>

~~FMFW 01.17-2017~~

CONSULTANT / CONTRACTOR

County of Fresno
019-20000
2017-0593

[illegible]

PERSONNEL

CFDA #:

15750 TYPE.

2017. 17. 17

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES (Cal OES)

AUTHORIZED AGENT

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CFDA #:

County of Fresno
019-000000
2017-0083

Supporting Information for Reimbursement/Advance of State and Federal Funds

Initial Application

This request is for an/a:

This claim is for costs incurred within the grant expenditure period from and does not cross fiscal years.

through

(Beginning Expenditure Period Date)

(Ending Expenditure Period Date)

(REIMB or MOD Request #)

(Amount This Request)

Under Penalty of Perjury I certify that:

I am the duly authorized officer of the claimant herein. This claim is true, correct, and all expenditures were made in accordance with applicable laws, rules, regulations and grant conditions and assurances.

Statement of Certification - Authorized Agent

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812). For HSGP: All equipment and training procured under this grant must be in support of the development or maintenance of an identified team or capability.

David Pomaville, Director Public Health

Printed Name and Title

Signature of Authorized Agent

Date

Please reference the Instructions Page under the "Authorized Agent" section for instructions/address on where to mail workbook

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES (Cal OES)

INDIRECT COSTS - SUMMARY RECAP OF COSTS CLAIMED

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Warning! Decimal usage is not allowed. Attempts to use decimals will prompt error message.

County of Fresno

019-000000

2017-0083

PERIOD (Month/Yr through Month/Yr):

INDIRECT COST RATE FOR PERIOD:

ICR Base:	10% De Minimis
-----------	-----------------------

DIRECT COSTS	Total Costs	Less Excluded Contract Costs	Costs Applicable to ICR
Planning			-
Organization			-
Training			-
Exercise			-
M&A	52,842		52,842
Sub-Total Eligible Direct Costs	52,842	-	52,842

[illegible]

TOTAL APPLICABLE COSTS TO ICR	52,842
Total Allowable Indirect Costs	5,284

State Homeland Security Grant Program 2017

2017-2018 State of Michigan Legislative Session

Section D- Governing Body Resolution

2017-2018 State of Michigan Legislative Session

Office of Emergency Services

2017-2018 State of Michigan Legislative Session

Governing Body Resolution

BE IT RESOLVED BY THE Board of Supervisors
(Governing Body)
OF THE County of Fresno THAT
(Name of Applicant)
Chairman, Board of Supervisors, OR
(Name or Title of Authorized Agent)
Director, Department of Public Health, OR
(Name or Title of Authorized Agent)
Assistant Director, Department of Public Health
(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 subawarded through the State of California.

Passed and approved this 9th day of January, 20 18

Certification

I, Andreas Borgeas, duly appointed and
(Name)
Vice-Chairman of the County of Fresno
(Title) (Governing Body)
do hereby certify that the above is a true and correct copy of a resolution passed and approved by
the Board of Supervisors of the County of Fresno on the
(Governing Body) (Name of Applicant)
9th day of January, 20 18

ATTEST:
BERNICE E. SEIDEL
Clerk to the Board of Supervisors
County of Fresno, State of California

By Russell Cuyf Deputy

Vice-Chairman
(Official Position)
Andreas Borgeas
(Signature)
1/16/18
(Date)

Instruction Sheet

Governing Body Resolution, Meeting Minutes, & Addendum to GBR

Purpose

The purpose of the Governing Body Resolution (GBR) is to appoint individuals to act on behalf of the governing body and the OA.

Note: Self Certifications are not accepted as a valid Governing Body Resolution. You cannot self certify that you are an authorized agent. Another Board member will need to sign the lower portion of the GBR.

**Required
GBR-related
Application
Documents**

- Governing Body Resolution (GBR)
 - Meeting Minutes (associated with GBR)
 - Addendum to the GBR
-

**Authorized
Agent(s)**

The Governing Body Resolution allows for the appointment of individuals or positions. **For each person or position appointed by the governing body, you must submit the following information, with the resolution, to Cal OES on the applicant's letterhead:**

- | | |
|---|--|
| <input type="checkbox"/> Name | <input type="checkbox"/> Title |
| <input type="checkbox"/> Jurisdiction | <input type="checkbox"/> E-Mail Address |
| <input type="checkbox"/> Street Address (City & Zip Code) | <input type="checkbox"/> Phone & Fax Numbers |
-

**Authorized
Agent Changes**

- If the Governing Body Resolution identified Authorized Agents by position and/or title, changes can be made by submitting new Authorized Agent information to Cal OES, as indicated above.
- If the Governing Body Resolution identified Authorized Agents by name, a new Resolution is needed when any changes are made. The information list above must also be submitted with the new Resolution.

Public Health-Office of Emergency Services

Fund/Subclass:	0001/10000
Organization:	56204607
Revenue Account:	4380