



## Office of Emergency Services

**Luther Snoke**  
Chief Executive Officer

**Daniel Muñoz**  
Deputy Executive Officer

December 12, 2023

**TO: GRANT PROGRAM MANAGER**

**SUBJECT: FY2022 HOMELAND SECURITY GRANT PROGRAM (HSGP)  
AUTHORIZATION TO SPEND**

The California Governor's Office of Emergency Services has approved your FY2022 HSGP project(s). As of the date of this letter, you are authorized to make expenditures using FY2022 Homeland Security Grant Program (HSGP) funds.

**Be aware that your project allocation amount may have changed.** Take note of the amount located on the attached project worksheet. Should you need to submit a modification request to change your project in any way, including increasing the quantity of items, please do so as soon as possible. The next deadline to submit modification requests is 12/31/23.

During the procurement process, please make sure to follow grant guidelines and requirements. Procurement may not begin on projects requiring an EHP or other type of pre-approval until requests are submitted and approval has been obtained.

Please note the following:

1. **First Milestone Deadline:** All projects should be 30% completed by **3/31/24**.
2. **Modifications:** All project changes require pre-approval from Cal OES prior to incurring any costs. Modification requests are due quarterly. Refer to the FY22 Grant Deadlines for submission dates. The scope of work on projects identified as National Priority projects cannot be modified. Changes in quantities on National Priority projects must have FEMA approval.
3. **Procurement:** General procurement standards with open competition must be followed for all federal grant expenditures, according to 2 C.F.R. § 200.318-200.323. Copies of three (3) quotes/bids must be submitted with reimbursement requests.
4. **Noncompetitive Procurement:** Documentation of entity procurement policies must be submitted with reimbursement requests for all noncompetitive procurement. Purchases over \$250,000 will require pre-approval from Cal OES prior to procurement, following up with your governing board or council, if applicable. A cost benefit analysis is required with noncompetitive procurement requests.

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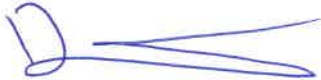
**Luther Snoke**  
Chief Executive Officer

5. **SAMS Verification:** A print-out of the SAM.gov vendor verification report must be printed *prior to procurement* for all vendor/contractors and must be submitted with reimbursement requests. *Note: Vendor registration in SAM.gov is not required. However, the vendor must not be debarred or restricted from receiving federal funds, which will appear in your vendor verification report if the vendor has restrictions.*
6. **Performance Bond:** A performance bond is required for any equipment item over \$250,000, or any vehicle, aviation, or watercraft, regardless of the cost.
7. **Audit Requirements:** This subaward is subject to all provisions of 2 C.F.R Part 200, Subpart F – Audit Requirements. Any funds received in excess of current needs, approved amounts, or those found owed as a result of a final review or audit, must be refunded to the State within 30 days upon receipt of an invoice.

Refer to the grant guides for additional procedures and requirements.

If you have any questions, please feel free to contact the Grant's Unit at (909) 356-2565.

Sincerely,

A handwritten signature in blue ink, appearing to read 'D. Muñoz', with a long horizontal stroke extending to the right.

**DANIEL MUÑOZ**, Deputy Executive Officer  
San Bernardino County  
Office of Emergency Services

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Attachments