



**GRANT MANAGEMENT MEMORANDUM  
GMM 2017-13**

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**DATE:** November 21, 2017

**TO:** All California Governor's Office of Emergency Services (Cal OES) Homeland Security Grant Program (HSGP) Subrecipients

**FROM:** Homeland Security and Emergency Management Division

**RE:** Fiscal Year (FY) 2018 Homeland Security Grant Program – Advance Applications

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As noted at the September 2017 Homeland Security Grant Program (HSGP) workshops, Cal OES plans to submit a statewide project-based application again this year for FY 2018 HSGP funding.

In preparation for the submission of the State's FY 2018 HSGP application, subrecipients were asked to begin project planning efforts in October. While the final FY 2018 award amounts cannot be established until the official Department of Homeland Security (DHS) Notice of Funding Opportunity (NOFO) is released, California subrecipients are to begin developing projects based on their FY 2017 allocations and the Cal OES FY 2018 Investment Justifications.

In order to accommodate *possible* cuts to the HSGP program, Cal OES subrecipients were asked to prioritize their projects based on a 75%/25% prioritization split using their FY 2017 HSGP allocation. Should there be a cut to the federal FY 2018 HSGP program, projects (or a portion of projects) falling within the lower tier 25% allocation will be withdrawn from the application, as needed. In addition, projects earmarked for the first 75% of subrecipient allocations were to include one or two scalable projects; projects earmarked for the last 25% of funding were also to include one or two scalable projects. Both sets of scalable projects shown in your Advance Application, as well as the projects falling within your 25% lower tier, will later be used to adjust to the final FY 2018 allocations (if needed).

During the September workshops, subrecipients were also instructed to begin planning for a *potential* 25% match requirement. Cal OES has adjusted the FY 2018 Financial Management Forms Workbook (FMFW) to accommodate match reporting, should a match requirement be implemented. The FY 2018 FMFW is available at: <http://www.caloes.ca.gov/cal-oes-divisions/grants-management/grants-processing-programs/homeland-security-grants-processing>

While information on match has been included in the 2018 FMFW, **subrecipients are not required to include match projects in their Advance Applications.** Subrecipients will be

required to fully develop and submit their match projects at the time of final application submission, *should a match requirement be implemented under the HSGP.*

The FY 2018 Advance Application process and changes to the FY 2018 FMFW will be reviewed during a series of webinars slated for the first part of December.

For advance planning purposes, the following is a provisional schedule for the FY 2018 HSGP Advance Application process.

<b>Estimated Dates</b>	<b>Activity</b>
November 21, 2017	Cal OES FY 2018 IJ Project Guidance and FMFW Released
December 12 -14, 2017	Cal OES FY 2018 Advance Application/FMFW Webinars
<b>January 31, 2018</b>	<b>Subrecipient Advance Applications Due to Cal OES</b>
February 1, 2018	Anticipated release of NOFO
February 20, 2018	Final Allocations Released
March 2, 2018	Subrecipient revisions to scalable projects due to Cal OES
April 1, 2018	Submission of SAA Application

The above schedule was developed based on a February 1, 2018, release of the FY 2018 NOFO with a 60-day application period. While an earlier release of the NOFO will affect some of the above dates, it is not anticipated that the advance application due date will change.

Finally, and to assist you in the development of your FY 2018 HSGP Advance Application, Cal OES has developed and released *The State of California Federal Fiscal Year 2018 Guidance for Writing Homeland Security Investment Justification Projects*. This document summarizes the training that was presented during the September HSGP workshops – it outlines how to properly develop and write HSGP funded projects, and provides information on how to accurately and consistently align projects to investment areas and core capabilities. The document is available at: <http://www.caloes.ca.gov/cal-oes-divisions/grants-management/homeland-security-prop-1b-grant-programs/homeland-security-grants-program>

General questions regarding the FY 2018 HSGP application process should be directed to your Cal OES Program Representative.