



***Cal* E·M·A**
CALIFORNIA EMERGENCY
MANAGEMENT AGENCY

Fiscal Year 2010

HOMELAND SECURITY GRANT PROGRAM

*California Supplement to the
Federal Program Guidance and Application Kit*

STATE OF CALIFORNIA

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FOREWORD: SECRETARY'S MESSAGE

The California Emergency Management Agency (Cal EMA) is the agency vested with the duties, powers, purposes, responsibilities, and jurisdictions previously held within the Governor's Offices of Homeland Security (OHS) and Emergency Services (OES). Specifically, Cal EMA is responsible for designing and implementing homeland security initiatives and ensuring the state's readiness is at its maximum potential to respond to and recover from the effects of all crises. Through these efforts, Cal EMA remains committed to the four mission areas of the Homeland Security Grant Program (HSGP) – to prevent, prepare, respond and recover.

In the past year, we have made significant progress and have achieved a number of objectives that continue to make California a better place to live, work, and thrive. We have developed strategies that outline the principles, priorities, initiatives, and objectives which are critical to protecting lives and property through the continuous enhancement of our homeland security programs. Cal EMA will continue to work conscientiously, deliberately, and with a steadfast commitment to enlist, entrust, empower, and encourage our partners; to foster and promote a customer-service-driven program at the center of all activities; and to build and maintain opportunities for growth – both personally and professionally. We will also venture, whenever possible, to make wise investments in those resources that capitalize on multi-use capabilities and that promote greater efficiency in our short- and long-term operations. To further our progress, I am pleased to present the Fiscal Year 2010 State Supplement to the Federal Program Guidance.

We have much work ahead of us as we continue to plan for both the expected and the unexpected. California continues to be recognized as a national leader in homeland security and emergency management and therefore, the dedicated staff at Cal EMA will continue to work tirelessly to advance our efforts which we believe will provide the greatest benefits for our state. Throughout the duration of the grant, Cal EMA program representatives will continue to be available to assist you in enhancing your homeland security programs and I encourage you to call upon them for their guidance and expertise.

Because of your excellent contributions and achievements, California is a better place to live and do business; California communities are safer, have the best trained and equipped first responders, and continue to move forward with a number of important initiatives. I thank you for your continued support of the HSGP and for your extraordinary efforts.

Sincerely,



MATTHEW R. BETTENHAUSEN
Secretary

SECTION 1 – OVERVIEW

Federal Program Guidance	The U.S. Department of Homeland Security (DHS) published the <i>Fiscal Year 2010 (FY10) Homeland Security Grant Program, Program Guidance and Application Kit</i> in December, 2009 and may be obtained at: http://www.fema.gov/pdf/government/grant/2010/fy10_hsgp_kit.pdf
Information Bulletins	DHS also issues Information Bulletins that provide updates, clarification, and requirements throughout the life of the grant. Information Bulletins may be obtained at: http://www.ojp.usdoj.gov/odp/docs/bulletins.htm
Purpose of the California Supplement	The <i>California Supplement to the Federal Program Guidance</i> is intended to complement, rather than replace, the Guidance published by DHS. The Supplement will emphasize the differences between the FY09 and FY10 Homeland Security Grant Programs (HSGP), and will include additional California policies and requirements applicable to the FY10 HSGP.
Grant Management Memos	Cal EMA also issues Grant Management Memos (GMMs) that provide additional information. GMMs can be located at: http://homeland.ca.gov/grants_management_memo.html
Eligible Subgrantees	<p>Eligible subgrant recipients, referred to as Subgrantees, differ for each program. Generally, eligible Subgrantees include:</p> <ul style="list-style-type: none">• Operational Areas (OA)<ul style="list-style-type: none">○ Includes the Metropolitan Medical Response System (MMRS)○ Native American Tribes – represented by a single coordinating group• Urban Areas Security Initiative (UASI) Jurisdictions• State Agencies, Departments, Commissions, Boards, etc. (SA) who have, or can obtain, appropriate state Department of Finance budget authority for awarded funds<ul style="list-style-type: none">○ Includes the Citizen Corps Program (CCP) <p>Note: All Subgrantees must comply with requirements contained in the federal and state guidance documents, and in the Grant Assurances form.</p>
Native American Allocation	Federal FY10 grant guidance strongly encourages Cal EMA to provide access to HSGP funds directly to Native American Tribes in California. In order for Cal EMA to implement this requirement, a single coordinating group representing the California tribes will be eligible to receive a share of this funding on a base plus population basis. In order to submit an application for funding, California's 108 tribes shall develop a single coordinating group that represents all or substantially all of the tribes. The single coordinating group shall have until October 1, 2010 to submit to Cal EMA its membership, organizational structure and plan for developing coordinated funding priorities among all or substantially all of the California Tribes. All subgrantees are encouraged to coordinate with Tribal Governments to ensure that Tribal needs are considered in the subgrantees applications. ¹

¹ U.S. Department of Homeland Security, *Fiscal Year 2010 Homeland Security Grant Program Guidance and Application Kit*. Page 10.

SECTION 1 – OVERVIEW

Subgrantee Allocations FY10 Homeland Security Grant Program (HSGP) subgrantee allocations are included in Appendix A.

Supplanting Grant funds must be used to supplement existing funds, not replace (supplant) funds that have been appropriated for the same purpose. Subgrantees will be required to supply documentation certifying that a reduction in non-Federal resources occurred for reasons other than the receipt or expected receipt of Federal funds.²

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

Debarred/Suspended Parties Subgrantees must not make or permit any award (subgrant or contract) at any tier to any party that is debarred, suspended, or otherwise excluded from, or ineligible for, participation in Federal assistance programs. Subgrantees must obtain documentation of eligibility prior to any subaward of HSGP funds and be prepared to present supporting documentation to monitors.³

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

California Emergency Management Agency
ATTN: Office of Grants Management, HSGU
3650 Shriever Ave
Mather, CA 95655

Cal EMA Main Phone Line: (916) 845-8510
Homeland Security Grant Unit (HSGU) Fax: (916) 324-5902

Website: <http://www.calema.ca.gov>

HSGU Program Representatives Cameron Bardwell at cameron.bardwell@ohs.ca.gov or (916) 322-8740
Maybel Garing-Espilla at maybel.garing@ohs.ca.gov or (916) 324-9312
Casey Granados at casey.granados@ohs.ca.gov or (916) 322-2643
Bryant Hard at Bryant.hard@calema.ca.gov or (916) 324-9067
Leo LaMattina at leo.lamattina@ohs.ca.gov or (916) 324-6347
Rachel Magaña at rachel.magana@ohs.ca.gov or (916) 324-9314

Cal EMA representatives may be located on the regional map at:
[http://www.calema.ca.gov/WebPage/oeswebsite.nsf/ClientOESFileLibrary/Homeland%20Security%20Files/\\$file/HSGPmap12-28-09.pdf](http://www.calema.ca.gov/WebPage/oeswebsite.nsf/ClientOESFileLibrary/Homeland%20Security%20Files/$file/HSGPmap12-28-09.pdf)

² *Ibid.*, page 41.

³ *Ibid.*, page 57.

SECTION 2 – FEDERAL CHANGES AND INITIATIVES

HSGP Priorities	<p>The Federal FY10 HSGP (State Homeland Security Program [SHSP], Urban Areas Security Initiative [UASI], Metropolitan Medical Response System [MMRS], and Citizen Corps Program [CCP]) will focus on the following eight National Priorities⁴:</p> <ul style="list-style-type: none">• Expand Regional Collaboration• Implement the National Incident Management System and <i>National Response Framework</i>• Implement the National Infrastructure Protection Plan• Strengthen Information Sharing and Collaboration Capabilities• Strengthen Interoperable and Operable Communications Capabilities• Strengthen CBRNE Detection, Response, and Decontamination Capabilities• Strengthen Medical Surge and Mass Prophylaxis Capabilities• Community Preparedness: Strengthening Planning and Citizen Capabilities• Strengthen CBRNE Detection, Response, and Decontamination Capabilities• Strengthen Medical Surge and Mass Prophylaxis Capabilities• Community Preparedness: Strengthening Planning and Citizen Capabilities
25% Planning	<p>The 25% planning priority requirement has been removed from the FY10 HSGP Guidance.⁵</p>
25% Law Enforcement	<p>As in past years, at least 25% of FY10 HSGP funding for SHSP and UASI recipients must be dedicated to law enforcement-oriented planning, organization, training, exercise, and equipment activities.⁶</p>
M&A Limits	<p>The subgrantee Management and Administrative (M&A) allowance has been raised from 3% to 5% for the FY10 HSGP.⁷</p>
Personnel Cap	<p>MMRS and CCP recipients no longer have a personnel cap. UASI and SHSP recipients still have a personnel cap of 50%.⁸</p>
Interoperable Equipment	<p>Subgrantees that are using FY10 funds to purchase interoperable communication equipment must consult SAFECOM’s coordinated grant guidance, which outlines standards and equipment information to enhance interoperable communication.⁹ The SAFECOM guidance can be found at http://www.safecomprogram.gov.</p>
Equipment Maintenance/Sustainment	<p>HSGP funds may be used for maintenance contracts, warranties, repair or replacement costs, upgrades and user fees under all active and future awards, unless otherwise noted. The equipment must have been purchased with HSGP funds.¹⁰</p>

⁴ *Ibid.*, pages 5-6.

⁵ *Ibid.*, pages i, 36.

⁶ *Ibid.*, pages 10, 21, 35.

⁷ *Ibid.*, page i.

⁸ *Ibid.*, page 40.

⁹ *Ibid.*, page 38.

¹⁰ *Ibid.*, pages i, 44-46.

SECTION 2 – FEDERAL CHANGES AND INITIATIVES

Special Needs Populations

Populations whose members may have additional access and functional needs before, during, and after an incident must be included in planning, response and recovery documents.¹¹

Subgrantees conducting major planning projects (including, but not limited to: Evacuation, Mass Care and Shelter, Disaster Recovery, etc.) will be required to address access and functional needs within their planning documents in order to maintain eligibility for HSGP.

EHP

Any project with the potential to impact natural or biological resources or historic properties cannot be initiated until FEMA has completed the required Environmental Planning and Historic Preservation (EHP) review.

Subgrantees who are proposing communication tower projects are encouraged to complete their Federal Communication Commission (FCC) EHP process prior to preparing their EHP review materials for Grants Program Directorate (GPD), and to include their FCC EHP materials with their submission to GPD.¹²

Critical Emergency Supplies

In furtherance of DHS's mission, critical emergency supplies, such as shelf stable food products, water, and basic medical supplies are an allowable expense under FY10 SHSP. Prior to expending funds on these supplies, Subgrantees must provide Cal EMA with a viable inventory management plan, an effective distribution strategy, sustainment costs for such an effort, and logistics expertise to avoid situations where funds are wasted because supplies are rendered ineffective due to lack of planning.

Exercises

Subgrantees must conduct threat and performance-based exercises in accordance with DHS Homeland Security Exercise and Evaluation Program (HSEEP) manuals. Grant recipients must report on scheduled exercises at <https://hseep.dhs.gov>.

For each exercise conducted with FEMA support (grant funds or direct support), subgrantees must submit an After Action Report (AAR) and Improvement Plan (IP) to the FEMA Grants and Preparedness Community of interest (COI) on the Homeland Security information Network (HSIN) within 90 days following the completion of the exercise.¹³ For more information on this process, please contact Kevin Chan at (916) 324-6736 or kevin.chan@ohs.ca.gov.

Note: Urban Areas are required to develop a Multi-year Training and Exercise Plan and submit it to FEMA on an annual basis. Subgrantees must provide a copy to their Cal EMA Program Representative.

¹¹ *Ibid.*, pages 58-59.

¹² *Ibid.*, pages 59-61.

¹³ *Ibid.*, pages 63-64.

SECTION 2 – FEDERAL CHANGES AND INITIATIVES

Operation Stonegarden

In FY10, FEMA added Operation Stonegarden (OPSG) as a fifth sub-program under The Homeland Security Grant Program (HSGP) suite.¹⁴ However, the OPSG program will still be maintained by the Infrastructure Protection Grant Unit at Cal EMA and, as such, a separate state supplemental guidance was issued.

The Cal EMA OPSG supplement was posted to the Cal EMA website at 1:30pm (PST) on February 1, 2010 and can be located at:

[http://www.calema.ca.gov/WebPage/oeswebsite.nsf/ClientOESfilelibrary/homeland%20Security%20files/\\$file/FY2010_OPSG_State_Supplement_Guidance.pdf](http://www.calema.ca.gov/WebPage/oeswebsite.nsf/ClientOESfilelibrary/homeland%20Security%20files/$file/FY2010_OPSG_State_Supplement_Guidance.pdf)

For further information regarding the OPSG, please contact Scott Sano at (916)324-6119 or scott.sano@ohs.ca.gov.

ODP Secure Portal

The Office of Domestic Preparedness (ODP) secure portal has been migrated to the Homeland Security Information Network (HSIN). To obtain access, please contact BJ Bjornson, Cal EMA's Secure Portal Administrator, at (916) 826-4488 or bj.bjornson@ohs.ca.gov

The new "Portal" may be accessed at: <https://portal.hsin.gov>

More information regarding the HSIN, please see Information Bulletin 335 at: <http://www.fema.gov/pdf/government/grant/bulletins/info335.pdf>

¹⁴ *Ibid.*, page i.

SECTION 3 – STATE CHANGES AND INITIATIVES

SHSP Priorities	<p>While the State Homeland Security Strategy broadly describes goals, objectives, and implementation steps, the State's priorities for FY10 HSGP are:</p> <ol style="list-style-type: none">(1) Interoperable Communications(2) Catastrophic Planning(3) Medical Surge(4) Citizen Preparedness and Participation(5) Mass Prophylaxis(6) Critical Infrastructure Protection(7) Training for First Responders(8) Food and Agricultural Safety
State Initiative Funding	<p>In FY10, Cal EMA shall retain 20% of the SHSP and UASI funding for state initiatives. The State will pass through 100% of the MMRS and CCP.</p>
"On Behalf Of"	<p>Cal EMA may, in conjunction with local approval authorities, designate funds "on behalf of" local entities that choose to decline or fail to utilize their homeland security award in a timely manner.</p>
Regional Approach	<p>Subgrantees must take a regional approach when determining the best use of FY10 HSGP funds. Subgrantees must consider the needs of local units of government and applicable volunteer organizations in the projects and activities included in their FY10 HSGP application.</p>
Strategy, Planning, and Metrics Workshop	<p>Cal EMA will conduct its annual Investment Justification Planning Workshop to receive statewide input across all disciplines. The workshop will be held in the Fall of 2010. This workshop is an eligible planning activity. Please be sure to include the cost to attend this workshop in your FY10 HSGP Application.</p>
Training	<p>The State 10% training requirement has been removed from the FY10 HSGP.</p>
Non-DHS/ FEMA Developed Training Courses	<p>When seeking approval of non-DHS/FEMA developed courses, course materials must be submitted with the approval requests. Conditional approvals are no longer offered. For further information on this or other training related inquiries, please contact the Cal EMA Training Division at (916) 324-9128.</p> <p>Cal EMA Training Website: http://www.calema.ca.gov/WebPage/oeswebsite.nsf/content/2FB71BECDCB0C03D88257678005DDEED?OpenDocument</p>

SECTION 3 – STATE CHANGES AND INITIATIVES

Golden Guardian Subgrantees scheduled to participate in Golden Guardian (GG) exercise activities should program FY10 HSGP funds into their subgrant application. Cal EMA Program Representatives will be checking applications from subgrantees scheduled to participate in GG activities within the FY10 HSGP grant performance period for adequate exercise funding. For exercise related issues and/or questions, please contact BJ Bjornson at (916) 826-4488 or bj.bjornson@ohs.ca.gov.

Terrorism Liaison Officer In an effort to continue to build towards a comprehensive integrated prevention network of information sharing, all recipients of FY10 Homeland Security Grant funds will be required to designate a trained Terrorism Liaison Officer (TLO) within their organization. Subgrantees must require documentation for their subrecipients prior to the subaward of Homeland Security Grant funds, which needs to be available during a monitoring visit.

CAL JRIES The State Terrorism Threat Assessment Center (STTAC) and Regional Terrorism Threat Assessment Centers (RTTAC) are all linked by a common information sharing system, the California Joint Regional Information Exchange System (CAL JRIES), which provides data sharing capabilities throughout the state. The JRIES is an integral component in the information sharing network throughout the state.

SECTION 4 – REQUIRED STATE APPLICATION COMPONENTS

(A checklist for application completeness can be found in Appendix E)

Financial Management Forms Workbook

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

Application Cover Sheet – Use the Cover Sheet to apply for grant programs. Each grant program requires its own separate cover sheet. The application cover sheet must be signed [in blue ink](#).

Grant Management Roster – List the names and details of employees and/or contractors currently managing grants.

Project Descriptions – Describe the various details of each Project (letter/name, IJs/Goals and Objectives, brief description, need/status, milestones). A maximum of 20 projects are allowed.

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

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

Training Roster –Provide detailed information on training courses including the Cal EMA course approved feedback numbers for each activity.

Exercise Roster –Provide detailed information on Exercise activities.

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

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

2010 HSGP FMFW Version 1.10 can be accessed at:

<http://www.calema.ca.gov/WebPage/oeswebsite.nsf/Content/2AD14C38229F5F03882575610081917F?OpenDocument>

SECTION 4 – REQUIRED STATE APPLICATION COMPONENTS

Narrative Attachments **Explanation of 25% Law Enforcement (SHSP and UASI only)** – Describe how the Subgrantee will meet the minimum federal requirement for funding Law Enforcement-oriented activities.

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

Personnel Cap (SHSP and UASI only) – Describe how the Subgrantee will not surpass the federally mandated 50% personnel cap.

Special Needs Populations – Provide the name, title and contact information for the Subgrantee's local person(s) responsible for coordinating access and functional needs of special needs populations in planning, response and recovery.

Terrorism Liaison Officer (TLO) Roster – The Subgrantee must identify certified TLOs and provide an initial roster with the application.

California Joint Regional Information Exchange System (CAL JRIES) Access – Applicants must document access to CAL JRIES, or submit an application for access to CAL JRIES, in their grant application to be eligible for funding. Access or an application for access will be confirmed with the State Terrorism Threat Assessment Center (STTAC) prior to final application approval.

Training with AAR/Exercise Detail – Per the Federal Guidance, training conducted using HSGP funds should address a performance gap identified through an After Action Report/ Improvement Plan (AAR/IP) or contribute to building a capability that will be evaluated through an exercise. Subgrantees will explain in a narrative the gap identified, provide access to the AAR or details of the upcoming exercise, and submit to their CalEMA Program Representative.

Grant Assurances The Grant Assurances list the requirements to which the subgrantees will be held accountable.

All applicants will be required to submit a signed, **original** copy of the FY10 Grant Assurances with their FY10 HSGP application. The required Grant Assurances form can be found only in PDF format on the Cal EMA website and will be available within 14 days of the Federal award.

Note: Self created Grant Assurances will not be accepted.

SECTION 4 – REQUIRED STATE APPLICATION COMPONENTS

Operational Areas Only

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

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

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 FY10 HSGP application. Contact your program representative for more information.

Governing Body Resolution – The Governing Body Resolution appoints Authorized Agents (identified by the individual's name or by a position title) to act on behalf of the governing body and the applicant by executing any actions necessary for each application and subgrant. All applicants will be required to submit a **certified** copy of their FY10 Governing Body Resolution with their FY10 HSGP application. A sample Resolution can be found in Appendix C.

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

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

Note: Changes can be made to the Authorized Agent if and when necessary. If the Governing Body Resolution identifies the Authorized Agent by name, a new Resolution and corresponding Authorized Agent Information Sheet are needed when any changes are made. If the Governing Body Resolution identified the Authorized Agents by position and/or title, changes can be made by submitting a new Authorized Agent Information Sheet.

State Agencies Only

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

Signature Authority– State Agency applications must be signed by the highest-level person, or their designee. If a designee is signing, the highest-level person must execute and submit a Signature Authority form with the Application (included in Appendix D).

SECTION 5 –THE STATE APPLICATION PROCESS

Application Submittal The completed FMFW V 1.10 must be mailed in hard copy with original signatures and also submitted electronically via posting to the new “Portal” (<https://portal.hsin.gov>) marked "FY10 HSGP Application". Detailed instructions on the electronic submittal process will be issued in a Cal EMA Grant Management Memo prior to application due date.

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

HAND DELIVERED APPLICATIONS WILL NOT BE ACCEPTED

Late or Incomplete Applications All application materials are due no later than **Friday, August 13, 2010 (see Timeline in Appendix B)**. Only applications postmarked by the due date will be accepted. Applications lost in transit are the responsibility of the applicant and will not be considered for funding. Late or incomplete applications will be reviewed and/or denied, and additional information will be requested and/or accepted from subgrantees, at the sole discretion of Cal EMA

Application Approval The subgrantee will receive written notice of the state's approval of the subgrant application no later than 45 days after the federal grant award. Subgrantee reimbursements will not be made until all required application components have been approved by the state and all conditional holds removed.

SECTION 6 – POST AWARD REQUIREMENTS

Post Award Modifications

Post award budget, scope and time modifications must be requested using the Cal EMA Financial Management Forms Workbook V 1.10, signed by the subgrantee's Authorized Agent, and submitted to the subgrantee's Program Representative in the Homeland Security Grant Unit at Cal EMA.

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

Note: Modifications can be requested once per quarter during the grant performance period.

Payment Request Process

To request advance or reimbursement payment of FY10 HSGP funds, complete a payment request form using the Cal EMA Financial Management Forms Workbook and return it to the appropriate Program Representative in the Homeland Security Grant Unit at the Cal EMA. Subgrantees who fail to follow the workbook instructions may experience delays in processing.

Payments can only be made if the subgrantee has submitted a completed an approved application. **Exercise costs will not be reimbursed until an AAR has been posted and access to the AAR has been granted to Rachel Magaña.**

Rachel can be reached at (916) 324-9314 or rachel.magana@ohs.ca.gov.

Advances and Interest Earned on Advances

DHS allows subgrantees to request FY10 HSGP funds up to 120 days prior to expenditure/disbursement, or on a reimbursement basis. The federal guide requires that advances must be deposited in interest-bearing accounts, and describes how interest earned should be returned quarterly to the federal government.

In addition to returning interest in accordance with the prescribed federal guidance, subgrantees must also inform the grantee's Program Representative in the Homeland Security Grant Unit at the Cal EMA of any interest returned on program funds.

Performance Bond

Many subgrantees were unable to procure large equipment items due to problems with vendor delivery scheduled to occur after the federal reporting period had expired. To assist with this issue, DHS allowed subgrantees to obtain a "performance bond" wherein subgrantees procured the item(s) in question, paid the money up front, and obtained a performance bond to ensure delivery of the item within 90 days of the subgrantees performance period. Subgrantees **must** obtain a performance bond for any equipment item over \$250,000 or any vehicle, aircraft or watercraft, financed with homeland security dollars.

SECTION 6 – POST AWARD REQUIREMENTS

Subgrantee Performance Reports

Subgrantees must prepare and submit performance reports to the state for the duration of the grant performance period, or until all grant activities are completed and the grant is formally closed by Cal EMA. Subgrantees must complete a Biannual Strategy Implementation Report (BSIR) using the DHS/FEMA Grants Reporting Tool (GRT). To obtain access to the online GRT, please log on to their website at www.reporting.odp.dhs.gov. To create a new account, follow the instructions that read, "If you need to register for an account, please click here."

For additional assistance with the GRT, please contact:
Rose Nguyen at rose.nguyen@ohs.ca.gov or (916) 322-2607
Michael Cheng at michael.cheng@ohs.ca.gov or (916) 324-6779

Failure to Submit Required Reports

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

Monitoring Subgrantee Performance

Corrective Action Plans – The Monitoring and Audits Unit (MAU) is actively conducting monitoring visits, both desk review and on-site, among subgrantees. Many of these jurisdictions receive "findings" that necessitate a Corrective Action Plan (CAP) on their part. Those subgrantees who fail to submit a CAP as required shall have a "hold" placed on any future reimbursements until the "finding" is resolved.

The state is currently conducting a program of sub-grantee monitoring. The monitoring will be conducted on the subgrantees administrative, programmatic and fiscal management of the grant(s).

These reviews may include, but are not limited to:

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

Note: It is the responsibility of all subgrantees to monitor and audit the grant activities of their subrecipients. This requirement includes, but is not limited to, on site verification of grant activities as required.

SECTION 6 – POST AWARD REQUIREMENTS

Suspension/ Termination

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

- Failing to expend funds in a timely manner consistent with the grant milestones, guidance and assurances.
Failing to comply with the requirements or statutory objectives of federal or state law.
- Failing to make satisfactory progress toward the goals or objectives set forth in the subgrant application.
- Failing to follow grant agreement requirements or special conditions.
- Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.
- Failing to submit required reports.
- False certification in the application or other report or document.
- Failing to adequately manage, monitor or direct the grant funding activities of their subrecipients.

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

Closeout

The State will close a subgrantee award after:

- Receiving a subgrantee Performance Report indicating that all approved work has been completed, and all funds have been disbursed;
- Completing a review to confirm the accuracy of reported information;
- Reconciling actual costs to awards, modifications and payments.

If the closeout review and reconciliation indicates that the subgrantee:

- is owed additional funds, the State will send the final payment automatically to the subgrantee.
- did not use all funds received, the state will issue an Invoice or Grant Modification letter to recover unused funds.

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

Note: Failure to maintain all grant records for the required retention period could result in a reduction of grant funds, and an invoice to return costs associated with the unsupported activities.

ATTACHMENT A – FY10 HSGP ALLOCATIONS

State Homeland Security Program (SHSP)					
Operational Area	Population	Base Amount	25% LE	SHSP	Total Award (25% LE + SHSP)
ALAMEDA	1,556,657	100,000	796,945	2,390,835	3,187,780
ALPINE	1,201	100,000	25,596	76,787	102,382
AMADOR	38,080	100,000	43,884	131,652	175,535
BUTTE	220,748	100,000	134,469	403,406	537,875
CALAVERAS	45,987	100,000	47,805	143,415	191,220
COLUSA	21,997	100,000	35,908	107,725	143,633
CONTRA COSTA	1,060,435	100,000	550,869	1,652,607	2,203,476
DEL NORTE	29,547	100,000	39,652	118,957	158,609
EL DORADO	180,185	100,000	114,354	343,061	457,414
FRESNO	942,298	100,000	492,285	1,476,855	1,969,140
GLENN	29,239	100,000	39,500	118,499	157,998
HUMBOLDT	132,755	100,000	90,833	272,499	363,332
IMPERIAL	179,254	100,000	113,892	341,676	455,568
INYO	18,049	100,000	33,950	101,851	135,802
KERN	827,173	100,000	435,195	1,305,584	1,740,778
KINGS	154,743	100,000	101,737	305,211	406,948
LAKE	64,025	100,000	56,750	170,250	227,000
LASSEN	35,550	100,000	42,629	127,888	170,517
LOS ANGELES	10,393,185	100,000	5,178,973	15,536,920	20,715,893
MADERA	152,331	100,000	100,541	301,623	402,163
MARIN	258,618	100,000	153,248	459,745	612,994
MARIPOSA	18,306	100,000	34,078	102,234	136,312
MENDOCINO	90,206	100,000	69,733	209,199	278,932
MERCED	256,450	100,000	152,173	456,520	608,694
MODOC	9,698	100,000	29,809	89,428	119,237
MONO	13,504	100,000	31,697	95,090	126,786
MONTEREY	431,892	100,000	239,175	717,525	956,700
NAPA	137,571	100,000	93,221	279,664	372,885
NEVADA	98,718	100,000	73,954	221,863	295,817
ORANGE	3,139,017	100,000	1,581,636	4,744,909	6,326,545
PLACER	339,577	100,000	193,396	580,188	773,584
PLUMAS	20,632	100,000	35,231	105,694	140,926
RIVERSIDE	2,107,653	100,000	1,070,184	3,210,551	4,280,735
SACRAMENTO	1,433,187	100,000	735,716	2,207,149	2,942,866
SAN BENITO	58,016	100,000	53,770	161,310	215,080
SAN BERNARDINO	2,060,950	100,000	1,047,024	3,141,071	4,188,095
SAN DIEGO	3,173,407	100,000	1,598,690	4,796,071	6,394,761
SAN FRANCISCO	845,559	100,000	444,312	1,332,936	1,777,248
SAN JOAQUIN	689,480	100,000	366,913	1,100,738	1,467,651
SAN LUIS OBISPO	270,429	100,000	159,106	477,317	636,422
SAN MATEO	745,858	100,000	394,870	1,184,611	1,579,482
SANTA BARBARA	431,312	100,000	238,887	716,662	955,549
SANTA CLARA	1,857,621	100,000	946,193	2,838,579	3,784,772
SANTA CRUZ	268,637	100,000	158,217	474,651	632,868
SHASTA	183,023	100,000	115,761	347,283	463,044

ATTACHMENT A – FY10 HSGP ALLOCATIONS

SIERRA	3,358	100,000	26,665	79,996	106,661
SISKIYOU	45,973	100,000	47,798	143,394	191,192
SOLANO	426,729	100,000	236,615	709,844	946,458
SONOMA	486,630	100,000	266,319	798,958	1,065,278
STANISLAUS	526,383	100,000	286,033	858,099	1,144,132
SUTTER	96,554	100,000	72,881	218,643	291,524
TEHAMA	62,836	100,000	56,160	168,481	224,641
TRINITY	13,959	100,000	31,922	95,767	127,689
TULARE	441,481	100,000	243,930	731,790	975,720
TUOLUMNE	56,335	100,000	52,936	158,809	211,746
VENTURA	836,080	100,000	439,611	1,318,834	1,758,446
YOLO	200,709	100,000	124,531	373,594	498,126
YUBA	72,900	100,000	61,151	183,453	244,604
Total	38,292,687	\$5,800,000	\$20,439,317	61,317,950	\$81,757,267

Native American Allocation

Coordinating Group	Population	Base Amount	25% LE	SHSP	Total Award
NATIVE AMERICAN TRIBES	71,287	\$100,000	\$60,351	\$181,054	241,405

Regional Terrorism Threat Assessment Centers (RTTAC)

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

Urban Areas Security Initiative (UASI)

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

Urban Area	Federal Allocation to State	80% Allocation to UASI	20% State Initiatives
ANAHEIM/SANTA ANA AREA	12,773,050	10,218,440	2,554,610
BAY AREA	42,827,663	34,262,131	8,565,532
LOS ANGELES/LONG BEACH AREA	69,922,146	55,937,717	13,984,429
OXNARD AREA	2,507,575	2,006,060	501,515
RIVERSIDE AREA	5,286,378	4,229,103	1,057,275
SACRAMENTO AREA	3,947,286	3,157,829	789,457
SAN DIEGO AREA	16,208,500	12,966,800	3,241,700
BAKERSFIELD AREA	1,014,919	811,936	202,983
Total	\$154,487,517	\$123,590,016	\$30,897,501

Metropolitan Medical Response System (MMRS)

ATTACHMENT A – FY10 HSGP ALLOCATIONS

MMRS Jurisdiction	Federal Allocation to State	Allocation to MMRS
ANAHEIM	317,419	317,419
BAKERSFIELD	317,419	317,419
FREMONT	317,419	317,419
FRESNO	317,419	317,419
GLENDALE	317,419	317,419
HUNTINGTON BEACH	317,419	317,419
LONG BEACH	317,419	317,419
LOS ANGELES	317,419	317,419
MODESTO	317,419	317,419
OAKLAND	317,419	317,419
RIVERSIDE	317,419	317,419
SACRAMENTO	317,419	317,419
SAN BERNARDINO	317,419	317,419
SAN DIEGO	317,419	317,419
SAN FRANCISCO	317,419	317,419
SAN JOSE	317,419	317,419
SANTA ANA	317,419	317,419
STOCKTON	317,419	317,419
Total	\$5,713,542	\$5,713,542

Citizen Corps Program (CCP)		
CCP	Federal Allocation to State	Allocation to CCP
CALIFORNIA VOLUNTEERS	\$986,002	\$986,002

ATTACHMENT B – FY10 HSGP TIMELINE

DHS Announcement of FY10 HSGP	December 8, 2009
FY10 HSGP California Supplement (Including Subgrantee Allocations) Release	March 2010
SAA Application Due to DHS	April 19, 2010
Subgrantee Application Workshops	April 2010
DHS Award to California	July 30, 2010*
Subgrantee Applications Due to Cal EMA	August 13, 2010*
Subgrantee Awards (45 days from DHS award)	September 13, 2010*
Subgrantee Performance Period Begins	September 13, 2010*
Subgrantee Performance Period Ends	April 30, 2013
Final Requests for Reimbursement Due	May 10, 2013
SAA Performance Period Ends	July 31, 2013

* Date approximate depending on DHS award date

ATTACHMENT C – SAMPLE GOVERNING BODY RESOLUTION

BE IT RESOLVED BY THE _____
(Governing Body)

OF THE _____ THAT
(Name of Applicant)

_____, OR
(Name or Title of Authorized Agent)

_____, OR
(Name or Title of Authorized Agent)

(Name or Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the named applicant, a public entity established under the laws of the State of California, any actions necessary for the purpose of obtaining federal financial assistance provided by the federal Department of Homeland Security and sub-granted through the State of California.

Passed and approved this _____ day of _____, 20_____

Certification

I, _____, duly appointed and
(Name)

_____ Of the _____
(Title) (Governing Body)

do hereby certify that the above is a true and correct copy of a resolution passed and approved by the
_____ day of _____, 20_____

(Official Position)

(Signature)

(Date)

ATTACHMENT D – STATE AGENCY SIGNATURE AUTHORITY FORM

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

OF THE _____
(Name of State Organization)

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

_____, OR
(Name or Title of Authorized Agent)

_____, OR
(Name or Title of Authorized Agent)

_____,
(Name or Title of Authorized Agent)

Signed and approved this _____ day of _____, 20_____

(Signature)

ATTACHMENT E – STATE AGENCY PROJECT NARRATIVE

Applicant (state organization) _____

NOTE: Complete a separate Project Description for each proposed project

Project Title: _____

State Strategy Goal and Objective Supported by the Project: _____

Indicate the State Priority Supported by the Project:

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

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

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

- A description and location of the facility;
- A description of the vulnerability assessment and the date the assessment was conducted (the assessment does not have to be submitted with the application);
- A description of how the proposed project will address the vulnerabilities identified in the assessment;
- A description of the consequences if the project is not funded under HSGP FY10

Please check the appropriate box:

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

ATTACHMENT F – FY10 HSGP APPLICATION CHECKLIST

Subgrantee: _____ FIPS #: _____

Cal EMA Regional Rep: _____

OPERATIONAL/URBAN AREAS

- _____ Financial Management Forms Workbook
 - _____ Application Cover Sheet
 - _____ Grant Management Roster
 - _____ Project Descriptions
 - _____ Project Ledger
 - _____ Equipment Inventory Ledger
 - _____ Training Roster
 - _____ Exercise Roster
 - _____ Planning Ledger
 - _____ Authorized Agent Sheet

- _____ Narrative Attachments:
 - _____ 25% Law Enforcement – Minimum
 - _____ 5% M&A Cap
 - _____ 50% Personnel Cap (UASI & SHSP only)
 - _____ Special Needs Populations
 - _____ TLO Roster
 - _____ CAL JRIES Access
 - _____ Training w/AAR/Exercise Detail

- _____ Approval Authority (OAs only):
 - _____ Contact Information for each member
 - _____ Written Agreement from each member

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

STATE AGENCIES

- _____ Financial Management Forms Workbook
 - _____ Application Cover Sheet
 - _____ Grant Management Roster
 - _____ Project Descriptions
 - _____ Project Ledger
 - _____ Equipment Inventory Ledger
 - _____ Training Roster
 - _____ Exercise Roster
 - _____ Planning Ledger
 - _____ Authorized Agent Form

- _____ Narrative Attachments:
 - _____ TLO Roster
 - _____ CAL JRIES Access
 - _____ 25% Law Enforcement-Minimum
 - _____ Special Needs Populations
 - _____ Training w/AAR/Exercise Detail
 - _____ 5% M&A Cap
 - _____ 50% Personnel Cap

- _____ Project Narrative Form
- _____ Signature Authority - Authorized Agent
- _____ Grant Assurances (Signed Originals)