

GAVIN NEWSOM
GOVERNOR

NANCY WARD
DIRECTOR



October 28, 2024

Rob Howe
Sheriff-Coroner, Director of Emergency Services
Lake County
Post Office Box 489
Lakeport, CA 95453

DELIVERED VIA E-MAIL: rob.howe@lakecountycal.gov

SUBJECT: NOTIFICATION OF SUBRECIPIENT ALLOCATION

Fiscal Year (FY) 2024 Homeland Security Grant Program (HSGP)
Grant Subaward Period of Performance: 09/01/2024-05/31/2027

Dear Sheriff Howe:

We are pleased to announce the approval of your FY 2024 HSGP subaward in the amount of \$127,354.

This subaward is subject to requirements in 2 CFR, Part 200, including the Notice of Funding Opportunity (NOFO), the Preparedness Grants Manual, the California Supplement to the NOFO, reporting requirements, and all applicable federal, state, and local requirements. All activities funded with this subaward must be completed within the subaward period of performance.

Your organization will be required to prepare and submit the Biannual Strategy Implementation Report (BSIR) to Cal OES semi-annually for the duration of the subaward period of performance or until all activities are completed and the subaward is formally closed. Throughout the subaward cycle, milestones set in the BSIR will be used as indicators of project feasibility, performance, and grant management capacity. This information may also be used in assessing proposals in future grant opportunities. Failure to submit required reports could result in subaward reduction, suspension, or termination.

Subrecipients must obtain additional approval **prior** to incurring costs for activities such as aviation, watercraft, allowability request logs, noncompetitive



3650 SCHRIEVER AVENUE, MATHER, CA 95655
(916) 845-8506 TELEPHONE (916) 845-8511 FAX
www.CalOES.ca.gov

Rob Howe
October 28, 2024
Page 2 of 2

procurement, and projects requiring Environmental Planning and Historic Preservation review.

Next Steps:

- Your signature is required on this letter. Please sign and return this letter via email to your Cal OES Grants Analyst (GA) within 20 calendar days of receipt and keep a copy for your records.
- If you have not already, please visit the [Grants Central System \(GCS\) webpage](#) to register your organization.
- You will be notified to complete your application as soon as it is available in GCS – we anticipate mid-January 2025.
- Once the completed application is submitted and approved in GCS, you will be able to request reimbursement of eligible subaward expenditures in the system.

Please contact your GA if you have questions or need further assistance.

Sincerely,

Nancy Ward

NANCY WARD
Director



Rob Howe
Lake County

10.29.24

Date

Governing Body Resolution

BE IT RESOLVED BY THE Board of Supervisors
(Governing Body)
OF THE County of Lake THAT
(Name of Applicant)

Luke Bingham-Sheriff/Coroner/OES Director, OR
(Name or Title of Authorized Agent)

Susan Parker-County Administrative Officer, OR
(Name or Title of Authorized Agent)

Mary Beth Strong-Sheriff/Coroner Administrative Manager
(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 and 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 for the following Grant Awards:

Homeland Security Grant Program (FY 2022, 2023, 2024 & 2025)
Emergency Management Program Grant (FY 2023, 2024, 2025)
(List Grant Year and Program)

Passed and approved this _____ day of _____, 2025

Certification

I _____, duly appointed and
(Name)

Chair of the Board of Supervisors
(Title) (Governing Body)

Do hereby certify that the above is true and correct copy of a resolution passed and approved by the Board of Supervisors of the County of Lake on the
(Governing Body) (Name of Applicant)

_____ day of _____, 2025.

(Official Position)

(Signature)

(Date)



FY 2024 Standard Assurances For Cal OES Federal Non-Disaster Preparedness Grant Programs

As the duly authorized representative of the Applicant, I hereby certify that the Applicant has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application, within prescribed timelines.

The requirements outlined in these assurances apply to Applicant and any of its subrecipients.

I further acknowledge that the Applicant is responsible for reviewing and adhering to all requirements within the:

- (a) Applicable Federal Regulations (see below);
- (b) Federal Program Notice of Funding Opportunity (NOFO);
- (c) Federal Preparedness Grants Manual;
- (d) California Supplement to the NOFO; and
- (e) Federal and State Grant Program Guidelines.

Federal Regulations

Government cost principles, uniform administrative requirements, and audit requirements for federal grant programs are set forth in Title 2, Part 200 of the Code of Federal Regulations (C.F.R.) and adopted by the Department of Homeland Security (DHS) at 2 C.F.R. Part 3002.10. Updates are issued by the [Office of Management and Budget \(OMB\)](http://www.whitehouse.gov/omb/) and can be found at <http://www.whitehouse.gov/omb/>.

In the event Cal OES determines that changes are necessary to the subaward after a subaward has been made, including changes to period of performance or terms and conditions, Applicants will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate Applicant acceptance of the changes to the subaward.

State and federal grant award requirements are set forth below. The Applicant hereby agrees to comply with the following:

1. Proof of Authority

The Applicant will obtain proof of authority from the city council, governing board, or authorized body in support of this project. This written authorization must specify that the Applicant and the city council, governing board, or authorized body agree:



FY 2024 Standard Assurances For Cal OES Federal Non-Disaster Preparedness Grant Programs

- (a) To provide all matching funds required for the grant project and that any cash match will be appropriated as required;
- (b) Any liability arising out of the performance of this agreement shall be the responsibility of the Applicant and the city council, governing board, or authorized body;
- (c) Grant funds shall not be used to supplant expenditures controlled by the city council, governing board, or authorized body;
- (d) The Applicant is authorized by the city council, governing board, or authorized body to apply for federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-federal share of project cost, if any) to ensure proper planning, management and completion of the project described in this application; and
- (e) The official executing this agreement is authorized by the Applicant.

This Proof of Authority must be maintained on file and readily available upon request.

2. Period of Performance

The period of performance is specified in the Award. The Applicant is only authorized to perform allowable activities approved under the award, within the period of performance.

3. Lobbying and Political Activities

As required by Section 1352, Title 31 of the United States Code (U.S.C.), for persons entering into a contract, grant, loan, or cooperative agreement from an agency or requests or receives from an agency a commitment providing for the United States to insure or guarantee a loan, the Applicant certifies that:

- (a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.



FY 2024 Standard Assurances For Cal OES Federal Non-Disaster Preparedness Grant Programs

- (b) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (c) The Applicant shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

The Applicant will also comply with provisions of the Hatch Act (5 U.S.C. §§ 1501- 1508 and §§ 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds.

Finally, the Applicant agrees that federal funds will not be used, directly or indirectly, to support the enactment, repeal, modification or adoption of any law, regulation, or policy without the express written approval from the California Governor's Office of Emergency Services (Cal OES) or the federal awarding agency.

4. Debarment and Suspension

As required by Executive Orders 12549 and 12689, and 2 C.F.R. § 200.214 and codified in 2 C.F.R. Part 180, Debarment and Suspension, the Applicant will provide protection against waste, fraud, and abuse by debarring or suspending those persons deemed irresponsible in their dealings with the federal government. The Applicant certifies that it and its subrecipients:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;



FY 2024 Standard Assurances For Cal OES Federal Non-Disaster Preparedness Grant Programs

- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (4)(b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transaction (federal, state, or local) terminated for cause or default.

Where the Applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

5. Non-Discrimination and Equal Employment Opportunity

The Applicant will comply with all state and federal statutes relating to non-discrimination, including:

- (a) Title VI of the Civil Rights Act of 1964 (Public Law (P.L.) 88-352 and 42 U.S.C. § 2000d et. seq.) which prohibits discrimination on the basis of race, color, or national origin and requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services;
- (b) Title IX of the Education Amendments of 1972, (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex in any federally funded educational program or activity;
- (c) Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794), which prohibits discrimination against those with disabilities or access and functional needs;
- (d) Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. § 12101 et seq.), which prohibits discrimination on the basis of disability and requires buildings and structures be accessible to those with disabilities and access and functional needs;
- (e) Age Discrimination Act of 1975, (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age;
- (f) Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd—2), relating to confidentiality of patient records regarding substance abuse treatment;
- (g) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), relating to nondiscrimination in the sale, rental or financing of housing as implemented by the Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units — i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators) — be designed and constructed with certain accessible features (See 24 C.F.R. § 100.201);

FY 2024 Standard Assurances For Cal OES Federal Non-Disaster Preparedness Grant Programs

- (h) Executive Order 11246, which prohibits federal contractors and federally assisted construction contractors and subcontractors, who do over \$10,000 in Government business in one year from discriminating in employment decisions on the basis of race, color, religion, sex, sexual orientation, gender identification or national origin;
- (i) Executive Order 11375, which bans discrimination on the basis of race, color, religion, sex, sexual orientation, gender identification, or national origin in hiring and employment in both the United States federal workforce and on the part of government contractors;
- (j) California Public Contract Code § 10295.3, which prohibits discrimination based on domestic partnerships and those in same sex marriages;
- (k) DHS policy to ensure the equal treatment of faith-based organizations, under which the Applicant must comply with equal treatment policies and requirements contained in 6 C.F.R. Part 19;
- (l) The California's Fair Employment and Housing Act (FEHA) (California Government Code §§ 12940-12957), as applicable. FEHA prohibits harassment and discrimination in employment because of ancestry, familial status, race, color, religious creed (including religious dress and grooming practices), sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity, gender expression, sexual orientation, marital status, national origin, ancestry, mental and physical disability, genetic information, medical condition, age, pregnancy, denial of medical and family care leave, or pregnancy disability leave, military and veteran status, and/or retaliation for protesting illegal discrimination related to one of these categories, or for reporting patient abuse in tax supported institutions;
- (m) Any other nondiscrimination provisions in the specific statute(s) under which application for federal assistance is being made; and
- (n) The requirements of any other nondiscrimination statute(s) that may apply to this application.

Civil Rights Policies for Program Beneficiaries and Subrecipients of DHS funding, pertaining to the following are available on the Cal OES website:

- Non-discrimination in Programs & Services
- Reasonable Accommodation for Program Beneficiaries
- Language Access Policy



FY 2024 Standard Assurances For Cal OES Federal Non-Disaster Preparedness Grant Programs

6. Drug-Free Workplace

As required by the Drug-Free Workplace Act of 1988 (41 U.S.C. § 701 et seq.), the Applicant certifies that it will maintain a drug-free workplace and a drug-free awareness program as outlined in the Act.

7. Environmental Standards

The Applicant will comply with state and federal environmental standards, including:

- (a) The California Environmental Quality Act (CEQA) (California Public Resources Code §§ 21000-21177), to include coordination with the city or county planning agency;
- (b) CEQA Guidelines (California Code of Regulations, Title 14, Division 6, Chapter 3, §§ 15000-15387);
- (c) The Federal Clean Water Act (CWA) (33 U.S.C. § 1251 et seq.), which establishes the basic structure for regulating discharges of pollutants into the waters of the United States and regulating quality standards for surface waters;
- (d) The Federal Clean Air Act of 1955 (42 U.S.C. § 7401) which regulates air emissions from stationary and mobile sources;
- (e) Institution of environmental quality control measures under the National Environmental Policy Act (NEPA) of 1969 (P.L. 91-190); the Council on Environmental Quality Regulations for Implementing the Procedural Provisions of NEPA; and Executive Order 12898 which focuses on the environmental and human health effects of federal actions on minority and low-income populations with the goal of achieving environmental protection for all communities;
- (f) Evaluation of flood hazards in floodplains in accordance with Executive Order 11988;
- (g) Executive Order 11514 which sets forth national environmental standards;
- (h) Executive Order 11738 instituted to assure that each federal agency empowered to enter into contracts for the procurement of goods, materials, or services and each federal agency empowered to extend federal assistance by way of grant, loan, or contract shall undertake such procurement and assistance activities in a manner that will result in effective enforcement of the Clean Air Act and the Federal Water Pollution Control Act Executive Order 11990 which requires preservation of wetlands;
- (i) The Safe Drinking Water Act of 1974, (P.L. 93-523);
- (j) The Endangered Species Act of 1973, (P.L. 93-205);



FY 2024 Standard Assurances For Cal OES Federal Non-Disaster Preparedness Grant Programs

- (k) Assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.);
- (l) Conformity of Federal Actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); and
- (m) The Wild and Scenic Rivers Act of 1968 (16 U.S.C. § 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

The Applicant shall not be: 1) in violation of any order or resolution promulgated by the State Air Resources Board or an air pollution district; 2) subject to a cease-and-desist order pursuant to section 13301 of the California Water Code for violation of waste discharge requirements or discharge prohibitions; or 3) determined to be in violation of federal law relating to air or water pollution.

8. Audits

For subrecipients expending \$1,000,000 or more in federal grant funds annually, the Applicant will perform the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and C.F.R., Part 200, Subpart F Audit Requirements.

9. Cooperation and Access to Records

The Applicant must cooperate with any compliance reviews or investigations conducted by DHS. In accordance with 2 C.F.R. § 200.337, the Applicant will give the awarding agency, the Comptroller General of the United States and, if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award. The Applicant will require any subrecipients, contractors, successors, transferees and assignees to acknowledge and agree to comply with this provision.

10. Conflict of Interest

The Applicant will establish safeguards to prohibit the Applicant's employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

11. Financial Management

False Claims for Payment - The Applicant will comply with 31 U.S.C §§ 3729-3733 which provides that Applicant shall not submit a false claim for payment, reimbursement, or advance.



FY 2024 Standard Assurances For Cal OES Federal Non-Disaster Preparedness Grant Programs

12. Reporting - Accountability

The Applicant agrees to comply with applicable provisions of the Federal Funding Accountability and Transparency Act (FFATA) (P.L. 109-282), including but not limited to (a) the reporting of subawards obligating \$30,000 or more in federal funds, and (b) executive compensation data for first-tier subawards as set forth in 2 C.F.R. Part 170, Appendix A. The Applicant also agrees to comply with the requirements set forth in the government-wide financial assistance award term regarding the System for Award Management and Universal Identifier Requirements located at 2 C.F.R. Part 25, Appendix A.

13. Whistleblower Protections

The Applicant must comply with statutory requirements for whistleblower protections at 10 U.S.C. § 2409, 41 U.S.C. § 4712, and 10 U.S.C. § 2324, 41 U.S.C. § 4304 and § 4310.

14. Human Trafficking

The Applicant will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. § 7104) which prohibits the Applicant or its subrecipients from: (1) engaging in trafficking in persons during the period of time that the award is in effect; (2) procuring a commercial sex act during the period of time that the award is in effect; or (3) using forced labor in the performance of the award or subawards under the award.

15. Labor Standards

The Applicant will comply with the following federal labor standards:

- (a) The Davis-Bacon Act (40 U.S.C. §§ 276a to 276a-7), as applicable, and the Copeland Act (40 U.S.C. § 3145 and 18 U.S.C. § 874) and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally-assisted construction contracts or subcontracts, and
- (b) The Federal Fair Labor Standards Act (29 U.S.C. § 201 et seq.) as they apply to employees of institutes of higher learning (IHE), hospitals and other non-profit organizations.

16. Worker's Compensation

The Applicant must comply with provisions which require every employer to be insured to protect workers who may be injured on the job at all times during the performance of the work of this Agreement, as per the workers compensation laws set forth in California Labor Code §§ 3700 et seq.



FY 2024 Standard Assurances For Cal OES Federal Non-Disaster Preparedness Grant Programs

17. Property-Related

If applicable to the type of project funded by this federal award, the Applicant will:

- (a) Comply with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchase;
- (b) Comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires federal award subrecipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more;
- (c) Assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470), Executive Order 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. § 469a-1 et seq.); and
- (d) Comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. § 4831 and 24 CFR Part 35) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

18. Certifications Applicable Only to Federally-Funded Construction Projects

For all construction projects, the Applicant will:

- (a) Not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with federal assistance funds to assure nondiscrimination during the useful life of the project;
- (b) Comply with the requirements of the awarding agency with regard to the drafting, review and approval of construction plans and specifications; and
- (c) Provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.



FY 2024 Standard Assurances For Cal OES Federal Non-Disaster Preparedness Grant Programs

19. Use of Cellular Device While Driving is Prohibited

The Applicant is required to comply with California Vehicle Code sections 23123 and 23123.5. These laws prohibit driving motor vehicle while using an electronic wireless communications device to write, send, or read a text-based communication. Drivers are also prohibited from the use of a wireless telephone without hands-free listening and talking, unless to make an emergency call to 911, law enforcement, or similar services.

20. California Public Records Act and Freedom of Information Act

The Applicant acknowledges that all information submitted in the course of applying for funding under this program, or provided in the course of an entity's grant management activities that are under Federal control, is subject to the Freedom of Information Act (FOIA), 5 U.S.C. § 552, and the California Public Records Act, California Government Code §7920.000 et seq. The Applicant should consider these laws and consult its own State and local laws and regulations regarding the release of information when reporting sensitive matters in the grant application, needs assessment, and strategic planning process.

21. Acknowledgment of Federal Funding from DHS

The Applicant must acknowledge its use of federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.

22. Activities Conducted Abroad

The Applicant must coordinate with appropriate government authorities when performing project activities outside the United States and obtain all appropriate licenses, permits, or approvals.

23. Best Practices for Collection and Use of Personally Identifiable Information (PII)

DHS defines PII as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. If the Applicant collects PII, the Applicant is required to have a publicly-available privacy policy that describes standards on the usage and maintenance of the PII they collect. The Applicant may refer to the DHS Privacy Impact Assessments: Privacy Guidance and Privacy Template as a useful resource.



FY 2024 Standard Assurances For Cal OES Federal Non-Disaster Preparedness Grant Programs

24. Copyright

Recipients must affix the applicable copyright notices of 17 U.S.C. §§ 401 or 402 to any work first produced under federal awards and also include an acknowledgement that the work was produced under a federal award (including the federal award number and federal awarding agency). As detailed in 2 C.F.R. § 200.315, a federal awarding agency reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use the work for federal purposes and to authorize others to do so.

25. Duplicative Costs

Applicants are prohibited from charging any cost to this federal award that will be included as a cost or used to meet cost sharing or matching requirements of any other federal award in either the current or a prior budget period. (See 2 C.F.R. § 200.403(f)). However, recipients may shift costs that are allowable under two or more federal awards where otherwise permitted by federal statutes, regulations, or the federal financial assistance award terms and conditions.

26. Energy Policy and Conservation Act

The Applicant must comply with the requirements of 42 U.S.C. § 6201 which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

27. Federal Debt Status

The Applicant is required to be non-delinquent in its repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. See OMB Circular A-129.

28. Fly America Act of 1974

The Applicant must comply with Preference for United States Flag Air Carriers: (a list of certified air carriers can be found at: Certificated Air Carriers List | US Department of Transportation, <https://www.transportation.gov/policy/aviation-policy/certificated-air-carriers-list>) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974 (49 U.S.C. § 40118) and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B-138942.



FY 2024 Standard Assurances For Cal OES Federal Non-Disaster Preparedness Grant Programs

29. Hotel and Motel Fire Safety Act of 1990

In accordance with Section 6 of the Hotel and Motel Fire Safety Act of 1990, the Applicant must ensure that all conference, meeting, convention, or training space funded in whole or in part with federal funds complies with the fire prevention and control guidelines of the Federal Fire Prevention and Control Act of 1974, as amended, 15 U.S.C. § 2225a.

30. Non-supplanting Requirement

If the Applicant receives federal financial assistance awards made under programs that prohibit supplanting by law, the Applicant must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.

31. Patents and Intellectual Property Rights

Recipients are subject to the Bayh-Dole Act, 35 U.S.C. § 200 et seq. and applicable regulations governing inventions and patents, including the regulations issued by the Department of Commerce at 37 C.F.R. Part 401 (Rights to Inventions Made by Nonprofit Organizations and Small Business Firms under Government Awards, Contracts, and Cooperative Agreements) and the standard patent rights clause set forth at 37 C.F.R. § 401.14.

32. SAFECOM

If the Applicant receives federal financial assistance awards made under programs that provide emergency communication equipment and its related activities, the Applicant must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

33. Terrorist Financing

The Applicant must comply with Executive Order 13224 and United States law that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. The Applicant is legally responsible for ensuring compliance with the Order and laws.

34. Reporting of Matters Related to Recipient Integrity and Performance

If the total value of the Applicant's currently active grants, cooperative agreements, and procurement contracts from all federal assistance offices exceeds \$10,000,000 for any period of time during the period of performance of this federal financial assistance award, the Applicant must comply with the requirements set forth in the



FY 2024 Standard Assurances For Cal OES Federal Non-Disaster Preparedness Grant Programs

government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated here by reference in the award terms and conditions.

35. USA Patriot Act of 2001

The Applicant must comply with requirements of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act (USA PATRIOT Act), which amends 18 U.S.C. §§ 175–175c.

36. Use of DHS Seal, Logo, and Flags

The Applicant must obtain written permission from DHS prior to using the DHS seals, logos, crests, or reproductions of flags, or likenesses of DHS agency officials. This includes use of DHS component (e.g., FEMA, CISA, etc.) seals, logos, crests, or reproductions of flags, or likenesses of component officials.

37. Performance Goals (HSGP and NSGP)

In addition to the Biannual Strategy Implementation Report submission requirements outlined in the Preparedness Grants Manual, the Applicant must demonstrate how the grant-funded project addresses the core capability gap associated with each project. The capability gap reduction must be addressed in the Project Description of the BSIR for each project.

38. Applicability of DHS Standard Terms and Conditions to Tribes

The DHS Standard Terms and Conditions are a restatement of general requirements imposed upon the Applicant and flow down to any of its subrecipients as a matter of law, regulation, or executive order. If the requirement does not apply to Indian tribes or there is a federal law or regulation exempting its application to Indian tribes, then the acceptance by Tribes of, or acquiescence to, DHS Standard Terms and

Conditions does not change or alter its inapplicability to an Indian tribe. The execution of grant documents is not intended to change, alter, amend, or impose additional liability or responsibility upon the Tribe where it does not already exist.

39. Required Use of American Iron, Steel, Manufactured Products, and Construction Materials

The Applicant must comply with the "Build America, Buy America" Act (BABAA), enacted as part of the Infrastructure Investment and Jobs Act and Executive Order 14005. Applicants receiving a federal award subject to BABAA requirements may not use federal financial assistance funds for infrastructure projects unless:



FY 2024 Standard Assurances For Cal OES Federal Non-Disaster Preparedness Grant Programs

- (a) All iron and steel used in the project are produced in the United States – this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States;
- (b) All manufactured products used in the project are produced in the United States – this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation; and
- (c) All construction materials are manufactured in the United States – this means that all manufacturing processes for the construction material occurred in the United States.

The "Buy America" preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. It does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

Per section 70914(c) of BABAA, FEMA may waive the application of a Buy America preference under an infrastructure program in certain cases.

40. E.O. 14074 – Advancing Effective, Accountable Policing and Criminal Justice Practices to Enhance Public Trust and Public Safety

Recipient State, Tribal, local, or territorial law enforcement agencies must comply with the requirements of section 12(c) of E.O. 14074. Recipient State, Tribal, local, or territorial law enforcement agencies are also encouraged to adopt and enforce policies consistent with E.O. 14074 to support safe and effective policing.



FY 2024 Standard Assurances For Cal OES Federal Non-Disaster Preparedness Grant Programs

IMPORTANT

The purpose of these assurances is to obtain federal and state financial assistance, including any and all federal and state grants, loans, reimbursement, contracts, etc. Applicant recognizes and agrees that state financial assistance will be extended based on the representations made in these assurances. These assurances are binding on Applicant, its successors, transferees, assignees, etc. as well as any of its subrecipients. Failure to comply with any of the above assurances may result in suspension, termination, or reduction of grant funds.

All appropriate documentation, as outlined above, must be maintained on file by the Applicant and available for Cal OES or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the Applicant may be ineligible for award of any future grants if Cal OES determines that the Applicant: (1) has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

All of the language contained within this document must be included in the award documents for all subawards at all tiers. Applicants are bound by the DHS Standard Terms and Conditions 2024, Version 2, hereby incorporated by reference, which can be found at: <https://www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions>.

The undersigned represents that he/she is authorized to enter into this agreement for and on behalf of the Applicant.

Applicant: Lake County

Signature of Authorized Agent: _____

Printed Name of Authorized Agent: Susan Parker

Title: County Administrative Officer Date: _____



Program Standard Assurances Addendum

As the duly authorized representative of the Applicant/Subrecipient, I hereby certify that the Applicant/Subrecipient, and any of its second-tier subrecipients or representatives, will comply with all applicable local, state, and federal statutes, including but not limited to the following state and federal statutes prohibiting hate-based conduct:

- (a) California Penal Code section 422.6(a);
- (b) California Penal Code section 404.6;
- (c) California Penal Code section 422(a);
- (d) California Civil Code section 52.1;
- (e) 18 U.S.C. § 249;
- (f) 42 U.S.C. § 3631;
- (g) 18 U.S.C. § 247; and
- (h) 18 U.S.C. § 241, 245.

Additionally, Applicant/Subrecipient will not engage, and certifies that it will take steps to ensure that its second-tier subrecipients and representatives do not engage, in conduct contrary to the purposes of the grant program and/or that threatens the safety and security of Californians, including, but not limited to, acts of violence or unlawful intimidation on the basis of race, gender, religion, national origin, sexual orientation, or other protected classifications. Prohibited conduct includes, but is not limited to, violation of the federal and state laws identified herein.

The undersigned represents that he/she is authorized to enter into this Addendum for and on behalf of the Applicant/Subrecipient. Applicant/Subrecipient understands that failure to comply with this Addendum or any of the assurances may result in suspension, termination, reduction, or de-obligation of funding. Applicant/Subrecipient agrees to repay funds in the event there is a violation of grant assurances.

Applicant/Subrecipient: Lake County

Signature of Authorized Agent: _____

Printed Name of Authorized Agent: Susan Parker

Title: County Administrative Officer Date: _____



Federal Funding Accounting and Transparency Act (FFATA) Financial Disclosure

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

As defined by the Office of Management Budget, the following are subject to FFATA reporting requirements:

1. All new federal awards of \$30,000 or more, as of August 13, 2020.
NOTE: Cal OES reports on this requirement in the Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS).
2. The Total Compensation and Names of the top five executive, if the Subrecipient in the preceding year received:
 - a. 80 percent or more of its annual gross revenues in Federal Awards; **and**
 - b. \$25,000,000 or more in annual gross revenues from Federal awards; **and**
 - c. The public does not have access to information about the compensation of the senior executives of the entity.

Subrecipients are required to provide the Executive compensation information in the below chart, if applicable.

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

☒ Not subject to the Executive Compensation requirement of the FFATA Financial Disclosure.



Federal Funding Accounting and Transparency Act (FFATA) Financial Disclosure

The undersigned represents that he/she is authorized to enter into this agreement for and on behalf of the Applicant.

Subrecipient: County of Lake

Signature of Authorized Agent: _____

Printed Name of Authorized Agent: Susan Parker

Title: County Administrative Officer Date: _____

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

Subrecipient: Lake County	UEI # 071554760	FIPS #:
Grant Disaster/Program Title: Homeland Security Grant Program		
Performance Period: 09/01/24	to 05/31/27	Subaward Amount Requested: \$ 127,354
Type of Non-Federal Entity (Check Applicable Box)	☐ State Govt ☒ Local Govt ☐ JPA ☐ Non-Profit ☐ Tribe	

Per Title 2 CFR § 200.332, Cal OES is required to evaluate the risk of noncompliance with federal statutes, regulations and grant terms and conditions posed by each subrecipient of pass-through funding. This assessment is made in order to determine and provide an appropriate level of technical assistance, training, and grant oversight to subrecipients for the award referenced above.

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

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

Assessment Factors	Response
1. How many years of experience does your current grant manager have managing grants?	>5 ye ☒
2. How many years of experience does your current bookkeeper/accounting staff have managing grants?	>5 ye ☒
3. How many grants does your organization currently receive?	3-10 g ☒
4. What is the approximate total dollar amount of all grants your organization receives?	\$ 625,000
5. Are individual staff members assigned to work on multiple grants?	Yes ☒
6. Do you use timesheets to track the time staff spend working on specific activities/projects?	Yes ☒
7. How often does your organization have a financial audit?	Annua ☒
8. Has your organization received any audit findings in the last three years?	No ☒
9. Do you have a written plan to charge costs to grants?	Yes ☒
10. Do you have written procurement policies?	Yes ☒
11. Do you get multiple quotes or bids when buying items or services?	Sometir ☒
12. How many years do you maintain receipts, deposits, cancelled checks, invoices?	>5 yea ☒
13. Do you have procedures to monitor grant funds passed through to other entities?	Yes ☒

Certification: This is to certify that, to the best of our knowledge and belief, the data furnished above is accurate, complete and current.

Signature: (Authorized Agent)	Date:
Print Name and Title: Luke Bingham, Sheriff/Coroner/OES Director	Phone Number: 707-262-4200
<i>Cal OES Staff Only: SUBAWARD #</i>	

WORKBOOK INSTRUCTIONS

This worksheet provides instructions on how to complete the **FY2024 Financial Management Forms Workbook (FMFW)**, HSPG, v23. It is divided into sections that correspond to each of the worksheets within this workbook. The first section describes the macros used in this workbook and can be ignored if you are using the non-macro version of this FMFW. For further guidance, contact your Program Representative.

Section 1: MACROS

Below is a table with instructions on how to enable macros in Microsoft Excel, depending on the version.

Note: Some computers may not run Macros correctly even when enabled in Excel. A Non-Macro version of the workbook is available under such circumstances.

Version	Instructions
Excel 2003	1) From the menu bar, click on TOOLS > MACRO > SECURITY. 2) From SECURITY LEVEL tab, select the MEDIUM or LOW. 3) Save, Close, and Re-open the workbook. NOTE: The MEDIUM setting will prompt you to enable or disable macros each time the file is opened. This will prevent potentially unsafe macros from running. The LOW setting will enable macros without a prompt.
Excel 2007	1) Click the round "Office" button in upper left corner of the window. 2) Click "Excel Options" button near lower-right corner. 3) From "Excel Options" window, select "Trust Center" on left pane. 4) Click on the "Trust Center Settings" button on the right pane, which will open a new "Trust Center" window. 5) From the new "Trust Center" window, pick "Macro Settings" on left pane. 6) Choose "Disable all macros with notification" radio button on the right pane, then click OK. NOTE: Each time a workbook with macros is opened, a security alert will appear. This alert may be a pop-up window or a banner across the top of the window. You must choose to enable for macros to function.
Excel 2010/2013/2016/2019/365	1) Click on the File tab, then choose Options, which will then open a new "Excel Options" window. 2) From the new window, click "Trust Center" on the left pane. 3) Click "Trust Center Settings..." button on the right pane, which will then open a new "Trust Center" window. 4) From the "Trust Center" window, pick "Macro Settings" on left pane. 5) Choose "Disable all macros with notification" radio button on the right pane, then click OK. 6) Save, Close, and Re-open the workbook. NOTE: Each time a workbook with macros is opened, a security alert will appear. This alert may be a pop-up window or a banner across the top of the window. You must choose to enable for macros to function.

Below is a table of the macro buttons available on many of the worksheets in this workbook.

Button	Function
Sort	Sorts table by project number, in ascending order.
Spellcheck	Spellchecks the worksheet.
Clear Filters	Clears all filters applied to any of the tables.
Calculate M&A	Calculates maximum allowable M&A (5%) based on total cost of all projects excluding M&A.
Black Font	Selects the entire row(s) of the selected cell(s) and changes the font color to black. Any strikethroughs will be removed.
Red Strikethrough	Selects the entire row(s) of the selected cell(s) and changes the font color to red. A red strikethrough will be added.
Blue Font	Selects the entire row(s) of the selected cell(s) and changes the font color to blue. Any strikethroughs will be removed.
Add Row	Adds row below the selected cell.
Delete Row	Deletes entire row(s) of selected cell(s). Selection must be contiguous if multiple cells are selected.
Validate Worksheet	Restores formulas and formatting to default values in the appropriate cells. Use this if formulas are missing or are not calculating correctly. This macro also auto-sizes the table rows to automatically fit the contents within the cells.
New Request	Duplicates the active worksheet for reimbursement and modification requests, placing it immediately after the original worksheet. An input box will appear to name the new worksheet. Remember to use the most recent version of the worksheet when creating a new request.
New Mod Item	Copies the selected line and inserts it immediately below. The font color of the selected row will change to red with a red strikethrough indicating that the line item has been changed. The duplicated line will have blue font color, without a strikethrough, indicating the modified line item.
Initial Application	Populates the Ledger Type field with "Initial Application" and the Date field with today's date.
Advance	Populates the Ledger Type field with "Advance" and the Date field with today's date. A new "Request #" field will appear.
Reimbursement Request	Populates the Ledger Type field with "Reimbursement Request" and the Date field with today's date. A new "Request #" field will appear.

Modification	Populates the Ledger Type field with "Modification" and the Date field with today's date. A new "Request #" field will appear.
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CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES (Cal OES)

Below is a table that lists macros that can be activated by using a keyboard shortcut. A shortcut requires the user to press 2 keys simultaneously: the control button and a letter.

Keyboard Shortcut	Function
Ctrl + Shift + G	Creates a new worksheet with a pivot table that aggregates Budgeted Costs by Solution Area. Only works on the Project Ledger tab.
Ctrl + Shift + J	Sorts projects by IJ number in ascending order.
Ctrl + Shift + L	Breaks all links to external sources
Ctrl + Shift + Y	Duplicates the active sheet, then deletes the red lines and changes blue font to black font.

Section 2: GRANT SUBAWARD FACE SHEET

Use the Grant Subaward Face Sheet to apply for grant programs. Each grant program requires its own separate Grant Subaward Face Sheet. Please convert the Grant Subaward Face Sheet to PDF in portrait format and provide a digital signature from the authorized official. **The use of white out, tape, or digital redaction is prohibited and will invalidate the signature on the Grant Subaward Face Sheet.**

Cal OES Section: The top portion of the form contains blocks for four (4) important numbers. Please do not fill in these blocks. These numbers will be entered by Cal OES.

Form Field	Instructions
1. Subrecipient	The Subrecipient is the unit of government or community based organization (CBO) that will have legal responsibility for these grant funds (e.g. County of Alameda, City of Fresno or Women's Place of Merced). Enter the legal name of the Subrecipient that is registered with the Internal Revenue Service (IRS). PLEASE NOTE: All CBOs must be registered, active, and current with the IRS, Department of Justice (DOJ), and Secretary of State (SOS) websites. Failure to be current will result in funds being withheld by Cal OES.
1a. Federal UEI Number (Subrecipient)	Enter the full 12-character Federal System for Award Management (SAM) Unique Entity Identification (UEI) for the Subrecipient. If the Subrecipient does not yet have a UEI assigned, one may be obtained by requesting a UEI in SAM.gov. This requirement applies to federally funded grants only. Your UEI must be current and active in SAM at the time of your Award.
2. Implementing Agency	Enter the complete name of the agency responsible for the day-to-day operation of the grant (e.g. Sheriff, Police Department, or Department of Public Works). If the Implementing Agency is the same as the Subrecipient, enter the same title again.
2a. Federal UEI Number (Implementing Agency)	Enter the full 12-character Federal System for Award Management (SAM) Unique Entity Identification (UEI) for the Implementing Agency. If the Implementing Agency does not yet have a UEI assigned, one may be obtained by requesting a UEI in SAM.gov. This requirement applies to federally funded grants only. Your UEI must be current and active in the SAM at the time of your Award.
3. Implementing Agency Address	Enter the address of the Implementing Agency. Provide the complete nine digit zip code (Zip+4).
4. Location of Project	Enter the City and County/Operational Area where the project is located. Provide the complete nine digit zip code (Zip+4).
5. Disaster/Program Title	Enter the name of the Disaster or Program providing the funds for this Grant Subaward. A disaster may be referred by the federal declaration number. Program titles should be complete without the use of acronyms.
6. Performance Period	Enter beginning and ending dates of the performance period for the Grant Subaward. (mm/dd/yyyy)
7. Indirect Cost Rate	Indicate whether you are using the 10% de Minimis rate based on Modified Total Direct Costs (MTDC) or your current cognizant agency approved indirect cost rate agreement. A copy of the approved negotiated indirect cost rate agreement must be enclosed with your application. Indicate N/A if you will not be claiming indirect costs under the award. Indirect costs may or may not be allowable under all Federal fund sources.
8-12. Fund Allocations and Total Project Cost	For each fund source used in the program, select the correct grant year and acronym from the drop down lists, the amount of state or federal funds requested, the amount of cash and/or in-kind match contributed and the resulting totals. Please do not enter both state and federal on the same line. The Total Project Cost row should correspond to the total project cost specified in the budget.
13. Certification Paragraph	Please review the Certification Paragraph.
14. CA Public Records Act	Please review, and if applicable, provide the necessary documentation.
15. Official Authorized to sign for the Subrecipient	Enter the name and title of the official authorized to enter into the Grant Subaward for the Subrecipient as stated in Block 1 of the Grant Subaward Face Sheet (Cal OES 2-101). Enter the Payment Mailing Address where grant funds should be sent. Provide the complete nine digit zip code (Zip+4).
16. Federal Employer ID Number	Enter the nine digit Federal Employer Identification Number for the Implementing Agency.

Section 3: AUTHORIZED AGENT CONTACT INFORMATION

Provide the contact information of any additional Authorized Agents (AA) or staff related to grant activities. It is recommended that more than one person be designated as an AA, so that if one AA is not available, a second AA can sign the requests for reimbursements and modifications.

Section 4: PROJECT LEDGER

Use this ledger to submit funding information for projects, as well as submitting Cash Requests and Modifications.

Ledger Column Name	Instructions
Request Type	Using the Macro buttons, specify what type of ledger is being completed (Application, Advance, Reimbursement, or Modification). Enter the request number.
State Goals	Select the State Goals from the drop-down list.
Direct/Subaward	Use the drop-down list to identify if the Project is Direct or Subaward
Project	Enter a three (3) digit Project Number associated with each project. Project numbers must be assigned sequentially and must be unique for each Project.
Project Title	Enter a short, but descriptive name for the project.
Project Description	Enter the project description, citing specific and measurable objectives.
Solution Area	Select a Solution Area from the drop-down list.
Solution Area Sub-Category	Select a Solution Area Sub-Category from the drop-down list. This list is dependent on a selection from the Solution Area Category drop-down list. The Solution Area Sub-Category will not display the drop-down list unless a Solution Area Category is selected.
Core Capabilities	Select a Core Capabilities from the drop-down list.
Capability Building	Select Capability Building from the drop-down list.
Deployable/Shareable	Select from the drop down list.
Total Budgeted Cost	Enter the total amount obligated for the project.
Previously Approved Amount	This field auto-populates with the cumulative expenditures of all reimbursement requests prior to the current request. This value does not include any match amounts.
Amount This Request	This field is for Cash Requests only: Enter the requested dollar amount for the line item.
Total Approved	This field auto-populates with the cumulative amount expended for the line item. This value does not include any match amounts.
Expenditures To Date	This field auto-populates with the total expenditures to date for the line item. This value includes match amounts.
Remaining Balance	This field auto-populates with the remaining balance allowed for the line item. This value does not include any match amounts.
Percent Expended	This field auto-populates with the amount expended, to-date, as a percentage of the budgeted amount. This value does not include any match amounts.

Section 5: PLANNING

Ledger Column Name	Instructions
Project	Enter the project number that corresponds with the Project Ledger
Direct/Subaward	Use the drop down list to identify if the project is Direct or Subaward.
Planning Activity	Enter the planning activity.
Solution Area Sub-Category	Select a Solution Area Sub-Category from the drop-down list that corresponds with the Project Ledger.
Expenditure Category	Select an Expenditure Category from the drop-down list. This list is dependent on a selection from the Solution Area Sub-Category drop-down list. The Expenditure Category will not display the drop-down list unless a Solution Area Sub-Category is selected.
Final Product	Enter a description of the final product for this Planning activity. This must be a tangible item such as a manual, procedure, etc. Please contact your Program Representative for further examples of final products.
Noncompetitive Procurement over 250k	Select YES or NO from the drop-down list.
Hold Trigger	If project is subject to a Hold, select the Hold type from drop-down list.
Approval Date	If applicable, enter date when hold was released/approved.
Budgeted Cost	Enter the total amount of grant funding budgeted for the line item.
Previously Approved Amount	This field auto-populates with the cumulative expenditures as of all reimbursement requests prior to the current request. This value does not include any match amounts.
Amount This Request	This field is for Cash Requests only: Enter the requested dollar amount for the line item.
Total Approved	This field auto-populates with the total expenditures to-date for the line item. This value does not include any match amounts.
Remaining Balance	This field auto-populates with the remaining balance allowed for the line item. This value does not include any match amounts.

Section 6: ORGANIZATION

Ledger Column Name	Instructions
Project Number	Enter the project number that corresponds with the Project Ledger
Direct/Subaward	Use the drop down list to identify if the project is Direct or Subaward.
Organization	Enter the name of the organization.
Solution Area Sub-Category	Select a Solution Area Sub-Category from the drop-down list that corresponds with the Project Ledger.
Expenditure Category	Select an Expenditure Category from the drop-down list. This list is dependent on a selection from the Solution Area Sub-Category drop-down list. The Expenditure Category will not display the drop-down list unless a Solution Area Sub-Category is selected.
Detail	Select a Detail option from the drop-down list.
Budgeted Cost	Enter the total amount of grant funding budgeted for the line item.
Previously Approved Amount	This field auto-populates with the cumulative expenditures as of all reimbursement requests prior to the current request. This value does not include any match amounts.
Amount This Request	This field is for Cash Requests only: Enter the requested dollar amount for the line item.
Total Approved	This field auto-populates with the total expenditures to-date for the line item. This value does not include any match amounts.
Remaining Balance	This field auto-populates with the remaining balance allowed for the line item. This value does not include any match amounts.

Section 7: EQUIPMENT

Ledger Column Name	Instructions
Project	Enter the project number that corresponds with the Project Ledger
Equipment Description	Provide a description of equipment and quantity. If Item is Mobile or Portable identify as such.
AEL Number & Title	Place the AEL Number and Title in these columns. The AEL Number and Title can be obtained from the following link: Authorized Equipment List
SAFECOM Compliance	Select YES, NO, or N/A from the drop-down list.
Solution Area Sub-Category	Select a Solution Area Sub-Category from the drop-down list that corresponds with the Project Ledger.
Invoice Number	Enter the Invoice Number for the equipment.
Vendor	Enter the name of vendor from whom the equipment was purchased.
ID Tag Number	Enter the ID Tag Number used to identify this equipment with. Subrecipient may use a product's serial number, or their own internal numbering format to tag equipment. ID Tag Number must be available during monitoring visits.
% of Federal Funds Used in the Purchase	Select 50% or 100% from the drop-down list, or enter the appropriate percentage.
Condition and Disposition	Enter the condition of equipment by selecting the appropriate drop-down item. If the equipment is not in use, please use the "Deployed Location" column to explain current status.
Deployed Location	Enter the equipment's current location.
Acquisition Date	Enter the date that this equipment was acquired from vendor.
Noncompetitive Procurement over 250k	Select YES or NO from the drop-down list.
Hold Trigger	If project is subject to a Hold, select the Hold type from drop-down list.
Approval Date	If applicable, enter date when hold was released/approved.
Budgeted Cost	Enter the total amount of grant funding budgeted for the line item.
Previously Approved Amount	This field auto-populates with the cumulative expenditures as of all reimbursement requests prior to the current request. This value does not include any match amounts.
Amount This Request	This field is for Cash Requests only: Enter the requested dollar amount for the line item.
Total Approved	This field auto-populates with the total expenditures to-date for the line item. This value does not include any match amounts.
Remaining Balance	This field auto-populates with the remaining balance allowed for the line item. This value does not include any match amounts.

Section 8: TRAINING

Ledger Column Name	Instructions
Project Number	Enter the project number that corresponds with the Project Ledger
Direct/Subaward	Use the drop down list to identify if the project is Direct or Subaward.
Course Name	Enter course name.
Solution Area Sub-Category	Select a Solution Area Sub-Category from the drop-down list that corresponds with the Project Ledger.
Expenditure Category	Select an Expenditure Category from the drop-down list. This list is dependent on a selection from the Solution Area Sub-Category drop-down list. The Expenditure Category will not display the drop-down list unless a Solution Area Sub-Category is selected.
Feedback Number	Enter the Feedback Number for the Training activity. To request a training Feedback Number, contact CSTI and submit the form from the following link: CSTI Tracking Number Request Form
Training Activity	Please identify your training activity from the drop-down list.
Total # Trainee(s)	Enter the total number of trainee(s).
Identified Host	If you are not the host, please identify who is the host. For further guidance, please refer to your Program Representative.
Noncompetitive Procurement over \$250k	Select YES or NO from the drop-down list.
Hold Trigger	If project is subject to a Hold, select the Hold type from drop-down list.
Approval Date	If applicable, enter date when hold was released/approved.
Budgeted Cost	Enter the total amount of grant funding budgeted for the line item.
Previously Approved Amount	This field auto-populates with the cumulative expenditures as of all reimbursement requests prior to the current request. This value does not include any match amounts.
Amount This Request	This field is for Cash Requests only: Enter the requested dollar amount for the line item.
Total Approved	This field auto-populates with the total expenditures to-date for the line item. This value does not include any match amounts.
Remaining Balance	This field auto-populates with the remaining balance allowed for the line item. This value does not include any match amounts.

Section 9: EXERCISE

Ledger Column Name	Instructions
Project	Enter the project number that corresponds with the Project Ledger
Direct/Subaward	Use the drop down list to identify if the project is Direct or Subaward.
Exercise Title	Enter the title of the exercise activity.
Solution Area Sub-Category	Select a Solution Area Sub-Category from the drop-down list that corresponds with the Project Ledger.
Expenditure Category	Select an Expenditure Category from the drop-down list. This list is dependent on a selection from the Solution Area Sub-Category drop-down list. The Expenditure Category will not display the drop-down list unless a Solution Area Sub-Category is selected.
Exercise Activity	Please select your exercise activity from the drop-down list.
Identified Host	If you are not the host, please identify who is the host. For further guidance, please refer to your Program Representative.
Date of Exercise	Enter the date of when this exercise was conducted.
Date of AAR/IP E-mailed into HSEEP	Enter the date that the After Action Report (AAR) / Improvement Plan (IP) was e-mailed to hseep@fema.dhs.gov .
Noncompetitive Procurement over \$250k	Select YES or NO from the drop-down list.
Hold Trigger	If project is subject to a Hold, select the Hold type from drop-down list.
Approval Date	If applicable, enter date when hold was released/approved.
Budgeted Cost	Enter the total amount of grant funding budgeted for the line item.
Previously Approved Amount	This field auto-populates with the cumulative expenditures as of all cash request requests prior to the current request. This value does not include any match amounts.
Amount This Request	This field is for Cash Requests only: Enter the requested dollar amount for the line item.
Total Approved	This field auto-populates with the total expenditures to-date for the line item. This value does not include any match amounts.
Remaining Balance	This field auto-populates with the remaining balance allowed for the line item. This value does not include any match amounts.

Section 10: M&A

Ledger Column Name	Instructions
Project Number	Enter the project number that corresponds with the Project Ledger
Activity	Provide detailed information on M&A activity.
Solution Area Sub-Category	Select "Grant Administration" from the drop-down list.
Expenditure Category	Select an Expenditure Category from the drop-down list. This list is dependent on a selection from the Solution Area Sub-Category drop-down list. The Expenditure Category will not display the drop-down list unless a Solution Area Sub-Category is selected.
Detail	Select a Detail option from the drop-down list.
Budgeted Cost	Enter the total amount of grant funding budgeted for the line item.
Previously Approved Amount	This field auto-populates with the cumulative expenditures as of all reimbursement requests prior to the current request. This value does not include any match amounts.
Amount This Request	This field is for Cash Requests only: Enter the requested dollar amount for the line item.
Total Approved	This field auto-populates with the total expenditures to-date for the line item. This value does not include any match amounts.
Remaining Balance	This field auto-populates with the remaining balance allowed for the line item. This value does not include any match amounts.

Section 11: INDIRECT COST

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

Ledger Column Name	Instructions
Project Letter	Enter the project number that corresponds with the Project Ledger
Activity	Provide detailed information on Indirect Cost activity.
Solution Area Sub-Category	Select "Facilities & Administration" from the drop-down list.
ICR Base	Select an ICR Base from the drop-down list.
Rate	Enter the Percentage Rate.
Budgeted Cost	Enter the total amount of grant funding budgeted for the line item.
Previously Approved Amount	This field auto-populates with the cumulative expenditures as of all reimbursement requests prior to the current request. This value does not include any match amounts.
Amount This Request	This field is for Cash Requests only: Enter the requested dollar amount for the line item.
Total Approved	This field auto-populates with the total expenditures to-date for the line item. This value does not include any match amounts.
Remaining Balance	This field auto-populates with the remaining balance allowed for the line item. This value does not include any match amounts.

Section 12: CONSULTANT / CONTRACTOR

Ledger Column Name	Instructions
Project Letter	Enter the project number that corresponds with the Project Ledger
Consulting Firm / Consultant Name	Provide the name of the Consulting Firm and Consultant Name.
Project & Description of Services	Provide detailed information on the project and description of services. If your consultant/contractor invoiced you for their services using a fee for each deliverable, then describe the product in the Deliverable column. (e.g.: \$10,000 for a reverse 911/telephone emergency notification system)
Deliverable	If your consultant/contractor invoiced you for their services using a fee for each deliverable, then describe the product in the Deliverable column. (e.g.: \$10,000 for a reverse 911/telephone emergency notification system)
Solution Area	Select a Solution Area from the drop-down list.
Solution Area Sub-Category	Select a Solution Area Sub-Category from the drop-down list that corresponds with the Project Ledger. This list is dependent on a selection from the Solution Area Category drop-down list. The Solution Area Sub-Category will not display the drop-down list unless a Solution Area Category is selected.
Expenditure Category	Select an Expenditure Category from the drop-down list. This list is dependent on a selection from the Solution Area Sub-Category drop-down list. The Expenditure Category will not display the drop-down list unless a Solution Area Sub-Category is selected.
Noncompetitive Procurement over \$250k	Select YES or NO from the drop-down list.
Hold Trigger	If project is subject to a Hold, select the Hold type from drop-down list.
Approval Date	If applicable, enter date when hold was released/approved.
Period of Expenditure	Enter the Period of Expenditure in this column.
Fee for Deliverable	If your consultant/contractor invoiced you for their services using a fee for each deliverable, then fill in the cost for the product in the Fee for Deliverable column. (e.g.: \$10,000 for a reverse 911/telephone emergency notification system)
Total Cost Charged to this Grant	Enter the Total Cost Charged to the Grant in this column.

Section 13: AUTHORIZED AGENT

The Authorized Agent sheet must accompany ALL Reimbursement Requests, Modifications, and the Initial Application.

Form Field	Instructions
Request Type	Enter the type of request that is being made. Use one of the following types: INITIAL APPLICATION, REIMBURSEMENT REQUEST, FINAL REIMBURSEMENT REQUEST and MODIFICATION
Performance Period	This field is auto-populated with the grant Performance Period as described on the Face Sheet Tab
Request #	Enter the "Cash Request" or "Modification" number associated with this request.
Amount This Request	This field is for Cash Requests only: Enter the requested dollar amount for this request.
Authorized Agent	Enter the Name and Title of Authorized Agent. Sign and date.

Section 14: ICR SUMMARY

Ledger Column Name	Instructions
Period	Enter the time period for which the indirect cost rate is valid. Use the format: Month/Year through Month/Year.
Indirect Cost Rate for Period	Enter the indirect cost rate for period
ICR Base	Select ICR Base from the drop-down
Total Costs	Enter Total Costs.
Less Distorting Costs	Enter Less Distorting Costs.
Costs Applicable to ICR	This field auto-populates.
Total Direct Costs	This field auto-populates.
Total Allowable Indirect Costs	This field auto-populates.
Total Budgeted Indirect Costs	Enter Total Indirect Costs Budgeted; this value should be not be greater than the Total Allowable Indirect Costs.

FY 2024 Investment Justifications		
IJ #	Description	Minimum Allocation
IJ.01	Enhance Information and Intelligence Sharing and Cooperation with Federal Agencies, Including DHS (National Priority)	3%
IJ.02	Enhance the Protection of Soft Targets/Crowded Places (National Priority)	3%
IJ.03	Enhance Cybersecurity (National Priority)	
IJ.04	Enhancing Community Preparedness and Resilience (National Priority)	3%
IJ.05	Combating Domestic Violence Extremism (National Priority)	3%
IJ.06	Strengthen Emergency Communications Capabilities through Planning, Governance, Technology, and Equipment	
IJ.07	Enhance Medical and Public Health Preparedness	
IJ.08	Strengthen Information Sharing and Collaboration	
IJ.09	Enhance Multi-Jurisdictional/Inter-Jurisdictional All-Hazards/Whole Community Incident Planning, Response & Recovery Capabilities	
IJ.10	Protect Critical Infrastructure and Key Resources (Including Food & Agriculture)	
IJ.11	Enhance Election Security (National Priority)	3%

 Yellow field denotes National Priority Area

FY 2023 Investment Justifications		
IJ #	Description	Minimum Allocation
IJ.01	Enhance Information and Intelligence Sharing and Cooperation with Federal Agencies, Including DHS (National Priority)	3%
IJ.02	Enhance the Protection of Soft Targets/Crowded Places (National Priority)	3%
IJ.03	Enhance Cybersecurity (National Priority)	
IJ.04	Enhancing Community Preparedness and Resilience (National Priority)	3%
IJ.05	Combating Domestic Violence Extremism (National Priority)	3%
IJ.06	Strengthen Emergency Communications Capabilities through Planning, Governance, Technology, and Equipment	
IJ.07	Enhance Medical and Public Health Preparedness	
IJ.08	Strengthen Information Sharing and Collaboration	
IJ.09	Enhance Multi-Jurisdictional/Inter-Jurisdictional All-Hazards/Whole Community Incident Planning, Response & Recovery Capabilities	
IJ.10	Protect Critical Infrastructure and Key Resources (Including Food & Agriculture)	
IJ.11	Enhance Election Security (National Priority)	3%

 Yellow field denotes National Priority Area

FY 2022 Investment Justifications		
IJ #	Description	Minimum Allocation
IJ.001	Enhance Information and Intelligence Sharing and Cooperation with Federal Agencies, Including DHS (National Priority)	3%
IJ.02	Enhance the Protection of Soft Targets/Crowded Places (National Priority)	3%
IJ.03	Enhance Cybersecurity (National Priority)	
IJ.04	Enhancing Community Preparedness and Resilience (National Priority)	3%
IJ.05	Combating Domestic Violence Extremism (National Priority)	3%
IJ.06	Strengthen Emergency Communications Capabilities through Planning, Governance, Technology, and Equipment	
IJ.07	Enhance Medical and Public Health Preparedness	
IJ.08	Strengthen Information Sharing and Collaboration	
IJ.09	Enhance Multi-Jurisdictional/Inter-Jurisdictional All-Hazards/Whole Community Incident Planning, Response & Recovery Capabilities	
IJ.10	Protect Critical Infrastructure and Key Resources (Including Food & Agriculture)	
IJ.11	Enhance Election Security (National Priority)	

 Yellow field denotes National Priority Area

FY 2021 Investment Justifications	
IJ #	Description
IJ.01	Enhance Information and Intelligence Sharing and Cooperation with Federal Agencies, Including DHS (National Priority)
IJ.02	Enhance the Protection of Soft Targets/Crowded Places (National Priority)
IJ.03	Enhance Cybersecurity (National Priority)
IJ.04	Address Emergent Threats (National Priority)
IJ.05	Combating Domestic Violent Extremism Through Enhanced Intelligence Collection & Analysis, Training, And Community Resilience (National Priority)
IJ.06	Strengthen Communications Capabilities through Planning, Governance, Technology, and Equipment
IJ.07	Enhance Medical and Public Health Preparedness
IJ.08	Strengthen Information Sharing and Collaboration
IJ.09	Enhance Community Capabilities through Multi-Jurisdictional/Inter-Jurisdictional All-Hazards Incident Planning, Response & Recovery Coordination, including Partnerships with Volunteers and Community Based Organizations and Programs
IJ.10	Protect Critical Infrastructure and Key Resources (Including Food & Agriculture)

State Homeland Security Strategy Goal	
Goal #	Description
1	Enhance Information Collection, Analysis, and Sharing, in Support of Public Safety Operations across California
2	Protect Critical Infrastructure and Key Resources from All Threats and Hazards
3	Strengthen Security and Preparedness across Cyberspace
4	Strengthen Communications Capabilities through Planning, Governance, Technology, and Equipment
5	Enhance Community Preparedness
6	Enhance Multi-Jurisdictional/Inter-Jurisdictional All-Hazards Incident Catastrophic Planning, Response, and Recovery Capabilities
7	Improve Medical and Health Capabilities
8	Enhance Incident Recovery Capabilities
9	Strengthen Food & Agriculture Preparedness
10	Enhance Homeland Security Exercise, Evaluation, and Training Programs

FY 2020 Investment Justifications	
IJ #	Description
IJ.01	Enhance Information and Intelligence Sharing and Cooperation with Federal Agencies, including DHS (National Priority)
IJ.02	Enhance the Protection of Soft Targets/Crowded Places (National Priority)
IJ.03	Enhance Cybersecurity (National Priority)
IJ.04	Address Emergent Threats (National Priority)
IJ.05	Enhance Medical and Public Health Preparedness
IJ.06	Strengthen Communications Capabilities Through Planning, Governance, Technology, and Equipment
IJ.07	Enhance Community Resilience, including Partnerships with Volunteers and Community-Based Organizations and Programs
IJ.08	Strengthen Information Sharing and Collaboration
IJ.09	Enhance Multi-Jurisdictional/Inter-Jurisdictional All-Hazards Incident Planning, Response, and Recovery Capabilities
IJ.10	Protect Critical Infrastructure and Key Resources (including Food & Agriculture)

FY 2019 Investment Justifications	
IJ #	Description
IJ.01	Strengthen Capabilities of the State Threat Assessment System
IJ.02	Protect Critical Infrastructure and Key Resources (includes Food and Ag)
IJ.03	Enhance Cybersecurity
IJ.04	Strengthen Emergency Communications Capabilities Through Planning, Governance, Technology and Equipment
IJ.05	Enhance Medical and Public Health Preparedness
IJ.06	Preventing Violent Extremism Through Multi-Jurisdictional/Inter-Jurisdictional Collaboration and Coordination
IJ.07	Enhance Community Resilience, including Partnerships With Volunteers and Community Based Organizations and Programs
IJ.08	Strengthen Information Sharing and Collaboration
IJ.09	Enhance Multi-Jurisdictional/Inter-Jurisdictional All-Hazards Incident Planning, Response & Recovery Capabilities
IJ.10	Homeland Security Exercise, Evaluation, and Training Programs

(Cal OES Use Only)

Cal OES #		FIPS #		VS#		Subaward #	2024-0088
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CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES GRANT SUBAWARD FACE SHEET

The California Governor's Office of Emergency Services (Cal OES) hereby makes a Grant Subaward of funds to the following:

1. **Subrecipient:** Lake County **1a. UEI:** 113350339
2. **Implementing Agency:** Lake County Sheriff's Office **2a. UEI:** _____
3. **Implementing Agency Address:** Post Office Box 489 Lakeport 95453-0489
(Street) (City) (Zip+4)
4. **Location of Project:** Lakeport Lake 95453-0489
(City) (County) (Zip+4)
5. **Disaster/Program Title:** Homeland Security Grant Program
6. **Performance / Budget Period:** September 1, 2024 to May 31, 2027
(Start Date) (End Date)
7. **Indirect Cost Rate:** N/A **Federally Approved ICR (if applicable):** _____ %

Item Number	Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Cost
8.	2024			\$127,354	\$127,354				\$127,354
9.									
10.									
11.									
12.									
Total	Project	Cost		\$127,354	\$127,354				\$127,354

13. Certification - This Grant Subaward consists of this title page, the application for the grant, which is attached and made a part hereof, the Assurances/Certifications, and any attached Special Conditions. I hereby certify I am vested with the authority to enter into this Grant Subaward, and have the approval of the City/County Financial Officer, City Manager, County Administrator, Governing Board Chair, or other Approving Body. The Subrecipient certifies that all funds received pursuant to this agreement will be spent exclusively on the purposes specified in the Grant Subaward. The Subrecipient accepts this Grant Subaward and agrees to administer the grant project in accordance with the Grant Subaward as well as all applicable state and federal laws, audit requirements, federal program guidelines, and Cal OES policy and program guidance. The Subrecipient further agrees that the allocation of funds may be contingent on the enactment of the State Budget.

14. CA Public Records Act - Grant applications are subject to the California Public Records Act, Government Code section 7920 et seq. Do not put any personally identifiable information or private information on this application. If you believe that any of the information you are putting on this application is exempt from the Public Records Act, please attach a statement that indicates what portions of the application and the basis for the exemption. Your statement that the information is not subject to the Public Records Act will not guarantee that the information will not be disclosed.

15. Official Authorized to Sign for Subrecipient:

Name: Luke Bingham Title: Sheriff/Coroner/OES Director

Payment Mailing Address: P.O. Box 489 City: Lakeport Zip Code+4: 95453-0489

Signature: _____ Date: _____

16. **Federal Employer ID Number:** 94-6000825

(FOR Cal OES USE ONLY)

I hereby certify upon my personal knowledge that budgeted funds are available for the period and purposes of this expenditure stated above.

(Cal OES Fiscal Officer)

(Date)

(Cal OES Director or Designee)

(Date)

AUTHORIZED AGENT AND CONTACT INFORMATION

Lake County

Request Type

Initial Application

2024-0088

Cal OES Approval

Authorized Body of 5 Signatures & Contact Information
(HSGP ONLY)

Position	Printed Name	Title	Phone	Email	Signature
County Public Health Officer	Dr. Noemi Doohan	Public Health Officer	707-263-1090	noemi.doohan@lakecountycal.gov	
County Fire Chief	Shannon Banks	Chief NSFPD	707-905-0179	sbanks@northshorefirepd.com	
Municipal Fire Chief	Willie Sapela	Chief LCFFD	707-994-2170	fdchf700@yahoo.com	
County Sheriff	Luke Bingham	Sheriff/Coroner/OES Director	707-262-4091	lucas.bingham@lakecountycal.gov	
Chief of Police	Dale Stoebe	Police Chief	707-263-5491	dstoebe@lakeportpolice.org	
Additional Position (Optional)					
Additional Position (Optional)					

Authorized Agent Information

Salutation	Printed Name	Title	Phone	Email	Address	City	Zip
Sheriff	Luke Bingham	Sheriff/Coroner/OES Director	707-262-4091	lucas.bingham@lakecountycal.gov	P.O. Box 489	Lakeport	95453-0489
Ms.	Mary Beth Strong	Sheriff's Administrative Manager	707-262-4218	mbs@co.lake.ca.us	P.O. Box 489	Lakeport	95453-0489
Ms.	Susan Parker	County Administrative Officer		susan.parker@lakecountycal.gov	255 N. Forbes Street	Lakeport	95453-0489

NOTE: Authorized Agents must be designated, by name or title, in the Governing Body Resolution. Modifications will require additional documentation.

Point of Contact (POC) Information

Salutation	Printed Name	Title	Phone	Email	Address	City	Zip
Ms.	Leah Sautelet	Emergency Services Manager	707-263-3450	leah.sautelet@lakecountycal.gov	P.O. Box 489	Lakeport	95453-0489
Ms.	Mary Beth Strong	Sheriff's Administrative Manager	707-262-4218	mbs@co.lake.ca.us	P.O. Box 489	Lakeport	95453-0489

[illegible]

[illegible]

TRAINING

Lake County

Ledger Type	Initial Application
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2024-0088

[illegible]

EXERCISE

Lake County

2024-0088

[illegible]

[illegible]

INDIRECT COSTS

Lake County

Ledger Type

Initial Application

2024-0088

[illegible]

CONSULTANT / CONTRACTOR

Lake County

2024-0088

[illegible]

FUNDING SOURCE	ICR PERIOD (Mo/Yr through Mo/Yr)	INDIRECT COST RATE FOR PERIOD	ICR BASE
(Select)			(Select)

DIRECT COSTS	TOTAL COSTS	LESS DISTORTING COSTS	COSTS APPLICABLE TO ICR
Planning			
Organization			
Training			
Exercise			
M&A			
SUBTOTAL ELIGIBLE DIRECT COSTS			

SUBAWARDS	TOTAL COSTS	LESS EXCLUDED SUBAWARD COSTS	COSTS APPLICABLE TO ICR
SUBTOTAL ELIGIBLE SUBAWARD COSTS			

TOTAL DIRECT COSTS	
TOTAL ALLOWABLE INDIRECT COSTS	
TOTAL BUDGETED INDIRECT COSTS	

AUTHORIZED AGENT

NOTE: Unauthorized alterations will delay the approval of this request.

Lake County

ALN: HSGP 97.067

2024-0088

Supporting Information for Application, Modification, or Request for Federal Funds

This claim is for costs incurred within the grant performance period.

Initial Application

This request is for a/an:

September 1, 2024

through

May 31, 2027

Beginning Performance Period Date

Ending Performance Period Date

Request #

Amount This Request

Under Penalty of Perjury, I certify that:

I am the duly authorized officer of the claimant herein. This claim is true, correct, and all expenditures were made in accordance with applicable laws, rules, regulations, and grant conditions and assurances.

Statement of Certification - Authorized Agent

By signing this report, I certify, to the best of my knowledge and belief, that the report is true, complete, and accurate, and that the expenditures, disbursements, and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Luke Bingham

P.O. Box 489

Printed Name of Authorized Agent

Payment Address

Sheriff/Coroner/OES Director

Lakeport, CA 95453-0489

Title of Authorized Agent

City, ZIP

Signature of Authorized Agent

Date