



Office of Emergency Services

Leonard X. Hernandez
Chief Executive Officer

Daniel Muñoz
Deputy Executive Officer

DATE: July 26, 2023

TO: FISCAL YEAR 2022 EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG) PROGRAM SUBRECIPIENTS

SUBJECT: FISCAL YEAR 2022 EMPG PROJECT APPROVAL NOTIFICATION

This letter is to inform you that your jurisdiction's application for the Fiscal Year (FY22) Emergency Management Performance Grant (EMPG) Program has been approved. Please consider this letter an official authorization to proceed with your FY22 EMPG project(s), unless additional approvals are required prior to incurring costs (Environmental and Historic Preservation Screening (EHP), Sole Source, etc.).

The Subrecipient's grant **performance period is July 1, 2022 to May 31, 2024**. In order to submit final reports for the Operational Area by the State deadline, successfully reconcile all projects, and adhere to FEMA and State grant guidelines, all projects must be completed on or before **May 31, 2024**, and all *final documentation* must be submitted to the Grants Administration Unit on or before **June 7, 2024**.

All reports, deliverables, and supporting documentation must be submitted to the Grants Administration Unit on a timely basis, and when applicable, with your authorized agent's wet signature (in blue ink).

Please follow the procedures below:

1. **Match:** The EMPG grant requires a dollar-for-dollar cost share and can be fulfilled by expending non-federal dollars, via cash or in-kind match (in-kind must have prior approval, see attached FY22 EMPG Match Guidance). Both the cash match and in-kind match must be submitted with proper supporting documentation when requesting reimbursement.
2. **Modifications:** Any changes to a project require obtaining pre-approval from the State prior to incurring any cost.
3. **Performance Reports:** Track and report cumulative project progress/status and submit signed quarterly reports.
4. **Reimbursement Requests:** Submit copies of original invoices clearly outlining the grant purchased item(s), proof of payment(s), SAM.gov verification, (2) sets of color photos (equip), (3) quotes/bids, payroll reports, time sheets and personnel activity reports. For a complete list of requirements, please refer to the Grant Reimbursement Check List (attached).

Please follow the additional grant information as outlined in the State & Federal guidelines, FY22 EMPG Subrecipient Agreement, and FY22 Application Workbook which your jurisdiction has already completed and signed. In addition, please be advised that acceptance of the FY22 EMPG grant funds makes your jurisdiction subject to compliance with the FY22 EMPG Grant Assurances.

Review the project details and allocation amounts on the attached spreadsheet for accuracy. If a modification is needed, please contact the Grants Administrative Unit.

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FY22 EMPG PROJECT APPROVAL NOTIFICATION

January 26, 2023

PAGE 2 of 2

Some of the upcoming deadlines are as follows:

Upcoming Document Deadlines*	Due Dates (no later than)
5th Quarter Cumulative Mandatory Performance Report	10/3/2023
1 st Reimbursement Request Opportunity (or sooner)	9/26/2023
1st Modification Requests Due (or sooner)	10/3/2023

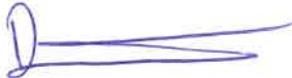
* Refer to "FY 2022 EMPG Grant Deadlines" for all pertinent deadlines (attached).

Submit signed documents electronically to Danielle Smith at danielle.smith@oes.sbcounty.gov and mail the original with wet signature to:

San Bernardino County Office of Emergency Services
Attn: Danielle Smith - Grant Administration Unit
1743 Miro Way
Rialto, CA 92376

If you have any questions, please do not hesitate to contact our office at (909) 356-3935.

Sincerely,



Daniel Muñoz
Deputy Executive Officer

DM:ds

cc: Grant Administration Unit

Attachments