



**Cal E·M·A**

CALIFORNIA EMERGENCY  
MANAGEMENT AGENCY

**Fiscal Year 2012  
Homeland Security Grant Program**

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

May 2012

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<b>FOREWORD: SECRETARY’S MESSAGE.....</b>	<b>1</b>
<b>SECTION 1—OVERVIEW.....</b>	<b>2</b>
Federal Funding Opportunity Announcement; Information Bulletins	
Purpose of the California Supplement; Grant Management Memoranda	
Eligible Subgrantees; Native American Allocations	
Subgrantee Allocations; Supplanting	
Public/Private Organizations; Debarred/Suspended Parties	
Cal EMA Contact Information; HSGS Program Representatives	
<b>SECTION 2—FEDERAL CHANGES AND INITIATIVES.....</b>	<b>4</b>
FY12 HSGP Priorities; 25 Percent Law Enforcement	
M&A Limits; Personnel Cap; Equipment Typing/Identification	
Equipment Maintenance/Sustainment; Exercises	
Emergency Operations Plans	
Special Needs Population	
<b>SECTION 3—STATE CHANGES AND INITIATIVES.....</b>	<b>8</b>
FY12 SHSP Priorities; State Initiative Funding	
“On Behalf Of,” Regional Approach	
Strategy, Planning and Metrics Workshop	
Non-DHS/FEMA Training; Golden Guardian	
Terrorism Liaison; California Joint Regional Information Exchange System (JRIES)	
Federal Funding Accountability and Transparency Act (FFATA) Financial Disclosure	
Tactical Interoperable Communication Plan (TICP)	
Metropolitan Medical Response System (MMRS) and Citizen Corp Program (CCP) funding	
<b>SECTION 4—REQUIRED STATE APPLICATION COMPONENTS.....</b>	<b>10</b>
Financial Management Forms Workbook	
Narrative Attachments	
Grant Assurances	
Grants Management Training	
Operational Areas Only	
State Agencies Only	
<b>SECTION 5—THE STATE APPLICATION PROCESS.....</b>	<b>14</b>
Application Submittal	
Late or Incomplete Application	
Application Approval	
<b>SECTION 6—POST AWARD REQUIREMENTS.....</b>	<b>15</b>
Post Awards Modifications; Payment Request Process	
Advances and Interest Earned on Advances; Performance Bond	
Subgrantee Performance Reports; Failure to Submit Required Reports	
Monitoring; Suspension/Termination	
Closeout	
<b>ATTACHMENTS</b>	
A-FY12 HSGP Allocations	
B-FY12 HSG Timeline	
C-Sample Governing Body Resolution	
D-State Agency Signature Authority Form	
E-State Agency Project Narrative	
F-FY12 HSGP Application Checklist	

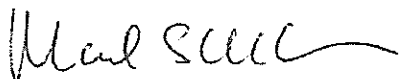
## Secretary's Message

The California Emergency Management Agency (Cal EMA) serves to enhance public safety and disaster preparedness in California through its strong leadership, collaborative efforts, and meaningful partnerships. The goal of Cal EMA's efforts on a daily basis is to protect lives and property by effectively preparing for, preventing, responding to, and recovering from all threats, crimes, hazards, and emergencies.

As a direct result of our efforts in working together with our federal partners at the U.S. Department of Homeland Security and the Federal Emergency Management Agency, we have made our communities safer and better prepared for when a disaster strikes. To further our progress, I am pleased to present the *FY 2012 Homeland Security Grant Program (HSGP) - California Supplement to the Federal Program Funding Opportunity Announcement*.

For Fiscal Year 2012, Cal EMA will continue to advocate for the advancement in the "Whole Community" approach towards security and emergency management efforts. Also, the FY 2012 HSGP Program will serve an important role in the implementation efforts associated with the Presidential Policy Directive 8 (PPD-8) by directly supporting the development and sustainment of core capabilities, which are essential for the execution of each of the five mission areas outlined in the National Preparedness Goal.

With your dedication and hard work, we have made significant progress and have achieved a number of objectives that continue to make California a national leader in emergency management and homeland security. The dedicated staff at Cal EMA will continue to work collaboratively with you to advance our combined efforts to benefit our communities and I encourage you to contact them for guidance and advice throughout the duration of the grant.



**Mark S. Ghilarducci**  
Secretary

<b>Federal Funding Opportunity Announcement</b>	In February 2012, the U.S. Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA) issued the <i>FY12 Homeland Security Grant Program, Funding Opportunity Announcement</i> (FOA) available for download at: <a href="http://www.fema.gov/government/grant/hsgp/">http://www.fema.gov/government/grant/hsgp/</a> .
<b>Information Bulletins</b>	DHS issues Information Bulletins to provide updates, clarification, and new requirements throughout the life of the grant. Information Bulletins may be obtained at: <a href="http://www.fema.gov/government/grant/bulletins/index.shtml">http://www.fema.gov/government/grant/bulletins/index.shtml</a> .
<b>Purpose of the California State Supplement</b>	The <i>California Supplement to the Federal Program Funding Opportunity Announcement</i> is intended to complement, rather than replace, the Guidance published by DHS. The Supplement will emphasize the differences between the FY11 and FY12 Homeland Security Grant Programs (HSGP), and will include additional California policies and requirements applicable to the FY12 HSGP.
<b>Grant Management Memoranda</b>	Cal EMA also issues Grant Management Memoranda (GMMs) that provide additional information regarding HSGP funds. GMMs can be located at: <a href="http://www.calema.ca.gov/GrantsProcessing/Pages/Grant-Management-Memos.aspx">http://www.calema.ca.gov/GrantsProcessing/Pages/Grant-Management-Memos.aspx</a> .
<b>Eligible Subgrantees</b>	Eligible applicants, referred to as Subgrantees, differ for each program. Generally, eligible HSGP Subgrantees include: <ul style="list-style-type: none"> <li>• Operational Areas (OA) <ul style="list-style-type: none"> <li>▪ Includes Native American Tribes-represented by a single coordinating group</li> </ul> </li> <li>• Urban Areas Security Initiative (UASI) Jurisdictions</li> <li>• State Agencies, Departments, Commissions, Boards, etc. (SA) who have, or can obtain, appropriate state Department of Finance budget authority for awarded funds</li> </ul>
<b>Native American Allocations</b>	Federal FY12 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, 2012 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 subgrantee applications. <sup>1</sup>
<b>Subgrantee Allocations</b>	FY12 Homeland Security Grant Program (HSGP) subgrantee allocations are included in Appendix A.

<sup>1</sup> U.S. Department of Homeland Security, *Fiscal Year 2012 Homeland Security Funding Opportunity Announcement*. Page 33.



<b>Supplanting</b>	Grant funds must be used to supplement existing funds, not replace (supplant) funds that have been appropriated for the same purpose. Subgrantees will be required to supply documentation certifying that a reduction in non-Federal resources occurred for reasons other than the receipt or expected receipt of Federal funds. <sup>2</sup>
<b>Public/Private Organizations</b>	Subgrantees may contract with any other public or private organizations to perform eligible activities on approved projects.
<b>Debarred/ Suspended Parties</b>	Subgrantees must not make or permit any award (subgrant or contract) at any tier to any party that is debarred, suspended, or otherwise excluded from, or ineligible for, participation in Federal assistance programs. Subgrantees must obtain documentation of eligibility prior to any sub-award of HSGP funds and be prepared to present supporting documentation to monitors.
<b>Cal EMA Contact Information</b>	<p>All subgrantee application materials, related questions, comments and correspondence should be directed to:</p> <p style="text-align: center;">California Emergency Management Agency ATTN: Office of Grants Management, HSGS 3650 Schriever Ave Mather, CA 95655</p> <p>Cal EMA Main Phone Line: (916) 845-8186 Homeland Security Grant Section (HSGS) Fax: (916) 636-3780</p>
<b>HSGS Program Representatives</b>	<p>Joseph Anderson at <a href="mailto:joseph.anderson@calema.ca.gov">joseph.anderson@calema.ca.gov</a> or (916) 845-8426 Cameron Bardwell at <a href="mailto:cameron.bardwell@calema.ca.gov">cameron.bardwell@calema.ca.gov</a> or (916) 845-8428 Bill Canepa at <a href="mailto:bill.canepa@calema.ca.gov">bill.canepa@calema.ca.gov</a> or (916) 845-8744 Maybel Garing-Espilla at <a href="mailto:maybel.garing@calema.ca.gov">maybel.garing@calema.ca.gov</a> or (916) 845-8429 Casey Granados at <a href="mailto:casey.granados@calema.ca.gov">casey.granados@calema.ca.gov</a> or (916) 845-8436 Leo LaMattina at <a href="mailto:leo.lamattina@calema.ca.gov">leo.lamattina@calema.ca.gov</a> or (916) 845-8450 Rachel Magana at <a href="mailto:rachel.magana@calema.ca.gov">rachel.magana@calema.ca.gov</a> or (916) 845-8451</p> <p>Cal EMA representatives may be located on the HSGS regional map at: <a href="http://www.calema.ca.gov/EMS-HS-HazMat/Documents/HSGP/HSGS%20Regional%20map%202-1-12.pdf">http://www.calema.ca.gov/EMS-HS-HazMat/Documents/HSGP/HSGS%20Regional%20map%202-1-12.pdf</a>.</p>

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<sup>2</sup> *Ibid.*, page 48.

### HSGP Priorities

The FY12 HSGP will focus on the following three National Priorities<sup>3</sup>:

#### Priority One: Implementation of PPD-8 and the Whole Community Approach to Security and Emergency Management

- **Objective One: Completion of Threat Planning and Risk Assessment (THIRA).** A common approach to the THIRA process will enable the whole community to maintain a baseline understanding of the risks that they face, facilitating efforts to identify capability and resource gaps, focus capability improvements, and inform the community of actions they can take to manage their risks. In order to qualify for FY 2012 funding, all grantees shall develop and maintain a THIRA.<sup>4</sup>
- **Objective Two: Planning.** The comprehensive Preparedness Guide (CPG) 101v.2 September 2010 helps planners at all levels of government in their efforts to develop and maintain viable all-hazards, all-threat emergency operations plans (EOPs) by engaging the whole community in thinking through the life cycle of a potential crisis, determining required capabilities, and establishing a framework for roles and responsibilities. All HSGP grantees that maintain an EOP shall ensure their consistency with the CPG 101 v2.<sup>5</sup>
- **Objective Three: Organization - Typing of Equipment and Training.** SHSP and UASI provide funding for equipment, training, and exercises for the prevention, protection against, response to and recovery from terrorism events. A well executed mission requires carefully managed resources (personnel, teams, facilities, equipment, and/or supplies) to meet incident needs. Utilization of standardized resource management concepts such as typing, inventorying, organizing, and tracking will facilitate the dispatch, deployment, and recovery of resources before, during, and after an incident.<sup>6</sup>
- **Objective Four: Sustaining Capabilities.** In this time of limited resources, HSGP grantees should ensure that grant funding is utilized to sustain core capabilities within the National Preparedness Goal (NPG) that were funded by past HSGP funding cycles to include training of personnel and lifecycle replacement of equipment. New capabilities should not be built at the expense of maintaining current, essential capabilities. If new capabilities are being built utilizing HSGP funding, grantees must ensure that the capabilities are able to be deployable outside of their community to support regional and national efforts. All capabilities being built or sustained must have a clear linkage [to] one or more core capabilities in the NPG<sup>7</sup>.

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<sup>3</sup> *ibid.*, page 26.

<sup>4</sup> *ibid.*, page 27.

<sup>5</sup> *ibid.*, page 27.

<sup>6</sup> *ibid.*, page 28.

<sup>7</sup> *ibid.*, page 29.

**HSGP Priorities  
(cont.)**

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

The United States must remain vigilant against homegrown and foreign terrorist threats.

- **Objective One: National SAR Initiative (NSI) Training.** All personnel supported with HSGP and engaged in the NSI will complete the Department's NSI training.

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

DHS is requiring fusion centers to participate in an annual assessment of their achievement of Critical Operational Capabilities (COCs) and Enabling Capabilities (ECs). Mitigating the identified gaps will enhance fusion centers' capacity to improve the nation's ability to safeguard the homeland and prevent terrorist and criminal activity, while enabling local officials to better protect their communities<sup>8</sup>.

- **Objective One: Baseline Capabilities.** Fusion centers leveraging HSGP funds must prioritize the allocation of these grant funds to address any capability gaps identified as a result of the 2011 Fusion Center Assessment and, only after identified capability gaps have been addressed, maintain and enhance capabilities in execution of the COCs and ECs.<sup>9</sup>
- **Objective Two: Analytic Capabilities.** All fusion center analytic personnel must demonstrate qualifications that meet or exceed competences identified in the *Common Competencies for State, Local, and Tribal Intelligence Analysts*. In addition to these training requirements, fusion centers should also continue to mature their analytic capabilities by addressing gaps in analytic capability identified during the annual fusion center assessment.<sup>10</sup> Intel Analysts supported by HSGP funding must meet one of the following eligibility requirements:<sup>11</sup>
  - Successfully complete training to ensure baseline proficiency in intelligence analysis and production within six months of being hired; and/or,
  - Previously served as an intelligence analyst for a minimum of two years either in a Federal intelligence agency, the military, or State and/or local law enforcement intelligence unit.

Eligibility documentation must be submitted to Cal EMA prior to reimbursement.

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<sup>8</sup> *Ibid.*, page 31.

<sup>9</sup> *Ibid.*, page 32.

<sup>10</sup> *Ibid.*, page 32.

<sup>11</sup> *Ibid.*, page 42.



**25% Law Enforcement**

As in past years, at least 25% of FY12 HSGP funds must be dedicated to Law Enforcement Terrorism Prevention-oriented Activities (LETPA). The LETPA activities must focus on:

- Building Prevention and Protection Capabilities
- Maturation and Enhancement of State and Major Urban Area Fusion Centers

**5% M&A**

The Management and Administrative (M&A) allowance for subgrantees is set at 5% for the FY12 HSGP.<sup>12</sup>

**Personnel Cap**

FY12 HSGP funds have a personnel cap of 50%.<sup>13</sup>

**Equipment Typing**

Subgrantees that wish to purchase equipment with FY12 funds are required to type and identify the capability associated with that equipment.

**Exercises, Improvement Plans, and After Action Reporting**

Subgrantees must conduct threat and performance-based exercises in accordance with DHS Homeland Security Exercise and Evaluation Program (HSEEP) manuals. Grant recipients must report on all HSGP-assisted scheduled exercises at <https://hseep.dhs.gov>. For each exercise conducted with HSGP grant funds, subgrantees must submit an After Action Report (AAR) AND Improvement Plan (IP) within 90 days following the completion of the exercise. For more information on this process please contact the Cal EMA Exercise representative for your region:

Inland Region: Gabe Adame at [gabraiel.adame@calema.ca.gov](mailto:gabraiel.adame@calema.ca.gov)  
 Coastal Region: Kevin Leisher at [kevin.leisher@calema.ca.gov](mailto:kevin.leisher@calema.ca.gov)  
 Southern Region: Richard Mifsud at [richard.mifsud@calema.ca.gov](mailto:richard.mifsud@calema.ca.gov)  
 State Agencies: Elaine Viray at [Elaine.viray@calema.ca.gov](mailto:Elaine.viray@calema.ca.gov)

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

Example: GG12TFWorkshop\_205-104-12-00

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

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

<sup>13</sup> *Ibid.*, page 48.

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

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

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

**Emergency  
Operation Plans**

Subgrantees with Emergency Operations Plans must comply with new rules regarding evaluation matrices and the Comprehensive Preparedness Guide. See page 27 of the Federal Guidance.

**Special Needs  
Population**

Populations whose members may have additional access and functional needs before, during, and after an incident must be included in planning, response and recovery documents.<sup>14</sup> 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.

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<sup>14</sup> *Ibid.*, page 40.



<b>SHSP Priorities</b>	<p>While the State Homeland Security Strategy broadly describes goals, objectives, and implementation steps, the State’s priorities for FY12 HSGP are:</p> <ol style="list-style-type: none"> <li>1. Interoperable Communications</li> <li>2. Catastrophic Planning</li> <li>3. Citizen Preparedness and Participation</li> <li>4. Medical Surge</li> <li>5. Critical Infrastructure Protection</li> <li>6. Mass Prophylaxis</li> <li>7. Training for First Responders</li> <li>8. Food and Agriculture Safety</li> </ol>
<b>State Initiative Funding</b>	<p>For FY12 HSGP, Cal EMA shall retain 20% of the SHSP and 17% of the UASI funding for the state initiatives.</p>
<b>“On Behalf Of”</b>	<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>
<b>Regional Approach</b>	<p>Subgrantees must take a regional approach and consider the needs of local units of government and applicable volunteer organizations in the projects and activities included in their FY12 HSGP application.</p>
<b>Strategy, Planning and Metrics Workshop</b>	<p>In the fall of 2012, Cal EMA will conduct its annual Strategy, Planning and Metrics Workshop to receive statewide input across all disciplines. Costs associated with this eligible planning activity should be included in the subgrantee application.</p>
<b>Non-DHS/FEMA Training</b>	<p>When seeking approval of non-DHS/FEMA developed courses, course materials must be submitted with the approval requests. Conditional approvals are no longer offered.</p> <p>For more information on this or other training related inquiries, contact the Cal EMA Training Division at (916) 845-8752 or their website at:  <a href="http://www.calema.ca.gov/TrainingandExercises/Pages/Training.aspx">http://www.calema.ca.gov/TrainingandExercises/Pages/Training.aspx</a></p>
<b>Golden Guardian</b>	<p>Subgrantees scheduled to participate in Golden Guardian (GG) exercise activities should include the details in their FY12 application. Cal EMA program staff will be checking applications from subgrantees scheduled to participate in GG activities within the FY12 HSGP grant performance period for adequate exercise funding.</p> <p>For exercise related issues and/or questions, please contact Jim Woodward at (916) 845-8499 or <a href="mailto:james.woodward@calema.ca.gov">james.woodward@calema.ca.gov</a> or Steven Goff at (916) 845-8486 or <a href="mailto:steven.goff@calema.ca.gov">steven.goff@calema.ca.gov</a>.</p>
<b>Terrorism Liaison, CAL JRIES</b>	<p>In light of the significant HSGP funding reductions in 2012, Cal EMA is waiving the requirements to document access to a Terrorism Liaison Officer (TLO) and the California Joint Regional Information Exchange System (CAL JRIES) in the FY12 HSGP subgrantee application. However, Cal EMA</p>

**Terrorism  
Liaison, CAL  
JRIES (cont.)**

recognizes the importance of the connectivity to both TLO and Cal JRIES. Subgrantees are reminded to be prepared to show proof of access to both upon request by a monitor or auditor.

**FFATA Financial  
Disclosure**

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

As the State Administrative Agency (SAA), Cal EMA is required to report sub-award information for federal awards of \$25,000 or more made on or after October 1, 2010 as well as compensation for highly paid individuals. Specifically, the name and total compensation of the five most highly compensated individuals. Please see Grant Management Memoranda (GMMs) 2012-01 for more information.

**TICP**

Due to significant legislation impacting public safety communications, Cal EMA is reminding all Subgrantees to update their Tactical Interoperable Communications Plan (TICP) and make it available upon request. Updating a TICP is an eligible activity under the FY12 HSGP.

**MMRS and CCP**

Although no longer funded as discrete grant programs, all activities and costs allowed under the FY 2011 Citizen Corps Program (CCP) and FY 2011 Metropolitan Medical Response System (MMRS) grant program are **allowable and encouraged activities and costs** under the FY 2012 HSGP. For additional information on allowable activities under the aforementioned grant programs, please refer to <http://www.fema.gov/government/grant/nondisaster.shtm>.<sup>15</sup>

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<sup>15</sup> *ibid.*, page 5.

**Financial  
Management  
Forms Workbook**

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

**Face Sheet** – Use the Cover Sheet to apply for grant programs. The application cover sheet must be signed **in blue ink**.

**Authorized Body of 5 Sheet** – Use the Authorized Body of 5 Sheet to list the Authorized Body of 5, Authorized Agents, and Points of Contact.

**FFATA Financial Disclosure Sheet** – Use the FFATA Financial Disclosure Sheet to list the name and compensation of the top five paid individuals, where applicable.

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

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

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

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

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

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

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

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

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

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

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

2012 HSGP FMFW can be accessed at: <http://www.calema.ca.gov/EMS-HS-HazMat/Pages/Homeland-Security-Grant-Program-Documents.aspx>



**Narrative Attachments**

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

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

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

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

**Emergency Operations Plan (EOP)** – Please describe your EOP and any progress in meeting the requirements identified in Priority One.<sup>16</sup>

**Training with AAR/Exercise Detail** – Per the Federal Guidance, all training conducted using HSGP funds must be in support of the development or maintenance of an identified team or capability. Additionally, all training should address a performance gap identified through an After Action Report/Improvement Plan (AAR/IP) or build a capability that will be evaluated through an exercise. Subgrantees will explain in a narrative the type of training, the capability, the gap identified, and provide access to the AAR or details for the upcoming exercise.

**Equipment Typing Narrative** – All equipment procured under this grant must be in support of the development or maintenance of an identified team or capability. Please describe what typed capability the equipment purchased with this grant supports.

**Grant Assurances**

The Grant Assurances list the requirements to which the subgrantees will be held accountable. All applicants will be required to submit a signed, **original** copy of the FY12 Grant Assurances with their FY12 HSGP application. The required Grant Assurances 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.**

**Grants Management Training**

The California Emergency Management Agency (Cal EMA), in conjunction with the Training Division and Office of Grants Management, shall afford subgrantees the opportunity to develop a “placeholder” for future training conferences wherein an Agenda has not been established at the time subgrantee applications are due. Please work with your Program Representative and the Training Division to identify a possible “placeholder” for these types of training activities.

<sup>16</sup> *Ibid.*, page 26.



**Operational  
Areas Only**

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

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

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

**Note:** A list of the Approval Authority Body members and their associated contact information, as well as written agreement from each member, must be submitted with the FY12 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 FY12 Governing Body Resolution with their FY12 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).

**Application Submittal**

The completed FMFW V 1.12 must be mailed in hard copy with original signatures and also submitted electronically via posting to the new “Portal” (<https://portal.hsin.gov>) marked “FY12 HSGP Application.”

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

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

**Late or Incomplete Application**

All application materials are due no later than **Friday, August 17, 2012 (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 not later than 45 days after the federal grant award. Subgrantee reimbursements will not be made until all required application components have been approved by Cal EMA.

**Post Award Modifications**

Post award budget, scope and time modifications must be requested using the Cal EMA Financial Management Forms Workbook V 1.12, signed by the subgrantee’s Authorized Agent, and submitted to the subgrantee’s Program Representative in the Homeland Security Grant Section 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 month during the grant performance period.

**Payment Request**

To request advance or reimbursement payment of FY12 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 Section 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 and approved application. **Exercise costs will not be reimbursed until an AAR has been posted and access to the AAR has been granted to Cal EMA Program Representative Rachel Magaña.**

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

**Advances and Interest Earned on Advances**

DHS allows subgrantees to request FY12 HSGP funds up to 120 days prior to expenditure/disbursement, or on reimbursement basis. Federal rules require advances to be deposited in interest-bearing accounts. Interest earned should be returned quarterly to Cal EMA.

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 Section at the Cal EMA of any interest returned on program funds.

**Performance Bond**

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



**Subgrantee Performance Reports**

Subgrantees must prepare and submit performance reports to the state for the duration of the grant performance period, or until all grant activities are completed and the grant is formally closed by Cal 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](http://www.reporting.odp.dhs.gov). To create a new account, follow the instructions that read, “If you need to register for an account, please click here.”

For additional assistance with the GRT, please contact:  
 Wilda Benamati at [wilda.benamati@calema.ca.gov](mailto:wilda.benamati@calema.ca.gov) or (916) 845-8656  
 Huy Tram at [huy.tram@calema.ca.gov](mailto:huy.tram@calema.ca.gov) or (916) 845-8649

**Failure to Submit Required Reports**

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

**Monitoring**

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

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

Many subgrantees receive “findings” that necessitate a Corrective Action Plan (CAP) on their part. Those subgrantees who fail to submit a CAP as required shall have a “hold” placed on any future reimbursements until the “finding” is resolved.

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

**Suspension/ Termination**

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

- Failing to submit required reports.
- Failing to expend funds in a timely manner consistent with the grant milestones, guidance and assurances.

**Suspension/  
Termination  
(cont.)**

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

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

**Closeout**

The State will close a subgrantee award after:

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

If the closeout review and reconciliation indicates that the subgrantee:

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

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

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



**ATTACHMENT A – FY 2012 SUBGRANTEE FUNDING ALLOCATIONS**

<b>State Homeland Security Program (SHSP)</b>					
<b>Operational Area</b>	<b>Population</b>	<b>Base Amount</b>	<b>25% LE</b>	<b>SHSP</b>	<b>Total Award (25% LE + SHSP)</b>
ALAMEDA	1,521,157	50,000	301,486	904,457	1,205,943
ALPINE	1,176	50,000	12,723	38,170	50,894
AMADOR	37,911	50,000	19,702	59,107	78,809
BUTTE	221,388	50,000	54,559	163,676	218,235
CALAVERAS	45,693	50,000	21,181	63,542	84,723
COLUSA	21,593	50,000	16,602	49,807	66,409
CONTRA COSTA	1,056,064	50,000	213,128	639,385	852,514
DEL NORTE	28,594	50,000	17,932	53,797	71,729
<b>EL DORADO</b>	<b>182,498</b>	<b>50,000</b>	<b>47,171</b>	<b>141,512</b>	<b>188,682</b>
FRESNO	940,220	50,000	191,121	573,362	764,483
GLENN	28,273	50,000	17,871	53,614	71,485
HUMBOLDT	135,263	50,000	38,197	114,591	152,788
IMPERIAL	176,258	50,000	45,985	137,955	183,940
INYO	18,634	50,000	16,040	48,120	64,160
KERN	846,883	50,000	173,389	520,166	693,555
KINGS	153,365	50,000	41,636	124,908	166,544
LAKE	64,784	50,000	24,808	74,423	99,230
LASSEN	34,577	50,000	19,069	57,207	76,275
LOS ANGELES	9,858,989	50,000	1,885,486	5,656,459	7,541,946
MADERA	151,949	50,000	41,367	124,101	165,468
MARIN	254,692	50,000	60,886	182,657	243,543
MARIPOSA	18,261	50,000	15,969	47,908	63,877
MENDOCINO	88,197	50,000	29,255	87,766	117,022
MERCED	257,984	50,000	61,511	184,533	246,045
MODOC	9,705	50,000	14,344	43,031	57,375
MONO	14,308	50,000	15,218	45,655	60,873
MONTEREY	419,038	50,000	92,108	276,323	368,431
NAPA	137,639	50,000	38,648	115,945	154,593
NEVADA	99,111	50,000	31,329	93,987	125,315
ORANGE	3,029,859	50,000	588,105	1,764,315	2,352,421
PLACER	352,380	50,000	79,444	238,333	317,777
PLUMAS	20,025	50,000	16,304	48,913	65,217
RIVERSIDE	2,217,778	50,000	433,828	1,301,484	1,735,312
SACRAMENTO	1,428,355	50,000	283,855	851,566	1,135,421
SAN BENITO	55,619	50,000	23,066	69,199	92,265
SAN BERNARDINO	2,052,397	50,000	402,409	1,207,228	1,609,637
SAN DIEGO	3,118,876	50,000	605,016	1,815,049	2,420,065
SAN FRANCISCO	812,820	50,000	166,918	500,753	667,670
SAN JOAQUIN	690,899	50,000	143,755	431,266	575,021
SAN LUIS OBISPO	270,966	50,000	63,977	191,932	255,910
SAN MATEO	724,702	50,000	150,177	450,531	600,708
SANTA BARBARA	426,189	50,000	93,466	280,399	373,865
SANTA CLARA	1,797,375	50,000	353,961	1,061,883	1,415,843
SANTA CRUZ	264,430	50,000	62,736	188,207	250,943

**ATTACHMENT A – FY 2012 SUBGRANTEE FUNDING ALLOCATIONS**

SHASTA	177,924	50,000	46,302	138,905	185,206
SIERRA	3,248	50,000	13,117	39,351	52,468
SISKIYOU	45,084	50,000	21,065	63,195	84,260
SOLANO	414,509	50,000	91,247	273,742	364,990
SONOMA	487,125	50,000	105,043	315,128	420,171
STANISLAUS	517,685	50,000	110,849	332,546	443,394
SUTTER	95,800	50,000	30,700	92,100	122,799
TEHAMA	63,950	50,000	24,649	73,947	98,596
TRINITY	13,853	50,000	15,132	45,395	60,527
TULARE	446,837	50,000	97,389	292,167	389,556
TUOLUMNE	55,256	50,000	22,997	68,992	91,990
VENTURA	828,383	50,000	169,874	509,622	679,497
YOLO	201,759	50,000	50,830	152,489	203,319
YUBA	72,479	50,000	26,269	78,808	105,078
<b>Total</b>	<b>37,510,766</b>	<b>2,900,000</b>	<b>7,851,203</b>	<b>23,553,608</b>	<b>31,404,811</b>

<b>Tribal Allocation</b>					
Coordinating Group	Population	Base Amount	25% LE	SHSP	Total Award
Tribal	162,250	50,000	43,324	129,972	173,295

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

<b>Urban Areas Security Initiative (UASI)</b>			
*A minimum of 25% of UASI funding must be utilized for Law Enforcement purposes			
Urban Area	Federal Allocation to State	83% Allocation to UASI	17% State Initiatives
ANAHEIM/SANTA ANA AREA	4,455,106	3,697,738	757,368
BAY AREA	26,423,268	21,931,312	4,491,956
LOS ANGELES/LONG BEACH AREA	61,029,547	50,654,524	10,375,023
RIVERSIDE AREA	1,521,937	1,263,208	258,729
SAN DIEGO AREA	9,156,712	7,600,071	1,556,641
<b>Total</b>	<b>102,586,570</b>	<b>85,146,853</b>	<b>17,439,717</b>

DHS Announcement of FY11 HSGP	February 2012
FY12 HSGP California Supplement (Including Subgrantee Allocations) Release	May 4, 2012
SAA Application Due to DHS	May 4, 2012
Subgrantee Application Workshops	May 2012*
Subgrantee Applications Due to Cal EMA	August 17, 2012*
DHS Award to California	September 30, 2012*
Subgrantee Awards (45 days from DHS award)	November 13, 2012*
Subgrantee Performance Period Begins	November 13, 2012*
Subgrantee Performance Period Ends	June 30, 2014*
Final Requests for Reimbursement Due	July 10, 2014*
SAA Performance Period Ends	September 30, 2014

\*Date approximate depending on DHS award date

Attachment C—Sample Governing Body Resolution | 2012

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 | 2012

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

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

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

\_\_\_\_\_, OR

\_\_\_\_\_, OR

\_\_\_\_\_ ,

Signed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
(Signature)

Attachment E—Project Narrative Form | 2012

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

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

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

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

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

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

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

- A description and location of the facility;
- A description of the vulnerability assessment and the date the assessment was conducted (the assessment does not have to be submitted with the application);
- A description of how the proposed project will address the vulnerabilities identified in the assessment;
- A description of the consequences if the project is not funded under HSGP FY12

Please check the appropriate box:

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

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# Attachment F—HSGP Application Checklist | 2012

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

Cal EMA Regional Rep: \_\_\_\_\_

## OPERATIONAL/URBAN AREAS

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

- \_\_\_ Narrative Attachments:
  - \_\_\_ 25% Law Enforcement – Minimum
  - \_\_\_ 5% M&A Cap
  - \_\_\_ 50% Personnel Cap
  - \_\_\_ Training w/AAR/Exercise Detail
  - \_\_\_ Describe your EOP
  - \_\_\_ Equipment Typing

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

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

## STATE AGENCIES

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

- \_\_\_ Narrative Attachments:
  - \_\_\_ 25% Law Enforcement – Minimum
  - \_\_\_ 5% M&A Cap
  - \_\_\_ 50% Personnel Cap
  - \_\_\_ Training w/AAR/Exercise Detail
  - \_\_\_ Describe your EOP
  - \_\_\_ Equipment Typing

- \_\_\_ Project Narrative Form
- \_\_\_ Signature Authority – Authorized Agent
- \_\_\_ Grant Assurances (Signed Originals)

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