

Governor's Office of Homeland Security



FY07 Homeland Security Grant Program

California Supplement

Federal Program Guidance and Application Kit

**Revised
June 1, 2007**

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Section 1 - Overview

Federal Program Guidance and Updates	<p>The U.S. Department of Homeland Security (US DHS) published the <i>FY 2007 Homeland Security Grant Program, Program Guidance and Application Kit</i> on January 5, 2007.</p> <p>The <i>Guidance and Application Kit</i> may be obtained at: http://www.ojp.usdoj.gov/odp/grants_hsgp.htm.</p>
Information Bulletins	<p>US DHS also issues information bulletins which provide grant updates, information, clarification, and requirements throughout the life of the grant.</p> <p>Information Bulletins: http://www.ojp.usdoj.gov/odp/docs/bulletins.htm</p>
Purpose of the California Supplement	<p>The <i>California Supplement</i> to the Federal Program Guidance is intended to complement, rather than replace, the Guidance published by the United States Department of Homeland Security's (US DHS), Office of Grants and Training. The <i>Supplement</i> will emphasize differences between the FY 06 and FY 07 Homeland Security Grant Programs, and will include additional California policies and requirements applicable to FY 07 HSGP.</p>
Eligible Subgrantees	<p>Eligible subgrant recipients, referred to as subgrantees, differ for each program. Generally, eligible subgrant recipients will remain the same as in FY 06.</p> <ul style="list-style-type: none">- Operational Areas (OA)<ul style="list-style-type: none">- includes Metropolitan Medical Response (MMRS)- Urban Area Security Initiative Jurisdictions (UASI)- State Agencies (SA)
Approval Authority Body (SHSP and LETPP only)	<p>Operational Areas must appoint an Anti-Terrorism Approval Body (Approval Authority) to have final approval of the OA's application for SHSP and LETPP 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:</p> <ul style="list-style-type: none">• 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) <p>Each member of the Approval Authority must provide written agreement with the OA's application for SHSP and LETPP funds.</p> <p>NOTE: A list of the Approval Authority Body members, and associated contact information, must be submitted with the FY07 HSGP application.</p>
Subgrantee Allocations	<p>Subsequent to US DHS's announcement of funding to California on approximately July 5, 2007, subgrantee allocation information will be made available via a OHS Grant Management Memorandum (GMM)</p>

Tribal Governments *NOTE:* All subgrantees are encouraged to coordinate with Tribal Governments to ensure that Tribal needs are considered in the subgrantees' applications.

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

Management and Administrative Costs The subgrantee Management and Administrative (M&A) allowance is a maximum of **3%** of the subgrant award on all FY 07 HSGP programs.

State Contact Information All subgrantee application materials, related questions, comments and correspondence should be directed to the address below.

Governor's Office of Homeland Security
ATTN: Grants Management Section
State Capitol
Sacramento, CA 95814-4900
(916) 324-8908
(916) 324-5902 Fax

OHS Regional Representatives may be located on the regional map at:
<http://www.homeland.ca.gov/grants.html>

HAND DELIVERED APPLCATIONS WILL NOT BE ACCEPTED

Important Note:

OHS website **Governor's Office of Homeland Security Website**
<http://www.homeland.ca.gov/>

Access to Secure portal **Office for Domestic Preparedness Secure Portal**
<https://odp.esportals.com/index.cfm>

To obtain access to the ODP Secure Portal please contact **BJ Bjornson**, Secure Portal Administrator, Office of Homeland Security, Training and Exercise Program (T&E).
Bj.bjornson@ohs.ca.gov Phone (916) 826-4488

Important Note: **The FY 07 HSGP Enhancement Plan, Threat Overview, Investment Justifications are posted on the secure portal. It is important that anyone needing access to these documents obtain access as soon as possible. The volume of requests to obtain portal access is greatly increased as deadlines approach and processing times are increased accordingly.**

Grants Reporting Tool **Office for Domestic Preparedness, Grant Reporting Tool (GRT)**
<https://www.reporting.odp.dhs.gov>

Section 2 - Subgrant Timelines

FY 07 HSGP Subgrantee Timeline

US DHS Announcement of FY 07 HSGP	January 5, 2007
FY 07 HSGP California Supplement release	March 27, 2007
First subgrantee application workshop	March 27, 2007
Last subgrantee application workshop	April 10, 2007
SAA application Due	April 5, 2007
US DHS Award	July 5, 2007*
OHS release of Suballocations	July 9, 2007*
Subgrantee applications due to OHS	August 9, 2007*
Subgrantee awards (60 days-US DHS award)	Sept 5, 2007*
Subgrantee performance period begins	September 5, 2007
Subgrantee performance period ends	April 5, 2010
Final requests for reimbursement due	April 15, 2010
SAA Performance Period Ends	July 5, 2010

* Date approximate depending on US DHS award date

Section 3 – Key Changes and State Initiatives

Key Changes and State Initiatives

Counterterrorism Staffing Pilot for FY 07 UASI – As a pilot in FY 07, Tier 1 UASI jurisdictions may use FY 07 UASI funds to support non-overtime (or regular time) operational costs for existing positions that are currently assigned to full-time counterterrorism duties, including intergovernmental assignments. Counterterrorism duties include such activities as intelligence gathering, information sharing, and surveillance. Costs associated with newly hired personnel or regular time for personnel at all engaged in traditional public safety or non-counterterrorism duties in these jurisdictions **are ineligible**. **FY 06 UASI funds may also be used retroactively for this activity.**

Law Enforcement Training Set Aside – Local law enforcement and the Peace Officers Standards and Training (POST) shall make available funds for training law enforcement officers in terrorism awareness and in becoming a Terrorism Liaison Officer (TLO). The OHS will be holding back ten percent (10%) of LETPP funds to awarded to California and award them to POST for this purpose.

Terrorism Liaison Officer (TLO) – In an effort to continue to build towards a comprehensive, integrated prevention network of information sharing, all recipients of FY 07 Homeland Security Grant funds will be required to demonstrate connectivity to a trained TLO; however, the TLO does not have to reside in their agency. **An initial roster must be submitted at the time of application. Subgrantees must require documentation for their subrecipients prior to the subaward of homeland security grant funds.**

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. **Applicants shall document Cal JRIES access or an application for access to CAL JRIES in their grant application to be eligible for funding. Access of an application for access will be confirmed with the STTAC prior to final application approval.**

Regional Terrorism Threat Assessment Centers (RTTAC) – To compliment federal efforts, California has created four (4) mutually supporting Regional Terrorism Threat Assessment Centers (RTTAC) aligned with the four (4) FBI Field Offices in the state (San Diego, Los Angeles, San Francisco, and Sacramento), and a State Terrorism Threat Assessment Center (STTAC), all linked by a common information sharing system (CAL JRIES). Each RTTAC shall receive \$1,000,000 in homeland security funding for FY 07.

**Key Changes
and State
Initiatives
(cont)**

Tactical Interoperable Communications Plans (TICP) - In FY 07 participation in the California Statewide Interoperability Executive Committee (CalSIEC) and the development of a Tactical Interoperable Communications plans is strongly suggested. It is the intention of OHS to **require** participation in CalSIEC and the development of a TICP as a condition of FY 08 HSGP funding. CalSIEC is coordinating the development of the Statewide Communications Interoperability Plan (SCIP) by November 2007 as required by the federal guidance. Technical assistance in developing TICP is available.

Failure to Submit Required Reports – Many Subgrantees fail to fulfill the periodic reporting requirements as required by the grant. Subgrantees who miss a single reporting deadline will receive a letter addressed to their Board of Supervisors informing them of the failure to report. Subgrantees who fail to report twice in a row will have subsequent awards reduced by ten percent (10%) until timely reporting is reestablished.

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” which 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.

“On Behalf Of” – Consistent with the federal guidelines, the OHS 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.

Stakeholders Conference – OHS will conduct an annual stakeholder’s conference to receive statewide input across all disciplines. In FY 06 and FY 07 these conferences were call the “Program and Capability Review”. For planning purposes, the conference will be he Sacramento each year the first two weeks of December. This conference is an eligible planning activity. Please be sure to include the cost to attend this stakeholder’s conference in your FY 07 HSGP application.

State Initiative Funding – In FY 07 HSGP, the OHS shall retain twenty percent (20%) of the SHSP, UASI, and LETPP funding awarded to California for state initiatives. The State will pass 100% of the MMRS and CCP funding to eligible subgrantees.

**Key Changes
and State
Initiatives
(cont)**

10% Training Requirement - Generally, there are not state restrictions or preferences on how subgrantees allocate funds across eligible program activities. **However, not less than ten percent (10%) of all subgrantee applications must be allocated to G&T approved Training activities.**

Exercises - Subgrantees must conduct threat- and performance-based exercises in accordance with G&T's Homeland Security Exercise and Evaluation Program (HSEEP) manuals. Once an exercise paid for with grant funds has been scheduled, subgrantees **must** notify the Office of Homeland Security, Training and Exercise Program (T&E) of the exercise date, time, location, and point of contact information. T&E will maintain a web-based master schedule of all exercises occurring throughout the state, to increase communication and coordination of all exercises.

**Important
Note:**

Exercise After Action Reports (AAR) and Improvement Plans (IP) **must be provided to G&T within 60 days** following the completion of each exercise. Delivery to G&T is accomplished by posting the AAR and IP in the appropriate portion of the G&T secure portal. **Exercise costs will not be reimbursed until an after action report has been posted on the secure portal.**

**Golden
Guardian
Costs**

Subgrantees scheduled to participate in Golden Guardian (GG) exercise activities should program FY 07 HSGP funds into their subgrant application. OHS program representatives will be checking applications from subgrantees scheduled to participate GG activities within the FY 07 HSGP grant performance period for adequate exercise funding.

T&E is the subgrantee's point of contact for exercise related issues and questions. Subgrantees may contact the T&E at (916) 826-4488, or by e-mail to Bj.Bjornson@ohs.ca.gov.

CDRCAP

California Disaster Resource and Capability Assessment Project (CDRCAP) – Travel costs to participate in the CDRCAP is an eligible planning cost. Participants should coordinate with their operational area, urban area or state agency to ensure the costs of participating in the project are reflected in their respective application.

Allocations by Discipline – Subgrantees are **no longer required** to follow the 20/20/20/40 split regarding allocation percentages for SHSP funding.

**Key Changes
and State
Initiatives**
(cont)

Personnel Costs – In FY 07 HSGP the fifteen percent (15%) cap on personnel costs is not applicable to the Metropolitan Medical Response System (MMRS) or Citizen Corps Program (CCP) funding.

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, US DHS allowed purchase of a “performance bond” wherein subgrantees procured the item(s) in question, paid the money up front, and purchased a performance bond to ensure delivery of the item after the grant period had expired. Subgrantees **must** purchase a performance bond for any equipment item over \$250,000 or any vehicle (aircraft or watercraft) financed with homeland security dollars.

Grant Management Capabilities – Applicants will be required to document their grant management capabilities and include this information with their application.

Financial Management Forms Workbook – an electronic copy of the OHS Financial Management Forms Workbook V 1.07 must be submitted to the ODP Secure Portal via email. Documents requiring an original signature will need to be sent in hardcopy.

Late or Incomplete Applications - Late or incomplete applications will be reviewed and/or denied at the sole discretion of the OHS.

Section 4- Subgrant Applications

State Required Application Components

A completed application will include all of the following components.

- **Completed OHS Financial Management Forms Workbook V 1.07**
 - Submitted electronically via email on the ODP Secure Portal

Application Cover Sheet

Grant Management Roster

Project Ledger

Project Description

Project – A thru T

- Investment Justification – Goals and Objectives
- Project Description
- Need for Project
- Status of Project

Equipment Inventory Ledger

Training Roster

Exercise Roster

Terrorism Liaison Officer (TLO) Roster

Authorized Agent form with appropriate signatures

- **Project Description Narrative for State Agencies – Mailed**

- **Governing Body Resolution – Mailed**

State Agency Project Narrative

- **Project Narrative – (State Agency Only) – Mailed**
 - Template available in Section 6

- **Signature Authority - Mailed**

- **Signed Original Grant Assurances – Mailed**
 - Available only in PDF format on the OHS website

The **Financial Management Forms Workbook V 1.07** can be found at <http://www.homeland.ca.gov/grants.html>

NOTE: Subgrant awards will not be made until all required application components have been approved by the state.

Regional Approach

Subgrantees must take a regional approach when determining the best use of FY 07 HSGP funds. Subgrantees must consider the needs of local units of government and applicable volunteer organizations in the projects and activities included in their FY 07 HSGP application.

Applications Due Completed financial management forms workbooks **must submitted electronically to the ODP secure portal**. Detailed instructions on the electronic submittal process will be issued in an OHS Grant Management Memo prior to application due date. Project description narratives and original grant assurances must be mailed to the address below.

All application materials are due no later than **Thursday, August 9, 2007**. Only applications postmarked by the due date will be accepted. Additional information will be requested or accepted from subgrantees at the sole discretion of the Governor's Office of Homeland Security (OHS). Applications lost in transit are the responsibility of the applicant and will not be considered for funding.

The mailing address for all applications is:

Governor's Office of Homeland Security
ATTN: Grant Management Section
State Capitol
Sacramento, CA 95814

ODP Secure Portal

<https://odp.esportals.com/index.cfm>

Application Approval The subgrantee will receive written notice of the state's approval of the subgrant application no later than 60 days after the federal grant award.

Governing Body Resolution The *Governing Body Resolution* appoints agents authorized to execute any actions necessary for each application and subgrant.

NOTE: All applicants will be required to submit a new Governing Body Resolution with their FY 07 HSGP application. A sample Resolution can be found in Appendix A- Forms.

Grant Assurances The *Grant Assurances* form lists the requirements to which the subgrantees will be held accountable.

NOTE: All applicants will be required to submit new Grant Assurances with their FY 07 HSGP application. The required Grant Assurances form can be found only in PDF format on the OHS website.

Important note: **Self created grant assurances forms will not be accepted.**

State Agencies

Which State organizations may apply?

Any state agency, department, commission, board, etc., may apply for FY 2007 Homeland Security Grant Program (HSGP 07) funding, as long as the organization:

- Has, or can obtain, appropriate state Department of Finance budget authority for awarded funds; and,
- Will comply with all grant requirements contained in the federal and state grant guidance documents, and in the Grant Assurances form.

Who may sign the Application for a State Agency?

The application cover sheet must be signed by the highest-level person at the state organization, or their designee. If a designee, the highest-level person at the state organization must execute and submit a Signature Authority form with the Application Package.

NOTE: The requirement for the creation of an Approval Authority Body does not apply to state organizations.

For which Programs may State Organizations Apply?

State organizations may apply for;

- State Homeland Security Program (SHSP)
- Law Enforcement Terrorism Prevention Program (LETPP)
- Urban Areas Security Initiative (UASI)

Use of UASI funding by State Agencies

If a state organization applies for any of the UASI state allocation, the funds must be used to directly support one or more pre-selected urban area(s). The application's UASI project description must describe the project AND identify the urban area(s) that will be supported by the project.

What are the State Priorities for FY 07 HSGP?

While the State Homeland Security Strategy broadly describes goals, objectives and implementation steps, the state's priorities for FY 07 HSGP are:

- (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

Project Narrative

In addition to the project description in the Financial Management Forms Workbook, a detailed project narrative is required.

Project Narrative is included in Section 6 - Appendices

Section 5- Post Award Requirements

Post Award Modifications

Post award budget, scope and time modifications must be requested using the **OHS Financial Management Forms Workbook V 1.07**, by the subgrantee's Authorized Agent, and submitted to the subgrantees Program Representative in the Grant Administration Unit at the Governor's Office of Homeland Security. Upon approval the subgrantee will be instructed to make the required changes in the Office for Domestic Preparedness (ODP), Grants Reporting Tool (GRT) <https://www.reporting.odp.dhs.gov> . The subgrantee may implement the modifications, and incur associated expenses, **after** receiving **written final approval** of the modification from the State.

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

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. Subgrantees must complete a Biannual Strategy Implementation Report (BSIR) using the Office for Domestic Preparedness (ODP), Grants Reporting Tool (GRT) <https://www.reporting.odp.dhs.gov> , and will also be required to submit additional information and data requested by the state.

Subgrantees who miss a single reporting deadline will receive a letter addressed to their Board of Supervisors informing them of the failure to report. Subgrantees who fail to report twice in a row will have subsequent awards reduced by ten percent (10%) until timely reporting is reestablished.

**Monitoring
Subgrantee
Performance**

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.
 - Needs and threat assessments and strategies.

**Important
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 or
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.
- Filing a 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; and,
- 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 eligible grant activities, and an invoice to return costs associated with the unsupported activities.

Advances and Interest Earned on Advances

The U.S. Department of Homeland Security allows subgrantees to request FY 07 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 grantees Program Representative in the Grant Administration Unit at the Governor's Office of Homeland Security, of any interest returned on program funds.

Payment Request Process

To request advance or reimbursement payment of FY 07 HSGP funds, complete a payment request form using the OHS Financial management Forms Workbook and return it to the appropriate Program Representative in the Grant Administration Unit at the Governor's Office of Homeland Security.

OHS Financial Management Forms Workbook V 1.07

<http://www.homeland.ca.gov/grants.html>

NOTE: Payments can only be made if the subgrantee has an approved application, valid Governing Body Resolution and valid Grant Assurance form.

**Non-G&T
Developed
Training
Courses**

When seeking US DHS approval of non-G&T developed courses, the most notable changes:

- Course materials must be submitted with the approval request; and,
- Conditional approvals are no longer offered.

The Office of Homeland Security HSTEOP will release additional training related information at a later date.

OHS Training Website:

<http://www.homeland.ca.gov/hseep/TrainingHome.html>

**Authorized
Equipment List**

The FY 07 Authorized Equipment List (AEL) may now be found on the web at <http://www.rkb.mipt.org>.

**Equipment
Purchase
Assistance
Program**

The federal Department of Homeland Security's Equipment Purchase Assistance Program (EPAP)* allows grantees access to the Defense Logistics Agency's (DLA) "prime vendors". California has established an on-line purchase process with Fisher Safety, a DLA prime vendor that will allow subgrantees access to the EPAP. Benefits of the program include shorter procurement lead time, online ordering and a diverse inventory of products. However, Fisher Safety may not carry all items on the AEL and standard subgrantee procurement processes should be followed to obtain those items.

Subgrantee participation in EPAP is voluntary.

Subgrantees must submit an *Equipment Inventory from the OHS Financial Management Workbook* with their application package. The *Workbook* is available at <http://www.homeland.ca.gov/grants.html> , and indicates, by project and funding source, the value of equipment purchases to be made through Fisher Safety, or through the subgrantee's standard procurement processes. Subgrantee funds committed to Fisher Safety will be paid by the state, directly to DLA, upon Fisher Safety's notification that subgrantee ordered equipment has been shipped. Consequently, the *funds committed to Fisher Safety will not be available for subgrantees to request as either an advance or reimbursement payment.*

To view Prime Vendor pricing on the Quartermaster website and try out the site without placing an order.

1. Go to Fisher Safety's website www.fishersafety.com
2. Under the username enter "caprimevendor"
3. Under the password type "california" in lowercase.
4. Common reimbursable products can be view by SEL/AEL categories under the *Hotlist* link in the top right corner
5. All Products can be found in *Search* by typing in part numbers, descriptions, and manufacturer's names. Search will show all items in Fisher's system but will highlight the reimbursable ones with a small green *"P" and labeled CA OHS/OES reviewed item.*

If anyone requires any additional help, they can call the Quartermaster Hotline 1-888-764-3572 or email at CS.Quartermaster@fishersci.com.

Section 6 – Appendices

- 1.) Governing Body Resolution – OA and UASI**
- 2.) Signature Authority – State Agency**
- 3.) State Agency Project Description Template**

Governing Body Resolution
(For Operational Areas and Urban Areas)

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 _____ of the _____ on the
(Governing body) (Name of Applicant)

_____ day of _____, 20_____.

(Official Position)

(Signature)

(Date)

Instruction Sheet for the Governing Body Resolution

Purpose The purpose of the Governing Body Resolution is to appoint individuals to act behalf of the governing body and the applicant.

Authorized Agent(s) The Governing Body Resolution allows for the appointment of individuals or positions. For each person or position appointed by the governing body, submit the following information, with the resolution, to the state on the applicant's letterhead:

- | | |
|--|---|
| <input type="checkbox"/> Jurisdiction | <input type="checkbox"/> Telephone |
| <input type="checkbox"/> Grant Program | <input type="checkbox"/> Fax # |
| <input type="checkbox"/> Name | <input type="checkbox"/> Cell Phone # |
| <input type="checkbox"/> Title | <input type="checkbox"/> E-Mail Address |
| <input type="checkbox"/> Address | |
| <input type="checkbox"/> City | |
| <input type="checkbox"/> Zip Code | |
-

Authorized Agent Changes

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

Signature Authority

(For State Organizations)

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 Governor's Office of Homeland Security.

_____, 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_____

**State Agency Project Description
FY 2007 Homeland Security Grant Program**

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**

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 that has already been conducted of the facility, and the date of the assessment (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 07

- **Indicate the requested funding, by program:**
-
- SHSP \$ _____ UASI \$ _____ LETPP \$ _____
-
- **For UASI funding,** indicate the Urban Area(s) supported by the project: _____