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# Homeland Security Grant Program 2018

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## Section A- Assurances

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EMS-OES

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**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.

## **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. § 200.213 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 principals, 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 dd—2), 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 subgrantee, recipient, or subrecipient 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 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](mailto: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.

In 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 Applicants 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 Requirement**

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 2018, Version 8.1, 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 to enter into this agreement for and on behalf of the Applicant.**

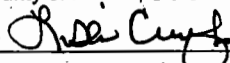
Subrecipient: \_\_\_\_\_ County of Fresno

Signature of Authorized Agent: \_\_\_\_\_ 

Printed Name of Authorized Agent: \_\_\_\_\_ Nathan Magsig

Title: \_\_\_\_\_ Chairman, Board of Supervisors Date: \_\_\_\_\_ January 29, 2019

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

By  Deputy

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# Homeland Security Grant Program 2018

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Section B-  
Guidance

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EMS-OES

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***Cal* OES**

**GOVERNOR'S OFFICE  
OF EMERGENCY SERVICES**

**Fiscal Year 2018  
Homeland Security Grant Program**

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

*September 2018*

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### Director's Message

Our communities are facing an upsurge in complex threats with radicalized individuals increasingly impacting California. We must continue to find ways to improve our collective efforts to safeguard our communities as we prevent, prepare for, respond to, and recover from threats of terrorism.

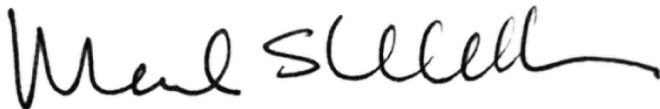
By leveraging effective and efficient partnerships with the U.S. Department of Homeland Security, Federal Emergency Management Agency, local jurisdictions, Native American Tribes, and nonprofit organizations, California recently completed the Homeland Security Strategy. This strategy will help us continue to maximize our resources and technical expertise to fulfill our mission of protecting lives and property, building capabilities, and supporting a resilient California.

As a national leader in homeland security, California implemented a cybersecurity investment justification many years before cybersecurity initiatives became a Federal requirement for homeland security grant funding. California's focus on cybersecurity allows us to support the security and functioning of critical infrastructure and core capabilities as they relate to terrorism preparedness, and address the escalating cyber threat to networks, personal privacy, and critical infrastructure.

Each of us has the responsibility to stay integral in our role as California's homeland security professionals to remain robust, resilient, and forward-leaning to combat threats facing our great State.

To that end, I announce the California Governor's Office of Emergency Services *Fiscal Year 2018 Homeland Security Grant Program California Supplement to the Federal Notice of Funding Opportunity*.

Sincerely,



MARK S. GHILARDUCCI  
Director

**Federal Notice of Funding Opportunity Announcement**

In May 2018, the U.S. Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA) issued the Fiscal Year (FY) 2018 Homeland Security Grant Program (HSGP), Notice of Funding Opportunity (NOFO) found on the California Governor’s Office of Emergency Services (Cal OES) and FEMA websites and is available for download at [https://www.fema.gov/media-library-data/1526578809767-7f08f471f36d22b2c0d8afb848048c96/FY\\_2018\\_HSGP\\_NOFO\\_FINAL\\_508.pdf](https://www.fema.gov/media-library-data/1526578809767-7f08f471f36d22b2c0d8afb848048c96/FY_2018_HSGP_NOFO_FINAL_508.pdf). 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 in Title 2, Code of Federal Regulations (C.F.R.), Part 200.

**Information Bulletins**

DHS issues Information Bulletins (IBs) to provide updates, clarification, and new requirements throughout the life of the grant. IBs may be obtained at: <https://www.fema.gov/grants/grant-programs-directorate-information-bulletins>.

**Purpose of the California Supplement**

The FY 2018 HSGP California Supplement to the NOFO (State Supplement) is intended to complement, rather than replace, the NOFO published by DHS. It is recommended that Applicants thoroughly read the NOFO before referring to the State Supplement. The State Supplement will emphasize differences between the FY 2017 and FY 2018 HSGP, and highlight additional California policies and requirements applicable to the FY 2018 HSGP.

**Key Changes to the FY 2018 Homeland Security Grant Program**

- The Federal Funding Accountability and Transparency Act (FFATA) Financial Disclosure is now incorporated as an attachment to be included with the required application documents. It is no longer a part of the Financial Management Forms Workbook (FMFW).
- DHS/FEMA provided an update in the NOFO regarding allowable overtime activities, the related requirements for obtaining overtime eligibility, and provided additional guidance on the approval of eligible operational overtime activities.
- All emergency communications projects must align with the Statewide Communication Interoperability Plan (SCIP), and be coordinated with the Statewide Interoperability Coordinator (SWIC).

<b>Grant Management Memoranda</b>	Cal OES issues Grant Management Memoranda (GMMs) which provide additional information and requirements regarding HSGP funds. GMMs can be located at: <a href="https://www.caloes.ca.gov/cal-oes-divisions/grants-management/homeland-security-prop-1b-grant-programs/memos">https://www.caloes.ca.gov/cal-oes-divisions/grants-management/homeland-security-prop-1b-grant-programs/memos</a> .
<b>Eligible Subrecipients</b>	Eligible Applicants, referred to as Subrecipients, include Counties/Operational Areas (OAs), Urban Areas (UAs), State Agencies (SAs), Departments, Commissions, Boards, who have or can obtain appropriate state Department of Finance budget authority for awarded funds, and Tribes located in California.
<b>Tribal Allocations</b>	<p>The NOFO strongly encourages Cal OES to provide access to HSGP funds directly to Tribes in California. To implement this requirement, a special Request for Proposal will be issued to California’s Federally-recognized Tribes and Indian organizations, as described in the Cal OES Tribal Consultation Policy. <a href="http://www.caloes.ca.gov/cal-oes-divisions/tribal-coordination">http://www.caloes.ca.gov/cal-oes-divisions/tribal-coordination</a></p> <p>All Subrecipients are encouraged to coordinate with Tribal governments to ensure that Tribal needs are considered in their grant applications.</p>
<b>Subrecipient Allocations</b>	FY 2018 HSGP Allocations are included in Attachment A.
<b>NIMS Implementation</b>	Prior to allocation of any Federal preparedness awards in FY 2018, Subrecipients must ensure and maintain adoption and implementation of the National Incident Management System (NIMS). Additional information can be found at <a href="https://www.fema.gov/national-incident-management-system">https://www.fema.gov/national-incident-management-system</a> .
<b>Supplanting</b>	Grant funds must be used to supplement existing funds, not replace (supplant) funds that have been appropriated for the same purpose. 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.
<b>Public/Private Organizations</b>	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 funds, and must be prepared to present supporting documentation to monitors/auditors.

Before entering into a Grant Subaward, the Subrecipient must notify Cal OES if it knows if any of the principals under the subaward fall under one or more of the four criteria listed at 2 C.F.R. § 180.335. The rule also applies to Subrecipients who pass-through funding to other local entities.

If at any time after accepting a subaward, Subrecipients learn that any of its principals fall under one or more of the criteria listed at 2 C.F.R. § 180.335, immediate written notice must be provided to Cal OES and all grant activities halted until further instructions are received from Cal OES. The rule also applies to subawards passed through by Subrecipients to local entities.

### **FY 2018 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;
- Supply Chain Integrity and Security;
- Natural and Cultural Resources; and
- Risk Management for Protection Programs and Activities.

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.

### **Law Enforcement Terrorism Prevention Activities**

As in past grant years, a minimum of 25% of FY 2018 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. Refer to IB 412 for additional information.

### **Management and Administration**

The Management and Administration (M&A) allowance for Subrecipients is set at a maximum of 5% for the FY 2018 HSGP.

### **Indirect Costs**

Indirect costs are allowable under the FY 2018 HSGP Grant Award. Subrecipients who claim indirect costs may do so, provided they use one of the following two methods:

### Indirect Costs (Cont.)

1. Subrecipients with an indirect cost rate approved by their cognizant Federal agency may claim indirect costs based on the established rate. Indirect costs claimed must be calculated using the base approved in the indirect cost Negotiation Agreement. A copy of the approved Negotiation Agreement is required at the time of application.
2. Subrecipients who have never received a negotiated indirect cost rate and receive *less than* \$35 million in *direct* Federal funding per year may claim the 10% de minimis indirect cost rate based on Modified Total Direct Costs (MTDC) as described in 2 C.F.R. Part 200, § 200.68 and Subpart E.

Indirect costs are *in addition to* the M&A allowance, and must be included in the Grant Award application as a “Project” and reflected in the FMFW on the Indirect cost category ledger if being claimed under the award. Indirect costs may be claimed no more than once annually, and only at the end of the fiscal year. Costs must be broken out by fiscal year if there is a rate change. Indirect costs must be based on claimed direct costs, excluding equipment expenditures.

### Organization Costs - Overtime

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

Per page 62 of the NOFO, all operational overtime requests must clearly explain how the request meets the criteria of one or more of the categories listed in *Table 1: Authorized Operational Overtime Categories*. Requests must address the threat environment as it relates to the event or activity requiring operational overtime support and explains how the overtime activity is responsive to the threat. Post-event operational overtime requests will only be considered on a case-by-case basis, where it is demonstrated exigent circumstances prevented submission of a request in advance of the event or activity.

Requests for overtime costs must be submitted to Cal OES at the time of application. ***All operational overtime costs must be formally pre-approved in writing by DHS/FEMA.***

### **Personnel Cap**

FY 2018 State Homeland Security Program (SHSP) and Urban Area Security Initiative (UASI) funds have a personnel cap of 50%. A Subrecipient may request this requirement be waived by DHS/FEMA. Requests for waivers to the personnel cap must be submitted to the 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.

Subrecipient requests to exceed the personnel cap must be received by Cal OES at the time of application. Subaward modifications impacting the personnel cap will be reviewed on a case-by-case basis, and may require submittal of the above-mentioned information.

### **Equipment Typing/ Identification and Use**

Subrecipients that allocate FY 2018 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; refer to page 68 of the NOFO for additional information.

Allowable HSGP equipment is listed on the Authorized Equipment List (AEL) website at <https://www.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*, and in addition, are sharable through the Emergency Management Assistance Compact (EMAC) and allowable under 6 U.S.C. § 609. Refer to the NOFO for examples of allowable general purpose equipment.

### **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 IBs 336 and 379.

### **Small Unmanned Aircraft Systems**

All requests to purchase Small Unmanned Aircraft Systems (SUAS) with FEMA grant funding must comply with IB 426 and also include a description of the policies and procedures in place to safeguard individuals' privacy, civil rights, and civil liberties of the jurisdiction that will purchase, take title to, or otherwise use the SUAS equipment.

<b>Emergency Operations Plans</b>	Subrecipients must update their Emergency Operations Plan (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.
<b>Soft Targets and Crowded Places</b>	States, territories, UAs, and public and private sector partners are encouraged to identify security gaps and build capabilities that address security needs of soft targets and crowded places, understanding the unique challenges related to protecting locations which are open to the public.
<b>Emergency Communications Projects</b>	All Subrecipient emergency communications projects must describe how such activities align with the SCIP Goals.
<b>Access and Functional Needs Population</b>	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.
<b>Conflict of Interest</b>	Subrecipients must disclose to their 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.



### **FY 2018 Investments**

The State has prioritized the following investment strategies for the FY 2018 subawards:

1. Strengthen Capabilities of the State Threat Assessment System (*Please note this Investment Justification is only to be used to report on Regional Threat Assessment Center activities*);
2. Protect Critical Infrastructure and Key Resources;
3. Enhance Cybersecurity;
4. Strengthen Emergency Communications Capabilities Through Planning, Governance, Technology, and Equipment;
5. Enhance Medical and Public Health Preparedness;
6. Preventing Violent Extremism Through Multi-Jurisdictional and Inter-Jurisdictional Collaboration and Coordination;
7. Enhance Community Resilience, Including Partnerships With Volunteers and Community Based Organizations and Programs;
8. Strengthen Information Sharing and Collaboration;
9. Enhance Multi-Jurisdictional/Inter-Jurisdictional All Hazards Incident Planning, Response and Recovery Capabilities; and
10. Homeland Security Exercise, Evaluation and Training Programs.

### **California Homeland Security Strategy Goals**

The State has prioritized the following California Homeland Security Strategy Goals for the FY 2018 subawards:

1. Enhance Information Collection, Analysis, and Sharing, in Support of Public Safety Operations Across California;
2. Protect Critical Infrastructure and Key Resources From All Threats and Hazards;
3. Strengthen Security and Preparedness Across Cyberspace;
4. Strengthen Communications Capabilities Through Planning, Governance, Technology, and Equipment;
5. Enhance Community Preparedness;
6. Enhance Multi-Jurisdictional/Inter-Jurisdictional All-Hazards Incident Catastrophic Planning, Response, and Recovery Capabilities;
7. Improve Medical and Health Capabilities;
8. Enhance Incident Recovery Capabilities;
9. Strengthen Food and Agriculture Preparedness;
10. Prevent Violent Extremism Through Multi-Jurisdictional/Inter-Jurisdictional Collaboration and Coordination; and
11. Enhance Homeland Security Exercise, Evaluation, and Training Programs.

### **State Initiative Funding**

For FY 2018, Cal OES shall retain 19% of the SHSP and 17% of the UASI funding for the state initiatives.

<b>“On Behalf Of”</b>	Cal OES may, in conjunction with local approval authorities, designate funds “on behalf of” local entities who choose to decline or fail to utilize their Grant Subaward in a timely manner.
<b>Regional Approach</b>	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 2018 HSGP application.
<b>Tactical Interoperable Communications Plan (TICP)</b>	Subrecipients are encouraged to update their Tactical Interoperable Communications Plan (TICP) and make it available upon request. Updating a TICP is an eligible activity under the FY 2018 HSGP.

### Financial Management Forms Workbook

The FY 2018 Cal OES FMFW can be accessed at <https://www.caloes.ca.gov/cal-oes-divisions/grants-management/grants-processing-programs/homeland-security-grants-processing> and includes:

**Grant Subaward Face Sheet** – Use the Grant Subaward Face Sheet to apply for grant programs. The Grant Subaward Face Sheet must be signed and printed in portrait format.

**Authorized Body of 5** – Provide the contact information of any additional Authorized Agents (AA) and staff related to grant activities. It is recommended more than one person be designated as the AA so if one AA is not available, a second AA can sign requests.

**Project Ledger** – The project ledger is used in the application process to submit funding information and is used for submitting Cash Requests, Grant Subaward Modifications, and to assist with completion of the Biannual Strategy Implementation Report (BSIR).

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

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

**Equipment Ledger** – It is an HSGP requirement that detailed information be provided under the equipment description for 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** – Provides detailed information on grant-funded Training activities. All training activities must receive Cal OES approval prior to starting the event, including a Training Feedback number. The form to obtain a Training Feedback number may be found at the following link: <https://w3.calema.ca.gov/WebPage/trainreq.nsf/TrainRequest?OpenForm>

**Exercise Ledger** – Provides detailed information on grant-funded Exercises.

**M&A Ledger** – Provides information on grant-funded M&A activities.

**Indirect Costs Ledger** – Provides information on Indirect Costs.

### Financial Management Forms Workbook (cont.)

**Consultant-Contractor Ledger** – Provides detailed information on grant-funded consultants.

**Personnel Ledger** – Provides detailed information on grant-funded Personnel activities.

**Authorized Agent Page** – The AA Page must be submitted with the application, all Cash Requests, and Grant Subaward Modifications. The AA must include the appropriate signature, expenditure period, and date.

### Subrecipient Grants Management Assessment

Per 2 C.F.R. § 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, found as Attachment B, contains questions related to your organization's 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 subaward. The questionnaire must be completed and returned with your 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

**25% LETPA Requirement** – Describe how the Subrecipient will meet the minimum Federal requirement for funding LETPA.

**5% M&A Cap** – Describe how the Subrecipient will not exceed the Federally mandated 5% cap on M&A.

**50% 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 NOFO.

**Training with After Action Report (AAR)/Exercise Detail** – Pursuant to the 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/Improvement Plan (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

### Narrative Attachments (cont.)

**Intelligence Analysts Certificates** – Pursuant to the 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 Agreement** – If claiming indirect costs at a Federally-approved rate, please provide a copy of your approved Indirect Cost Rate Agreement.

**FFATA Financial Disclosure** – Use the FFATA Financial Disclosure, referenced as Attachment C, to provide information required by the Federal Funding Accountability and Transparency Act of 2006. If your organization is not subject to the FFATA Financial Disclosure requirements, check the "Not Subject to FFATA Financial Disclosure" box at the bottom of the page

### 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 2018 Grant Assurances as part of their FY 2018 HSGP application. The required Grant Assurances can be found only in PDF format on the Cal OES website.

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

### Operational Areas Only

**Approval Authority Body** – OAs 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)

### **Operational Areas Only (Cont.)**

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 2018 HSGP application. Contact your Program Representative for more information.

**Governing Body Resolution** – The Governing Body Resolution (GBR) appoints AAs (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 2018 GBR with their application. The Sample Governing Body Resolution is found as Attachment D.

**Authorized Agent Information** – For each person or position appointed by the governing body, identify the individual in the Authorized Body of 5 ledger within the FMFW.

### **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 UA. It also must be inclusive of local Citizen Corps Council and Tribal representatives. 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 NOFO.

**Threat and Hazard Identification and Risk Assessment (THIRA)** By December 31, 2018, FY 2018 Subrecipients are required to submit a THIRA, using an updated methodology that assesses only the response, recovery, and cross-cutting capabilities. Beginning in 2019, UAs will submit a THIRA every three years. An annual capability assessment will still be required.

**Stakeholder Preparedness Review (SPR)** – The SPR is a grant requirement for all states, territories, and UAs. It is an annual capability assessment which helps jurisdictions identify capability gaps and prioritize investment requirements to reach the targets set in their THIRA.

**Cybersecurity** – Each UA must have an investment and a project in support of Cybersecurity efforts.

### **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.

### **Application Submission**

Subrecipients must submit an electronic copy of their completed FMFW to their Program Representative for review. After the application is approved, a completed hardcopy of the FMFW, along with all other application components must be mailed, with original signatures, by the application due date. During the application process, if it is determined all allocated funds cannot be expended by the end of the performance period, inform your Program Representative as soon as possible. The completed application should be received by Cal OES by no later than January 15, 2019. The FY 2018 HSGP Timeline is referenced as Attachment E.

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

### **Late or Incomplete Application**

Late or incomplete applications may be denied. If an application is incomplete, the Program Representative may request additional information. Requests for late submission of applications must be made in writing to the Program Representative prior to the application due date. Cal OES has sole discretion to accept or reject a late or incomplete grant application. All application documents requiring an original signature must be mailed in hardcopy.

### **HSGP Contact Information**

All Subrecipient application materials, questions, comments, and correspondence should be directed to:

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

Darlene Arambula	(916) 845-8427
Justin Duke	(916) 845-8296
Maybel Garing-Espilla	(916) 845-8429
Sally Hencken	(916) 845-8367
Antoinette Johnson	(916) 845-8260
Jim Lane	(916) 845-8428
Joseph Purvis	(916) 845-8400
Olivia Skierka	(916) 845-8744

The Program Representative Regional Assignments Map is available under "Regional Assignments" at:

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



**Subaward  
Approval**

The Subrecipient will receive written notice of the State's approval of its Grant Subaward 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.

<b>Payment Request Process</b>	<p>To request an advance or cash reimbursement of FY 2018 HSGP funds, Subrecipients must first complete a payment request using the Cal OES FMFW, returning it to the appropriate Program Representative. Subrecipients who fail to follow the workbook instructions may experience delays in processing the payment request.</p> <p>Payments can only be made if the Subrecipient has submitted a completed and approved application.</p> <p><b>Exercise costs will not be reimbursed until an AAR has been posted and access to the AAR has been granted to Program Representative Justin Duke.</b></p> <p>Mr. Duke can be reached at (916) 845-8296 or <a href="mailto:justin.duke@caloes.ca.gov">justin.duke@caloes.ca.gov</a>.</p>
<b>Advances and Interest Earned on Advances</b>	<p>Advance payment means a payment is requested before Subrecipients have disbursed the funds for program purposes. Subrecipients may be paid an advance, provided they maintain a willingness and ability to maintain procedures to minimize the time elapsing between the receipt of funds and their disbursement.</p> <p>Federal rules require advances to be <u>deposited in interest-bearing accounts</u>. Interest earned amounts up to \$500 per year may be retained by Subrecipients for administrative expense; any additional interest earned on Federal advance payments must be returned annually to Cal OES.</p>
<b>Semi-Annual Drawdown Requirements</b>	<p>All Subrecipients should be reporting expenditures and requesting funds at least semi-annually throughout the performance period. Semi-annual drawdowns should be occurring by March and October 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 calendar days of the end of the performance period.</p>
<b>Modifications</b>	<p>Post award budget, scope, and time modifications must be requested using the Cal OES FMFW V 1.18 signed by the Subrecipient's AA, and submitted to the Program Representative.</p> <p>The Subrecipient may implement grant modification activities, and incur associated expenses, only after receiving written final approval of the modification from Cal OES.</p>

### **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 Program Representative and the Training Branch to identify a possible “placeholder” for these types of training activities.

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

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

### **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 report on all exercises conducted with HSGP grant funds. An AAR/IP or Summary Report (for Seminars and 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 [hseep@fema.dhs.gov](mailto:hseep@fema.dhs.gov) and Program Representative Justin Duke at [justin.duke@caloes.ca.gov](mailto:justin.duke@caloes.ca.gov) via separate emails.

Subrecipients scheduled to participate in Capstone California (CC) exercise activities should include the details in their FY 2018 application. Cal OES program staff will review applications for adequate exercise funding for Subrecipients scheduled to participate in CC activities within the FY 2018 HSGP grant performance period. For exercise-related issues and/or questions, please email the Cal OES Exercise Team at [exercise@caloes.ca.gov](mailto:exercise@caloes.ca.gov).

<b>Noncompetitive Procurement</b>	<p>To be eligible for reimbursement, noncompetitive procurements exceeding the simplified acquisition threshold 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.</p> <p>Please note, 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 must be submitted; advance approval is required. Cal OES may request additional documentation that supports the procurement effort.</p>
<b>Procurement Thresholds</b>	<p>Effective June 20, 2018, the micro-purchase threshold was increased from \$3,500 to \$10,000 and the simplified acquisition threshold was increased from \$150,000 to \$250,000. These increases apply to all Subrecipient procurements executed on or after June 20, 2018. Refer to IB 434 for additional information.</p>
<b>Performance Bond</b>	<p>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/FEMA 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 HSGP funds. Subrecipients must provide a copy of all performance bonds to their Program Representative no later than the time of reimbursement.</p>
<b>Environmental Planning and Historic Preservation</b>	<p>DHS/FEMA is required to ensure all activities and programs that are funded by the agency comply with Federal Environmental Planning and Historic Preservation (EHP) regulations. Subrecipients proposing projects or activities (including, but not limited to, training, exercises, the installation of equipment, and construction or renovation projects) which have the potential to impact the environment must participate in the EHP review process. EHP Screening Memos must include detailed project information and explain the goals and objectives of the proposed project, and include supporting documentation.</p>

### **Environmental Planning and Historic Preservation (Cont.)**

DHS/FEMA may also require the Subrecipient provide a confidential California Historical Resources Information System (CHRIS) report in addition to the EHP Screening Form. Determination on the necessity of a CHRIS report is based upon information disclosed on the EHP Screening Form. Your 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. All projects/activities triggering EHP must receive DHS/FEMA written approval prior to commencement of the funded activity. The EHP Screening Form is at: <http://www.caloes.ca.gov/cal-oes-divisions/grants-management/homeland-security-prop-1b-grant-programs/homeland-security-grants-program>.

Updated information on Grants Program Directorate (GPD) EHP FEMA Policy #108-023-1 can be accessed at: <https://www.fema.gov/grant-programs-directorate-policy>.

### **Construction and Renovation**

Project construction using SHSP and UASI funds may not exceed the greater of \$1,000,000 or 15% of the Grant Subaward. (For the purposes of the limitations on funding levels, communications towers are not considered construction.) 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 the Federal Communications Commission's Section 106 review process has been completed.

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

### **Inventory Control and Property Management**

FY 2018 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, title information, acquisition date, cost, location, use

### **Inventory**

and condition, and ultimate disposition;

### **Control and Property Management (Cont.)**

- Conducting a physical inventory at least every two years;
- 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 Program Representative to request disposition instructions.

### **Performance Reporting**

Subrecipients must complete a BSIR each Winter and Summer using the DHS/FEMA Grants Reporting Tool (GRT) for the duration of the subaward performance period or until all grant activities are completed and the subaward is formally closed by Cal OES. Failure to submit a BSIR could result in subaward reduction, termination, or suspension.

To obtain access to the online GRT, please log on the DHS/FEMA website at <https://www.reporting.odp.dhs.gov>. To create a new account, please follow the instructions that read, "If you need to register for an account, please click here." The Subrecipient will be required to ensure up-to-date project information is entered. For additional assistance with the GRT, please contact your Program Representative.

### **Extension Requests**

Extensions to the initial performance period identified in the subaward will only be considered through formal, written requests to your 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 the Subrecipient has provided sufficient justification for the request; and
3. If applicable, confirm 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:

### **Extension Requests (Cont.)**

1. Contractual commitments with vendors that prevent completion of the project within the performance period;
2. The project must undergo a complex environmental review which 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.

To be considered, extension requests must be received no later than 60 days prior to the end of the Subrecipient's performance period, and must contain specific and compelling justifications as to why an extension is required. All extension requests must address the following:

1. Grant program, fiscal year, and award number;
2. Reason for delay;
3. Current status of the activity/activities;
4. Approved performance period termination date and new project completion date;
5. Amount of funds drawn down to date;
6. Remaining available funds, both Federal and non-Federal;
7. Budget outlining how remaining Federal and non-Federal funds will be expended;
8. Plan for completion, including milestones and timeframes for each milestone and the position/person responsible for implementing the plan for completion; and
9. Certification 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 Program Representative. For additional information, please see IB 379 at: <https://www.fema.gov/pdf/government/grant/bulletins/info379.pdf>. Extension requests for personnel and salaries do not meet the requirements of IB 379 and will not be granted. Subrecipients are expected to complete all grant-funded personnel activity by the end of the subaward performance period.

### **Progress Reports on Grant Extensions**

All Subrecipients that receive Cal OES approval to extend their FY 2018 Grant Subaward performance period may be required to submit progress reports indicating completed and future project milestones on all extended projects. Progress reports must be submitted electronically to the Program Representative. Deadlines for the submission of progress reports will be established at the time of extension approval.



### **Monitoring**

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 two to three 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 advances have been disbursed in accordance with applicable guidelines;
- Confirming compliance with:
  - Grant Assurances, and
  - Information provided on performance reports and payment requests.

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. Many Subrecipients receive “findings” which 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.

### **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 OAs and Tribes 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.

### **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.



### **Suspension/ Termination (Cont.)**

- Failure to make satisfactory progress toward the goals or objectives set forth in the Subrecipient application.
- Failure to follow grant agreement requirements or special conditions.
- Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.
- False certification in the application or document.
- Failure to adequately manage, monitor, or direct the grant funding activities of their Subrecipients.

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

### **Closeout**

Cal OES will close-out Subrecipient awards when it determines all applicable administrative actions and all required work of the Federal award have been completed. Subawards will be closed after:

- Receiving all applicable Subrecipient reports indicating all approved work has been completed, and all funds have been distributed;
- All funds have been requested and reimbursed, or disencumbered;
- Completing a review to confirm the accuracy of reported information;
- Reconciling actual costs to subawards, modifications, and payments; and
- Verifying the Subrecipient has submitted a final BSIR showing all grant funds have been expended.

### **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 State Administrative Agency's 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 – FY 2018 HSGP Allocations | 2018

State Homeland Security Program (SHSP)					
Operational Area	Population	Base Amount	25% LE	SHSP	Total Award (25% LE + SHSP)
ALAMEDA	1,660,202	75,000	430,497	1,291,489	1,721,986
ALPINE	1,154	75,000	19,036	57,109	76,145
AMADOR	38,094	75,000	28,198	84,593	112,791
BUTTE	227,621	75,000	75,202	225,607	300,809
CALAVERAS	45,157	75,000	29,949	89,849	119,798
COLUSA	22,098	75,000	24,231	72,691	96,922
CONTRA COSTA	1,149,363	75,000	303,803	911,411	1,215,214
DEL NORTE	27,221	75,000	25,501	76,503	102,004
EL DORADO	188,399	75,000	65,475	196,424	261,899
FRESNO	1,007,229	75,000	268,553	805,658	1,074,211
GLENN	28,796	75,000	25,892	77,675	103,567
HUMBOLDT	136,002	75,000	52,480	157,439	209,919
IMPERIAL	190,624	75,000	66,027	198,080	264,107
INYO	18,577	75,000	23,357	70,072	93,429
KERN	905,801	75,000	243,398	730,193	973,591
KINGS	151,662	75,000	56,364	169,091	225,455
LAKE	65,081	75,000	34,891	104,672	139,563
LASSEN	30,911	75,000	26,416	79,249	105,665
LOS ANGELES	10,283,729	75,000	2,569,217	7,707,652	10,276,869
MADERA	158,894	75,000	58,157	174,472	232,629
MARIN	263,886	75,000	84,196	252,589	336,785
MARIPOSA	18,129	75,000	23,246	69,739	92,985
MENDOCINO	89,299	75,000	40,897	122,691	163,588
MERCED	279,977	75,000	88,187	264,561	352,748
MODOC	9,612	75,000	21,134	63,402	84,536
MONO	13,822	75,000	22,178	66,534	88,712
MONTEREY	443,281	75,000	128,688	386,064	514,752
NAPA	141,294	75,000	53,792	161,377	215,169
NEVADA	99,155	75,000	43,341	130,025	173,366
ORANGE	3,221,103	75,000	817,616	2,452,846	3,270,462
PLACER	389,532	75,000	115,358	346,073	461,431
PLUMAS	19,773	75,000	23,654	70,962	94,616
RIVERSIDE	2,415,955	75,000	617,931	1,853,793	2,471,724
SACRAMENTO	1,529,501	75,000	398,081	1,194,245	1,592,326
SAN BENITO	57,088	75,000	32,908	98,726	131,634
SAN BERNARDINO	2,174,938	75,000	558,156	1,674,469	2,232,625
SAN DIEGO	3,337,456	75,000	846,472	2,539,417	3,385,889
SAN FRANCISCO	883,963	75,000	237,982	713,945	951,927
SAN JOAQUIN	758,744	75,000	206,926	620,778	827,704
SAN LUIS OBISPO	280,101	75,000	88,218	264,653	352,871

## Attachment A – FY 2018 HSGP Allocations | 2018

<b>SAN MATEO</b>	774,155	75,000	210,748	632,245	<b>842,993</b>
<b>SANTA BARBARA</b>	453,457	75,000	131,212	393,635	<b>524,847</b>
<b>SANTA CLARA</b>	1,956,598	75,000	504,006	1,512,017	<b>2,016,023</b>
<b>SANTA CRUZ</b>	276,864	75,000	87,415	262,245	<b>349,660</b>
<b>SHASTA</b>	178,271	75,000	62,963	188,889	<b>251,852</b>
<b>SIERRA</b>	3,207	75,000	19,545	58,637	<b>78,182</b>
<b>SISKIYOU</b>	44,612	75,000	29,814	89,443	<b>119,257</b>
<b>SOLANO</b>	439,793	75,000	127,823	383,469	<b>511,292</b>
<b>SONOMA</b>	503,332	75,000	143,581	430,744	<b>574,325</b>
<b>STANISLAUS</b>	555,624	75,000	156,550	469,651	<b>626,201</b>
<b>SUTTER</b>	97,238	75,000	42,866	128,598	<b>171,464</b>
<b>TEHAMA</b>	64,039	75,000	34,632	103,897	<b>138,529</b>
<b>TRINITY</b>	13,635	75,000	22,132	66,394	<b>88,526</b>
<b>TULARE</b>	475,834	75,000	136,762	410,284	<b>547,046</b>
<b>TUOLUMNE</b>	54,740	75,000	32,326	96,978	<b>129,304</b>
<b>VENTURA</b>	859,073	75,000	231,809	695,426	<b>927,235</b>
<b>YOLO</b>	221,270	75,000	73,627	220,882	<b>294,509</b>
<b>YUBA</b>	74,727	75,000	37,283	111,849	<b>149,132</b>
<b>Total</b>	<b>39,809,693</b>	<b>4,350,000</b>	<b>10,960,699</b>	<b>32,882,101</b>	<b>43,842,800</b>

<b>Regional Threat Assessment Center (RTAC)</b>	
<b>Region</b>	<b>Total Award</b>
<b>SAN FRANCISCO BAY AREA</b>	900,000
<b>SACRAMENTO/CENTRAL VALLEY AREA</b>	900,000
<b>GREATER LOS ANGELES AREA</b>	900,000
<b>SAN DIEGO AREA</b>	900,000
<b>ORANGE AREA</b>	300,000
<b>Total</b>	<b>3,900,000</b>

<b>Urban Areas Security Initiative (UASI)</b>			
<b>*A minimum of 25% of UASI funding must be utilized for Law Enforcement purposes</b>			
<b>Urban Area</b>	<b>Federal Allocation to</b>	<b>Allocation to UASI</b>	<b>State Initiatives</b>
<b>ANAHEIM/SANTA ANA AREA</b>	5,000,000	4,135,000	865,000
<b>BAY AREA</b>	27,500,000	22,742,500	4,757,500
<b>LOS ANGELES/LONG BEACH AREA</b>	68,000,000	56,236,000	11,764,000
<b>RIVERSIDE AREA</b>	3,000,000	2,481,000	519,000
<b>SACRAMENTO AREA</b>	2,500,000	2,067,500	432,500
<b>SAN DIEGO AREA</b>	16,700,000	13,810,900	2,889,100
<b>Total</b>	<b>122,700,000</b>	<b>101,472,900</b>	<b>21,227,100</b>

**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT**

<b>Subrecipient:</b>	<b>DUNS #:</b>	<b>FIPS #:</b>
<b>Grant Disaster/Program Title:</b>		
<b>Performance Period:</b>	<b>to</b>	<b>Subaward Amount Requested:</b>
<b>Type of Non-Federal Entity (Check Box)</b>	<input type="checkbox"/> State Gov. <input type="checkbox"/> Local Gov. <input type="checkbox"/> JPA <input type="checkbox"/> Non-Profit <input type="checkbox"/> Tribe	

Per Title 2 CFR § 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. 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.

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.

For purposes of completing this questionnaire, *grant manager* is the individual who has primary responsibility for day-to-day administration of the grant, *bookkeeper/accounting staff* means the individual who has responsibility for reviewing and determining expenditures to be charged to the grant award, and *organization* refers to the subrecipient applying for the award, and/or the governmental implementing agency, as applicable.

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?	

<b>Certification:</b> <i>This is to certify that, to the best of our knowledge and belief, the data furnished above is accurate, complete and current.</i>	
<b>Signature: (Authorized Agent)</b>	<b>Date:</b>
<b>Print Name:</b>	<b>Print Title:</b>

Subrecipient Grants Management Assessment (New 7/2017)

The attached form in PDF fillable format is available for download at:

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

## Attachment C: FFATA Financial Disclosure | 2018

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Public Law (PL) 109-282 Federal Funding Accountability and Transparency Act of 2006, amended by Section 6202(a) of the Government Funding Transparency Act of 2008 (PL 110-252), which is outlined in FEMA GPD Information Bulletin No. 350.

If the Subrecipient in the preceding year received 80% or more of its annual gross revenues in Federal Awards; **and** \$25,000,000 or more in annual gross revenues from Federal awards, **and** the public does not have access to information about the compensation of the senior executives of the entity, **then the Subrecipient is subject to the FFATA Financial Disclosure requirements, and will need to fill out this form.**

Executive Name	Title	Annual Salary	Annual Dollar Value of Benefits	Total Compensation

☒ Not Subject to FFATA Financial Disclosure

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature of Authorized Agent

\_\_\_\_\_  
Date

## Attachment D: Sample Governing Body Resolution | 2018

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BE IT RESOLVED BY THE \_\_\_\_\_  
(Governing Body)  
OF THE \_\_\_\_\_ THAT  
(Name of Applicant)  
\_\_\_\_\_, OR  
(Name or Title of Authorized Agent)  
\_\_\_\_\_, OR  
(Name or Title of Authorized Agent)  
\_\_\_\_\_,  
(Name 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 E: FY 2018 HSGP Timeline | 2018

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DHS/FEMA Announcement of 2018 HSGP	May 21, 2018
Cal OES Application Due to DHS	June 20, 2018
DHS Award to California	September 2018*
Subrecipient performance period begins	September 2018*
2018 HSGP California Supplement release	September 30, 2018*
Subrecipient Workshops	October 2018*
Subrecipient Awards (45 days from DHS award)	October 15, 2018*
Subrecipient Final Applications Due to Cal OES	January 15, 2019*
Subrecipient performance period ends	May 31, 2021*
Final Requests for Reimbursement due	Within twenty (20) calendar days of the grant expiration date
Cal OES's performance period ends	August 31, 2021*

\* These dates are approximate and based on anticipated date of DHS award to California



# Attachment F: FY 2018 HSGP Application Checklist | 2018

Subrecipient: \_\_\_\_\_ FIPS#: \_\_\_\_\_

Program Representative: \_\_\_\_\_

## OPERATIONAL/URBAN AREAS:

Financial Management Forms Workbook  
\_\_\_\_ Face Sheet  
\_\_\_\_ Authorized Body of 5 Sheet  
\_\_\_\_ Project Ledger  
\_\_\_\_ Planning Ledger  
\_\_\_\_ Organization Ledger  
\_\_\_\_ Equipment Inventory Ledger  
\_\_\_\_ Training Ledger  
\_\_\_\_ Exercise Ledger  
\_\_\_\_ Personnel Ledger  
\_\_\_\_ Consultant Ledger  
\_\_\_\_ Management and Administration Ledger  
\_\_\_\_ Indirect Cost Ledger  
\_\_\_\_ Authorized Agent Sheet

### Attachments:

\_\_\_\_ Subrecipient Grants Management Assessment Form  
\_\_\_\_ 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  
\_\_\_\_ Intelligence Analysts Certificates  
\_\_\_\_ Allowability Request (Operational Overtime)

### Approval Authority:

\_\_\_\_ Governing Body Resolution (Certified)  
\_\_\_\_ Grant Assurances (Signed Originals)  
\_\_\_\_ Contact Information for each member  
\_\_\_\_ Authorized Agent(s) Information Form  
\_\_\_\_ Written Agreement from each member  
\_\_\_\_ Public Records Act Notification (Signed)  
\_\_\_\_ Original Counter-Signed Award Letter  
\_\_\_\_ UASI Footprint (If Applicable)

## STATE AGENCIES / TRIBES:

Financial Management Forms Workbook  
\_\_\_\_ Face Sheet  
\_\_\_\_ Authorized Body of 5 Sheet  
\_\_\_\_ Project Ledger  
\_\_\_\_ Planning Ledger  
\_\_\_\_ Organization Ledger  
\_\_\_\_ Equipment Inventory Ledger  
\_\_\_\_ Training Ledger  
\_\_\_\_ Exercise Ledger  
\_\_\_\_ Personnel Ledger  
\_\_\_\_ Consultant Ledger  
\_\_\_\_ Management and Administration Ledger  
\_\_\_\_ Indirect Cost Ledger  
\_\_\_\_ Authorized Agent Sheet

### Attachments:

\_\_\_\_ Subrecipient Grants Management Assessment Form  
\_\_\_\_ 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

### Approval Authority:

\_\_\_\_ Signature Authority – Authorized Agent  
\_\_\_\_ Authorized Agent(s) Information Form  
\_\_\_\_ Grant Assurances (Signed Originals)  
\_\_\_\_ Public Records Act Notification (Signed)  
\_\_\_\_ Original Counter-Signed Award Letter



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# Homeland Security Grant Program 2018

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Section C- Governing  
Body Resolution

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EMS-OES

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## Instruction Sheet

### Governing Body Resolution, Meeting Minutes, & Addendum to GBR

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#### 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.

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#### 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.

### ***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 29 day of January, 20 19

### ***Certification***

I, Ernest Buddy Mendes, 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)

29 day of January, 20 19

Vice-Chairman

(Official Position)

Ernest Buddy Mendes  
(Signature)

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

By Ruth Cuyf Deputy

January 29, 2019  
(Date)

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# Homeland Security Grant Program 2018

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Section D-  
Workbook

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EMS-OES

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## INSTRUCTIONS

This tab provides detailed instructions on how to complete the Financial Management Forms Workbook v1.18. For further guidance, please refer to your Program Representative.

TAB	SECTION	EXPLANATION
Grant Subaward Face Sheet	<p>Use the Grant Subaward Face Sheet to apply for grant programs. Each grant program requires its own separate Grant Subaward Face Sheet. Cal OES Section: The top portion of the form contains blocks for four (4) important numbers. Please do not fill in these blocks. These numbers will be entered by Cal OES. Please print the Grant Award Face Sheet in portrait format. Provide an original signature of the authorized official. The use of white out or tape is prohibited and will invalidate the signature on the Grant Subaward Face Sheet.</p>	
	1. Subrecipient	The Subrecipient is the unit of government or community based organization (CBO) that will have legal responsibility for these grant funds (e.g. County of Alameda, City of Fresno or Women's Place of Merced). Enter the legal title of the Subrecipient.
	1a. Federal DUNS Number (Subrecipient)	Enter the full 9-digit Federal Data Universal Numbering System (DUNS) ID number for the Subrecipient. If the Subrecipient does not yet have a DUNS number assigned, one may be obtained by contacting Dun & Bradstreet at 866-705-5711 or at www.dnb.com. This requirement applies to federally funded grants only. Your DUNS # must be current and active in the System for Award Management (SAM) at the time of your Award.
	2. Implementing Agency	Enter the complete name of the agency responsible for the day-to-day operation of the grant (e.g. Sheriff, Police Department, or Department of Public Works). If the Implementing Agency is the same as the Subrecipient, enter the same title again.
	2a. Federal DUNS Number (Implementing Agency)	Enter the full 9-digit Federal Data Universal Numbering System (DUNS) ID number for the Implementing Agency. If the Implementing Agency does not yet have a DUNS number assigned, one may be obtained by contacting Dun & Bradstreet at 866-705-5711 or at www.dnb.com. This requirement applies to federally funded grants only. Your DUNS # must be current and active in the System for Award Management (SAM) at the time of your Award.
	3. Implementing Agency Address	Enter the address of the Implementing Agency. Provide the complete nine digit zip code (Zip+4).
	4. Location of Project	Enter the City and County/Operational Area where the project is located. Provide the complete nine digit zip code (Zip+4).
	5. Disaster/Program Title	Enter the name of the Disaster or Program providing the funds for this Grant Subaward. A disaster may be referred by the federal declaration number. Program titles should be complete without the use of acronyms.
	6. Performance Period	Enter beginning and ending dates of the performance period for the grant (mm/dd/yyyy).
	7. Indirect Cost Rate	Indicate whether you are using the 10% de Minimis rate based on Modified Total Direct Costs (MTDC) or your cognizant agency approved indirect cost rate agreement. A copy of the approved ICR Negotiation Agreement must be enclosed with your application. Indicate N/A if you will not be claiming indirect costs under the award. <b>Indirect costs may or may not be allowable under all Federal fund sources.</b>
	8A. - 12G. Fund Allocations and Total Project Cost	For each fund source used in the program, select the correct grant year and acronym from the drop down lists, the amount of State or Federal grant funds requested, the amount of cash and/or in-kind match contributed and the resulting totals. Please do not enter both state and federal on the same line. Block 12G should correspond to the total project cost specified in the budget.
	13. Certification Paragraph	Please review the Certification Paragraph.
	14. CA Public Records Act	Please review the Certification Paragraph.
	15. Official Authorized to sign for the Subrecipient	Enter the name, title, telephone number, and e-mail address of the official authorized to enter into the Grant Subaward for the Subrecipient as stated in Block 1 of the Grant Subaward Face Sheet (Cal OES 2-101). Enter the Payment Mailing Address where grant funds should be sent.
	16. Federal Employer ID Number	Enter the 9-digit Federal Employer Identification Number for the Implementing Agency.
Authorized Body Of 5	Provide information on the Authorized Body of 5 and additional Authorized Agents(AA).	
	Body of Five Signature Area	Complete this area with signatures and contact information for Body of Five members. If this area does not apply to your organization, place N/A in the first line.
	Additional Authorized Agent Contact Information	Provide the contact information of any additional Authorized Agents (AA) or staff related to grant activities. It is recommended that more than one person be designated as the Authorized Agent (AA) so that if one AA is not available, a second AA can sign the requests for reimbursements.
Project Ledger	Use this ledger to submit funding information for projects, as well as submitting Reimbursement Requests, Modifications, Advances, and Final Reimbursement.	
	Ledger Type	Using the drop-down list, specify what type of ledger is being completed (Initial App, Reimbursement Request, Advance, or Modification). Complete the additional information that displays below the ledger type (Today's Date, Expenditure Period and Request #). Ledger will not be accepted without this information.
	New REIMB/MOD Request	A copy of the Project Ledger can be created manually by performing the following steps: Right click on the 'Project Ledger' tab -> Select <b>MOVE OR COPY...</b> from the list of options -> Place the copy <i>before</i> the Planning tab but after the last working Project Ledger -> Check <b>CREATE A COPY</b> -> Click <b>OK</b> . Rename the copied project ledger appropriately to reflect a Reimbursement request or Modification.
	Homeland Security Investment Justifications	Link the State Investment Justification that corresponds to each projects.
	Direct/Subaward	Use the drop down list to identify if the project is Direct or Subaward.
	Project Number	Enter a three (3) digit Project Number associated with each project. Project numbers must be assigned sequentially and must be distinct for each Project.

Project Title	Provide a title for specified project. Title must reflect nature of work to be completed under the project.
Project Description	Provide a detailed description of the project. <b>Note: Do not exceed 1000 characters (including punctuation and spaces). Word Wrap feature will terminate after this limit and text will not be visible.</b>
Funding Source	Select a Funding Source from the drop-down list. A full description of the Funding Source can be viewed in Comments (place cursor over Column F, Row 21).
Discipline	Select a Discipline from the drop-down list. A full description of the Disciplines can be viewed in Comments (place cursor over Column G, Row 21).
Solution Area	Select a Solution Area from the drop-down list. If more than one solution area is tied to a project, replicate the project on the following line and select the next applicable Solution Area. The line should be replicated for each applicable solution area. (Note: the Project Number, Title, and Description do not change).
Core Capabilities	Select a National Preparedness Goal (NPG) Core Capability that best corresponds to your projects.
Capability Building	Select Build or Sustain Capability that corresponds to your project.
Deployable/Shareable	Select Deployable, Shareable, Both, or N/A from the drop-down list.
Supports Previous Awarded Investment?	Use pulldown menu to indicate if the project is related to an Investment awarded in a previous year.
Total Budgeted	Enter the total amount of grant funding obligated for each project in this column.
Amount Approved Previous	For new Reimbursement requests, enter the amount that was approved on the previous Reimbursement request here.
Amount This Request	For Reimbursement requests, enter the requested amount of reimbursement in this column.
Total Approved	Automatic calculation of Total Approved. <b>Warning! Do not enter information in this column, contains formulas.</b>
Remaining Balance	Automatic calculation of Remaining Balance. <b>Warning! Do not enter information in this column, contains formulas.</b>
Percentage Expended	Automatic calculation of Percentage Complete. <b>Warning! Do not enter information in this column, contains formulas.</b>

#### Planning

**Provide detailed information on Planning activities. NOTE: Consultants and Contractors are used interchangeably and changes for either require the completion of the Consultant/Contractor tab. Staff salaries and Staff Intelligence Analyst expenditure categories require the completion of the Personnel tab.**

Project Number	Enter a three (3) digit Project Number associated with each project. Project numbers must be assigned sequentially and must be distinct for each Project.
Direct/Subaward	Use the drop down list to identify if the project is Direct or Subaward.
Planning Activity	Enter the planning activity.
Funding Source	Select a Funding Source from the drop-down list. A full description of the Funding Source can be viewed in Comments (place cursor over Column D, Row 21).
Discipline	Select a Discipline from the drop-down list. A full description of the Disciplines can be reviewed in Comments (place cursor over Column E, Row 21).
Solution Area Sub-Category	Select a Solution Area Sub-Category from the drop-down list.
Expenditure Category	Select an Expenditure Category from the drop-down list. This list is dependent on a selection from the Solution Area Sub-Category drop-down list. The Expenditure Category will not display the drop-down list unless a Solution Area Sub-Category is selected.
Final Product	Enter a description of the final product of this planning activity. This must be a tangible item such as a manual, procedure, etc. Please contact your Program Representative for further examples of final products.
Part of a Procurement over 150k	Select YES or NO from the drop-down list.
Sole Source Involved	Select YES or NO from the drop-down list.
Budgeted Cost	Enter the total amount of grant funding budgeted for each project in this column.
Amount Approved Previous	For new Reimbursement requests, enter the amount that was approved on the previous cash request here.
Amount This Request	For Reimbursement requests, enter the requested amount of reimbursement in this column.
Reimbursement Request Number	Enter the Reimbursement Request number for this planning activity.
Total Approved	Automatic calculation of total reimbursed. <b>Warning! Do not enter information in this column, contains formulas.</b>
Remaining Balance	Automatic calculation of Remaining Balance. <b>Warning! Do not enter information in this column, contains formulas.</b>

#### Organization

**Provide detailed information on Organizational activities. NOTE: Consultants and Contractors are used interchangeably and changes for either require the completion of the Consultant/Contractor tab. Staff salaries and Staff Intelligence Analyst expenditure categories require the completion of the Personnel tab.**

Project Number	Enter a three (3) digit Project Number associated with each project. Project numbers must be assigned sequentially and must be distinct for each Project.
Direct/Subaward	Use the drop down list to identify if the project is Direct or Subaward.

Organization	Enter the organizational activity.	
Funding Source	Select a Funding Source from the drop-down list. A full description of the Funding Source can be viewed in Comments (place cursor over Column D, Row 21).	
Discipline	Select a Discipline from the drop-down list. A full description of the Disciplines can be viewed in Comments (place cursor over Column E, Row 21).	
Solution Area Sub-Category	Select a Solution Area Sub-Category from the drop-down list.	
Expenditure Category	Select an Expenditure Category from the drop-down list. This list is dependent on a selection from the Solution Area Sub-Category drop-down list. The Expenditure Category will not display the drop-down list unless a Solution Area Sub-Category is selected.	
Certification on File	Select YES or NO from the drop-down list.	
Detail	Select a Detail option from the drop-down list.	
Budgeted Cost	Enter the total amount of grant funding budgeted for each project in this column.	
Amount Approved Previous	For new Reimbursement requests, enter the amount that was approved on the previous Reimbursement request here.	
Amount This Request	For Reimbursement requests, enter the requested amount of reimbursement in this column.	
Reimbursement Request Number	Enter the Reimbursement Request number for this organizational activity.	
Total Approved	Automatic calculation of total reimbursed.	<b>Warning!</b> Do not enter information in this column, contains formulas.
Remaining Balance	Automatic calculation of Remaining Balance.	<b>Warning!</b> Do not enter information in this column, contains formulas.

Equipment	Provide detailed information on Equipment that is purchased with grant funding.	
Project Number	Enter a three (3) digit Project Number associated with each project. Project numbers must be assigned sequentially and must be distinct for each Project.	
Equipment Description & Quantity	Provide a description of equipment and quantity.	
AEL Number & Title	Place the AEL Number and Title in these columns. The AEL Number and Title can be obtained from the following link: <a href="https://www.fema.gov/authorized-equipment-list">https://www.fema.gov/authorized-equipment-list</a>	
SAFECOM Consult	Select YES, NO, or N/A from the drop-down list.	
Funding Source	Select a Funding Source from the drop-down list. A full description of the Funding Source can be viewed in Comments (place cursor over Column F, Row 21).	
Discipline	Select a Discipline from the drop-down list. A full description of the Disciplines can be viewed in Comments (place cursor over Column G, Row 21).	
Solution Area Sub-Category	Select a Solution Area Sub-Category from the drop-down list.	
Deployable / Shareable	Select Deployable, Shareable, Both, or N/A from the drop-down list	
Part of a Procurement over 150k	Select YES or NO from the drop-down list.	
Sole Source Involved	Select YES or NO from the drop-down list.	
Hold Trigger	Projects may be placed on EHP hold. Please select an option from drop-down list.	
Approval Date	Enter the approval date.	
Invoice Number	Enter the Invoice Number for the equipment.	
Vendor Name	Enter the name of vendor from whom the equipment was purchased.	
ID Tag Number	Enter the ID Tag Number used to identify this equipment with. Subrecipients may use their own internal numbering format to tag equipment. ID Tag Number must be available during monitoring visits.	
Condition and Disposition	Enter the condition of equipment by selecting the appropriate drop-down item. If the equipment is not in use, please use the following column (Deployed Location) to explain.	
Deployed Location	Enter the equipment's current location.	
Acquired Date	Enter the date that this equipment was acquired from vendor.	
Budgeted Cost	Enter the total amount of grant funding budgeted for each project in this column.	
Amount Approved Previous	For new Reimbursement requests, enter the amount that was approved on the previous Reimbursement request here.	
Amount This Request	For Reimbursement requests, enter the requested amount of reimbursement in this column.	
Reimbursement Request Number	Enter the Reimbursement Request number.	
Total Approved	Automatic calculation of total reimbursed.	<b>Warning!</b> Do not enter information in this column, contains formulas.
Remaining Balance	Automatic calculation of Remaining Balance.	<b>Warning!</b> Do not enter information in this column, contains formulas.

Training	Provide detailed information on planned or attended training courses. NOTE: Consultants and Contractors are used interchangeably and changes for either require the completion of the Consultant/Contractor tab. Staff salaries and Staff Intelligence Analyst expenditure	
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categories require the completion of the Personnel tab.

Project Number	Enter a three (3) digit Project Number associated with each project. Project numbers must be assigned sequentially and must be distinct for each Project.
Direct/Subaward	Use the drop down list to identify if the project is Direct or Subaward.
Course Name	Enter course name.
Funding Source	Select a Funding Source from the drop-down list. A full description of the Funding Source can be viewed in Comments (place cursor over Column D, Row 21).
Discipline	Select a Discipline from the drop-down list. A full description of the Disciplines can be viewed in Comments (place cursor over Column E, Row 21).
Solution Area Sub-Category	Select a Solution Area Sub-Category from the drop-down list.
Expenditure Category	Select an Expenditure Category from the drop-down list. This list is dependent on a selection from the Solution Area Sub-Category drop-down list. The Expenditure Category will not display the drop-down list unless a Solution Area Sub-Category is selected.
Feedback Number	Enter the feedback number for this training activity. The Feedback number can be obtained from the Cal OES website: <a href="http://www.caloes.ca.gov">http://www.caloes.ca.gov</a> Click on Cal OES Divisions, then click on California Specialized Training Institute. Scroll to the bottom of the page, click on the TRAINING REQUEST FORM link.
Training Activity	Please identify your training activity from the drop-down list.
Total # Trainee(s)	Enter the total number of trainee(s).
Identified Host	If you are not the host, please identify who is the host. For further guidance, please refer to your Program Representative.
EHP Approval Date	Enter the EHP (Environmental and Historic Preservation) approval date.
Part of a Procurement over 150k	Select YES or NO from the drop-down list.
Sole Source Involved	Select YES or NO from the drop-down list.
Budgeted Cost	Enter the total amount of grant funding budgeted for each project in this column.
Amount Approved Previous	For new Reimbursement requests, enter the amount that was approved on the previous Reimbursement request here.
Amount This Request	For Reimbursement requests, enter the requested amount of reimbursement in this column.
Reimbursement Request Number	Enter the Reimbursement Request number for this training activity.
Total Approved	Automatic calculation of total reimbursed. <b>Warning! Do not enter information in this column, contains formulas.</b>
Remaining Balance	Automatic calculation of remaining balance. <b>Warning! Do not enter information in this column, contains formulas.</b>

#### Exercise

Provide detailed information on Exercise activities. Consultants and Contractors are used interchangeably and changes for either require the completion of the Consultant/Contractor tab. Staff salaries and Staff Intelligence Analyst expenditure categories require the completion of the Personnel tab.

Project Number	Enter a three (3) digit Project Number associated with each project. Project numbers must be assigned sequentially and must be distinct for each Project.
Direct/Subaward	Use the drop down list to identify if the project is Direct or Subaward.
Exercise Title	Enter the title of the exercise activity.
Funding Source	Select a Funding Source from the drop-down list. A full description of the Funding Source can be viewed in Comments (place cursor over Column D, Row 21).
Discipline	Select a Discipline from the drop-down list. A full description of the Disciplines can be viewed in Comments (place cursor over Column E, Row 21).
Solution Area Sub-Category	Select a Solution Area Sub-Category from the drop-down list.
Expenditure Category	Select an Expenditure Category from the drop-down list. This list is dependent on a selection from the Solution Area Sub-Category drop-down list. The Expenditure Category will not display the drop-down list unless a Solution Area Sub-Category is selected.
EHP Approval Date	Enter the EHP (Environmental and Historic Preservation) approval date.
Date of Exercise	Enter the date of when this exercise was conducted.
Exercise Activity	Please select your exercise activity from the drop-down list.
Identified Host	If you are not the host, please identify who is the host. For further guidance, please refer to your Program Representative.
Date of AAR entered into HSEEP	Enter the date that the After Action Report (AAR) was e-mailed to hseep@fema.dhs.gov.
Part of a Procurement over 150k	Select YES or NO from the drop-down list.
Sole Source Involved	Select YES or NO from the drop-down list.
Budgeted Cost	Enter the total amount of grant funding budgeted for each project in this column.
Amount Approved Previous	For new Reimbursement requests, enter the amount that was approved on the previous Reimbursement request here.



Amount This Request	For Reimbursement requests, enter the requested amount of reimbursement in this column.	
Reimbursement Request Number	Enter the Reimbursement Request number for this exercise activity.	
Total Approved	Automatic calculation of total reimbursed.	<b>Warning!</b> Do not enter information in this column, contains formulas.
Remaining Balance	Automatic calculation of remaining balance.	<b>Warning!</b> Do not enter information in this column, contains formulas.

#### M&A

Provide detailed information on M&A activities. Consultants and Contractors are used interchangeably and changes for either require the completion of the Consultant/Contractor tab. Staff salaries and Staff Intelligence Analyst expenditure categories require the completion of the Personnel tab.

Project Number	Enter a three (3) digit Project Number associated with each project. Project numbers must be assigned sequentially and must be distinct for each Project.	
Activity	Provide detailed information on M&A activity.	
Funding Source	Select a Funding Source from the drop-down list. A full description of the Funding Source can be viewed in Comments (place cursor over Column C, Row 21).	
Discipline	Select a Discipline from the drop-down list. A full description of the Disciplines can be viewed in Comments (place curse over Column E, Row 21).	
Solution Area Sub-Category	Select a Solution Area Sub-Category from the drop-down list.	
Expenditure Category	Select an Expenditure Category from the drop-down list. This list is dependent on a selection from the Solution Area Sub-Category drop-down list. The Expenditure Category will not display the drop-down list unless a Solution Area Sub-Category is selected.	
Detail	Select a Detail option from the drop-down list.	
Budgeted Cost	Enter the total amount of grant funding budgeted for each project in this column.	
Amount Approved Previous	For new Reimbursement requests, enter the amount that was approved on the previous Reimbursement request here.	
Amount This Request	For Reimbursement requests, enter the requested amount of reimbursement in this column.	
Reimbursement Request Number	Enter the Reimbursement Request number.	
Total Approved	Automatic calculation of total reimbursed.	<b>Warning!</b> Do not enter information in this column, contains formulas.
Remaining Balance	Automatic calculation of remaining balance.	<b>Warning!</b> Do not enter information in this column, contains formulas.

#### Indirect Costs

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

Project Number	Enter a three (3) digit Project Number associated with each project. Project numbers must be assigned sequentially and must be distinct for each Project.	
Activity	Provide detailed information on Indirect Cost activity.	
Funding Source	Select a Funding Source from the drop-down list. A full description of the Funding Source can be viewed in Comments (place cursor over Column C, Row 21).	
ICR Base	Select an ICR Base from the drop-down list.	
Rate	Enter a Percentage Rate for Indirect Cost.	
Budgeted Cost	Enter the total amount of grant funding budgeted for each project in this column.	
Amount Approved Previous	Automatic calculation of amount approved previous.	<b>Warning!</b> Do not enter information in this column, contains formulas.
Amount This Request	For Reimbursement requests, enter the requested amount of reimbursement in this column.	
Reimbursement Request Number	Enter the Reimbursement Request number.	
Total Approved	Automatic calculation of total reimbursed.	<b>Warning!</b> Do not enter information in this column, contains formulas.
Remaining Balance	Automatic calculation of remaining balance.	<b>Warning!</b> Do not enter information in this column, contains formulas.

#### Consultant/Contractor

Provide information on who is being paid with grant funds, and what consultant/contractor costs are being charged to the grant.

Project Number	Enter a three (3) digit Project Number associated with each project. Project numbers must be assigned sequentially and must be distinct for each Project.	
Consulting Firm & Consultant Name	Provide the name of the Consulting Firm and Consultant Name.	
Project & Description of Services	Provide detailed information on the project and description of services.	
Deliverable	If your consultant/contractor invoiced you for their services using a fee for each deliverable (\$10,000 for a reverse 911/telephone emergency notification system), then describe the product in the <b>Deliverable</b> column.	
Solution Area	Select a Solution Area from the drop-down list.	

Solution Area Sub-Category	Select a Solution Area Sub-Category from the drop-down list.
Expenditure Category	Select an Expenditure Category from the drop-down list. This list is dependent on a selection from the Solution Area Sub-Category drop-down list. The Expenditure Category will not display the drop-down list unless a Solution Area Sub-Category is selected.
Period of Expenditure	Enter the Period of Expenditure in this column.
Fee for Deliverable	If your consultant/contractor invoiced you for their services using a fee for each deliverable (\$10,000 for a reverse 911/telephone emergency notification system), then fill in the cost for the product in the <b>Fee for Deliverable</b> column.
Billable Hour Breakdown section	If your consultant/contractor invoiced you for their services using an hourly rate (\$50/hour for 10 hours of work), then fill in the three (3) columns of the <b>Billable Hour Breakdown</b> .
Reimbursement Request Number	Enter the Reimbursement Request number.
Total Cost Charged to this Grant	Enter the Total Cost Charged to the Grant in this column.

#### Personnel

**Provide information on who is being paid with grant funds, and what staff costs are being charged to the grant.**

Project Number	Enter a three (3) digit Project Number associated with each project. Project numbers must be assigned sequentially and must be distinct for each Project.
Employee Name	Provide the name of the employee.
Project/Deliverable	Provide detailed information on the project and description of services.
Funding Source	Select a Funding Source from the drop-down list. A full description of the Funding Source can be viewed in Comments (place cursor over Column D, Row 21).
Discipline	Select a Discipline from the drop-down list. A full description of the Disciplines can be viewed in Comments (place cursor over Column E, Row 21).
Solution Area	Select a Solution Area from the drop-down list.
Solution Area Sub-Category	Select a Solution Area Sub-Category from the drop-down list. This list is dependent on a selection from the Solution Area Category drop-down list. The Solution Area Sub-Category will not display the drop-down list unless a Solution Area Category is selected.
Dates of Payroll Period	Provide the Dates of the Payroll Period.
Total Salary and Benefits Charged for this Reporting Period	Provide the Total Salary and Benefits Charged for the Reporting Period.
Total Project Hours	Enter the Total Project Hours in this column.
Reimbursement Request Number	Enter the Reimbursement Request number.
Total Cost Charged to this Grant	Enter the Total Cost Charged to the Grant in this column.

#### Authorized Agent

**Authorized Agent sheet must accompany ALL Reimbursement Requests, Modifications, Advances, Final Reimbursement Requests, and the Initial Application.**

Type	Select from the drop-down list to describe what type of workbook is being submitted. Available options are: <b>INITIAL APPLICATION, REIMBURSEMENT REQUEST, FINAL REIMBURSEMENT, MODIFICATION and ADVANCE.</b>
Expenditure Period Dates	Enter the beginning and ending expenditure period dates. <b>REIMBURSEMENT and FINAL REIMBURSEMENT REQUEST:</b> Expenditure periods are decided by the Subrecipient and can span single or multiple months at a time. <b>NOTE:</b> Expenditure periods cannot cross state fiscal year. Modifications do not require expenditure period entries.
REIMB or MOD Request #	Enter the REIMB or MOD Request # that is associate with the most recent request.
Amount This Request	Enter the amount that is being requested.
Authorized Agent	Enter the name of Authorized Agent. Sign and date after printing. <b>Original signature required.</b> Send hard copy of workbook to address (provided).
Mail workbook to:	<b><u>Homeland Security Grant Program (HSGP), Non-Profit Security Grant Program (NSGP), and PROP 1B</u></b> California Governor's Office of Emergency Services (Cal OES) Attention: Program Representative Name 3650 Schriever Avenue Mather, CA 95655



**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES (Cal OES)**  
**AUTHORIZED BODY OF 5 - SIGNATURE AND CONTACT INFORMATION**

*Alterations to this document may result in delayed application approval, modification requests, or reimbursement requests. Subrecipients may be asked to revise and/or re-submit any altered Financial Management Forms Workbook.*

CFDA #

County of Fresno

019-000000

Authorized Body of 5-Signature and Contact Information					
Position	Signature	Printed Name	Title	Phone	Email
County Public Health Officer		Daniel Lynch	Division Manager	(559) 600-3387	<a href="mailto:dlynch@co.fresno.ca.us">dlynch@co.fresno.ca.us</a>
County Fire Chief		Mark Johnson	Fire Chief	(559) 493-4300	<a href="mailto:prvfd@netptc.net">prvfd@netptc.net</a>
Municipal Fire Chief		John Binaski	Fire Chief	(559) 324-2260	<a href="mailto:johnbi@ci.clovis.ca.us">johnbi@ci.clovis.ca.us</a>
County Sheriff		Tom Gattie	Assistant Sheriff	(559) 600-8136	<a href="mailto:tgattie@fresnosheriff.org">tgattie@fresnosheriff.org</a>
Chief of Police		Lydia Carrasco	Deputy Chief	(559) 621-2300	<a href="mailto:lydia.carrasco@fresno.gov">lydia.carrasco@fresno.gov</a>
Additional Position (Optional)					
Additional Position (Optional)					

Additional Authorized Agent Contact Information								
Salutation	Authorized Agent's Name	Title	Mailing Address	City	State	Zip	Phone	Email
Mr.	David Pomaville	Director	P.O. Box 11867	Fresno	CA	93775	559-600-4065	<a href="mailto:dpomaville@co.fresno.ca.us">dpomaville@co.fresno.ca.us</a>
Mr.	David Luchini	Assistant Director	P.O. Box 11867	Fresno	CA	93775	559-600-4065	<a href="mailto:dluchini@co.fresno.ca.us">dluchini@co.fresno.ca.us</a>
Mr.	Nathan Magsig	Chairman, Board of Supervisors	P.O. Box 11867	Fresno	CA	93775	559-600-3005	<a href="mailto:District5@co.fresno.ca.us">District5@co.fresno.ca.us</a>
Salutation	Contact's Name	Title	Mailing Address	City	State	Zip	Phone	Email
Mr.	Angel Lopez	Staff Analyst	P.O. Box 11867	Fresno	CA	93775	559-600-4065	<a href="mailto:angellopez@co.fresno.ca.us">angellopez@co.fresno.ca.us</a>

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

PROJECT LEDGER

Alterations to this document may result in delayed application approval, modification requests, or reimbursement requests. Subrecipients may be asked to revise and/or re-submit any altered Financial Management Forms Workbook.

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

County of Fresno

019-000000

CFDA #

LEDGER TYPE: Initial Application

Today's Date 4/18/2018

Request #

Subgrant Performance Period

Approval: Cal OES ONLY

Start Date: End Date:

Date & Initials (Prog. REP.):

IJ	State Goals	Direct / Subaward	Project Number	Project Title	Project Description	Funding Source	Discipline	Solution Area	Core Capability	Capability Building	Deployable / Shareable	Supports Prev Awarded Investment?	Total Budgeted Cost	Amount Approved Previous	Amount This Request	Match Amount	Total Approved	Remaining Balance	Percentage Expended
													1,070,199	-	-	-	-	1,070,199	
IJ #4		Direct	001	Grant Admin	Fresno OES will utilize FY 2018 HSGP funds to carry out it's grant management activities. It is the Op Area's goal to develop a standardized inventory tracking system that all local agencies receiving grant funds are connected to.	HSGP-SHSP	PH	M&A	Operational Coordination	Sustain	Shareable	No	52,842					52,842	
IJ #4		Direct	002	Indirect Cost	Indirect Cost	HSGP-SHSP	PH	Indirect Cost	Operational Coordination	Sustain	Shareable	No	5,284					5,284	
IJ #4		Subaward	003	Radio Upgrade Project	Provide the necessary equipment to adequately communicate between multiple disciplines/agencies. The multi-agency Fire discipline will be purchasing 80 Multi-Channel digital radios that are versatile in purchase of specialized personal protective gear to improve response to CBRNE and all hazards. The multi-agency Fire discipline will be purchasing 50 SEI Certified NFPA 1971, 2007 personal protective helmets, 100 pairs of NFPA 1971, 2007 SCBA units.	HSGP-SHSP	FS	Equipment	Operational Communications	Sustain	Shareable	FY17; IJ #4	200,000					200,000	
IJ #9		Subaward	004	Personal Protective Equipment	Purchase of (2) SCBA units for the fire discipline. To be used as Search and Rescue equipment to improve Search and rescue during CBRE and all other emergency response.	HSGP-SHSP	FS	Equipment	Fire Management and Suppression	Sustain	Shareable	No	100,000					100,000	
IJ #9		Subaward	005	(4) SCBA Units	Project that provides redundancy and expansion for EMS, Fire, and Law communications. Adding to the diversity of communications systems. Including Redundant Paths and Physical Routes, and Substantiated and Verified capabilities.	HSGP-SHSP	FS	Equipment	Fire Management and Suppression	Build	Shareable	No	40,000					40,000	
IJ #4		Direct	006	Voting System Upgrade	Project that provides redundancy and expansion for EMS, Fire, and Law communications. Adding to the diversity of communications systems. Including Redundant Paths and Physical Routes, and Substantiated and Verified capabilities.	HSGP-SHSP	EMS	Equipment	Operational Communications	Sustain	Shareable	No	320,000					320,000	
IJ #9		Subaward	007	Helmet, Vest	Personal Protective Equipment	HSGP-SHSP	LE	Equipment	Operational Coordination	Sustain	Shareable	FY17; IJ #9	70,000					70,000	
IJ #9		Subaward	008	Explosive Device Mitigation and Remediation Equipment	EOD ROBOT	HSGP-SHSP	LE	Equipment	Mass Search and Rescue Operations	Sustain	Shareable	No	42,073					42,073	
IJ #9		Subaward	009	Training	LE Training	HSGP-SHSP	LE	Training	Intelligence and Information Sharing	Sustain	Shareable	No	10,000					10,000	
IJ #2		Subaward	010	Video Infrastructure	Detection	HSGP-SHSP	LE	Equipment	Infrastructure Systems	Sustain	Shareable	FY17; IJ#2	205,000					205,000	
IJ #2		Subaward	011	Video Infrastructure Project	Law Enforcement/Anti-Terrorism Planning	HSGP-SHSP	LE	Organization	Infrastructure Systems	Sustain	Shareable	FY17; IJ#2	25,000					25,000	

## PLANNING

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

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## Initial Application

4/18/2018


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## ORGANIZATION

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

019-000000

Initial Application

4/18/2018

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[illegible][illegible]

## EQUIPMENT

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019-000000

<b>Subgrant Performance Period</b>	<b>Start Date:</b>		
<b>Approval: Cal OES ONLY</b>	<b>End Date:</b>		
	Date & Initials (Prog. REP.):		
Amount This Request	REIMB Request #	Total Approved	Remaining Balance

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## TRAINING

CFDA#

**LEDGER TYPE:**

Today's Date

April 18, 2018

Request #

Subgrant  
Performance  
Period**Start Date:****End Date:**

**Approval: Cal  
OES ONLY**

Date & Initials  
(Prog. REP.):

FMFW v1.18 - 2018

[illegible]

## EXERCISE

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

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019-000000

Start Date:	
End Date:	

Date & Initials (Prog. REP.):		
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CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES (Cal OES)

M&amp;A

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CFDA #

County of Fresno

019-000000

**LEDGER  
TYPE:**

## Initial Application

Today's Date

April 18, 2018

Request #

Subgrant  
Performance  
Period

Start Date:	
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**End Date:**

**Approval: Cal  
OES ONLY**

Date & Initials  
(Prog. REP.):

[illegible]

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

## MATCH

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CFDA #

County of Fresno

019-000000

**LEDGER TYPE:**

Today's Date

Request #

Subgrant  
Performance  
Period

Start Date:	
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End Date:

**Approval: Cal  
OES ONLY**

Date & Initials  
(Prog. REP.):

[illegible]

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

## INDIRECT COSTS

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CFDA #

County of Fresno

019-000000

**LEDGER  
TYPE:**

Today's Date

Request #

Subgrant  
Performance  
Period

<b>Start Date:</b>	
--------------------	--

End Date:

**Approval: Cal  
OES ONLY**

**Date & Initials  
(Prog. REP.):**

[illegible]

## CONSULTANT / CONTRACTOR

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

## PERSONNEL

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CFDA #

County of Fresno

019-000000

<b>LEDGER TYPE:</b>			
Today's Date			
Request #			
<b>Subgrant Performance Period</b>	<b>Start Date:</b>		
	<b>End Date:</b>		
<b>Approval: Cal OES ONLY</b>	Date & Initials (Prog. REP.):		

[illegible]



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

AUTHORIZED AGENT

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CFDA #:

County of Fresno

019-000000

Supporting Information for Reimbursement/Advance of State and Federal Funds

This request is for an/a:

**Initial Application**

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

(Beginning Expenditure Period Date)

through

(Ending Expenditure Period Date)

(REIMB or MOD Request #)

(Amount This Request)

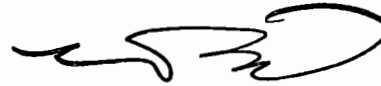
Under Penalty of Perjury I certify that:

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.

Nathan Magsig, Chairman, Board of Supervisors



January 29, 2019

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*

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

By  Deputy

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

**INDIRECT COSTS - SUMMARY RECAP OF COSTS CLAIMED**

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CFDA #

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County of Fresno

019-000000

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
<b>Sub-Total Eligible Direct Costs</b>	<b>52,842</b>	-	<b>52,842</b>

SUBAWARDS	Total Costs	Less Excluded Contract Costs	Costs Applicable to ICR
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
<b>Sub-Total Eligible Subaward Costs</b>	-	-	-

<b>TOTAL APPLICABLE COSTS TO ICR</b>	<b>52,842</b>
<b>Total Allowable Indirect Costs</b>	-

**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT**


<b>Subrecipient:</b> County of Fresno	<b>DUNS #:</b> 004969341	<b>FIPS #:</b> 019-00000
<b>Grant Disaster/Program Title:</b> 2017-0083-Homeland Security Grant 2018		
<b>Performance Period:</b> 09/01/2018 to 05/31/2021	<b>Subaward Amount Requested:</b> \$ 1,070,199	
<b>Type of Non-Federal Entity (Check Box)</b>	<input type="checkbox"/> State Gov. <input checked="" type="checkbox"/> Local Gov. <input type="checkbox"/> JPA <input type="checkbox"/> Non-Profit <input type="checkbox"/> Tribe	

Per Title 2 CFR § 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. 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.

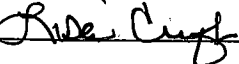
The following are questions related to your organization's experience in the management of grant awards. This questionnaire must be completed and returned with your grant application materials.

For purposes of completing this questionnaire, *grant manager* is the individual who has primary responsibility for day-to-day administration of the grant, *bookkeeper/accounting staff* means the individual who has responsibility for reviewing and determining expenditures to be charged to the grant award, and *organization* refers to the subrecipient applying for the award, or the governmental implementing agency, as applicable.

Assessment Factors	Response
1. How many years of experience does your current grant manager have managing grants?	<3 years
2. How many years of experience does your current bookkeeper/accounting staff have managing grants?	<3 years
3. How many grants does your organization currently receive?	>10 grants
4. What is the approximate total dollar amount of all grants your organization receive?	\$ 10,000,000
5. Are individual staff members assigned to work on multiple grants?	Yes
6. Do you use timesheets to track the time staff spend working on specific activities/projects?	Yes
7. How often does your organization have a financial audit?	Annually
8. Has your organization received any audit findings in the last three years?	No
9. Do you have a written plan on how you charge costs to grants?	Select
10. Do you have written procurement policies?	Yes
11. Do you get multiple quotes or bids when buying items or services?	Sometimes
12. How many years do you maintain receipts, deposits, cancelled checks, invoices, etc.?	3-5 years
13. Do you have procedures to monitor grant funds passed through to other entities?	Yes

<b>Certification:</b> <i>This is to certify that, to the best of our knowledge and belief, the data furnished above is accurate, complete and current.</i>	
<b>Signature: (Authorized Agent)</b> 	<b>Date:</b> January 29, 2019
<b>Print Name:</b> Nathan Magsig	<b>Print Title:</b> Chairman, BOS

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

By  Deputy

## Attachment C: FFATA Financial Disclosure | 2018

Public Law (PL) 109-282 Federal Funding Accountability and Transparency Act of 2006, amended by Section 6202(a) of the Government Funding Transparency Act of 2008 (PL 110-252), which is outlined in FEMA GPD Information Bulletin No. 350.

If the Subrecipient in the preceding year received 80% or more of its annual gross revenues in Federal Awards; **and** \$25,000,000 or more in annual gross revenues from Federal awards, **and** the public does not have access to information about the compensation of the senior executives of the entity, **then the Subrecipient is subject to the FFATA Financial Disclosure requirements, and will need to fill out this form.**

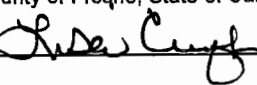
Executive Name	Title	Annual Salary	Annual Dollar Value of Benefits	Total Compensation

☒ Not Subject to FFATA Financial Disclosure

Nathan Magsig, Chairman Board of Supervisors  
Printed Name and Title

  
Signature of Authorized Agent

January 29, 2019  
Date

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

**Application/Agreement Between the County of Fresno and California  
Governor's Office of Emergency Services (CAL OES)**

**Name:** FY 2018 Cal OES Homeland Security Grant Program Application/Agreement

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