



## Office of Emergency Services

**Luther Snoke**  
Chief Executive Officer

**Crisanta Gonzalez**  
Director

May 24, 2024

**TO: FISCAL YEAR 2023 (FY23) EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG) PROGRAM SUBRECIPIENTS**

**SUBJECT: FY23 EMPG PROJECT APPROVAL NOTIFICATION**

This letter is to inform you that your city/town's application for the FY 23 Emergency Management Performance Grant (EMPG) Program has been approved. Please consider this letter as an official authorization to proceed with your organization's FY 23 EMPG project(s), on the condition additional approval(s) may be required before incurring additional costs (Environmental and Historic Preservation screening (EHP), Sole Source, etc.).

The performance period for the Operational Area's Grant is conducted from July 1, 2023, to May 31, 2025. In accordance with timelines required by the State of California and the Federal Emergency Management Agency (FEMA), we are requesting your organization reconcile all projects and submit final reports to the Grants Administration Unit. All projects must be completed on or before May 31, 2025. Final documentation and reviews must be submitted on or before June 6, 2025.

All Emergency Management Performance Grant prerequisites to include deliverables, reports, and supporting documentation must be submitted to the Grants Administration Unit with the authorized agent's signature (wet blue ink).

Please adhere to the following procedures below:

1. **Match:** The EMPG grant requires a dollar-for-dollar cost share and can be fulfilled by utilizing non-federal dollars, via cash or in-kind match (in-kind must have prior approval, please see attached FY 23 EMPG Match Guidance). When requesting reimbursement, both the cash match and in-kind match must be submitted with proper supporting documentation.
2. **Modifications:** Any changes to the previously submitted project will require pre-approval from the State of California, prior to incurring any cost(s).
3. **Performance Reports:** Track and report all cumulative project progress/status and submit quarterly reports.
4. **Reimbursement Requests:** Please submit copies of original invoices clearly outlining the grant item(s) purchased, proof of payment(s), SAM.gov verification, (two) sets of color photos (equip), (three) quotes/bids, payroll reports, and personnel activity reports. For the complete list of requirements, please refer to the attached Grant Reimbursement Checklist (attached).

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Chief Executive Officer

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PAGE 2 of 2

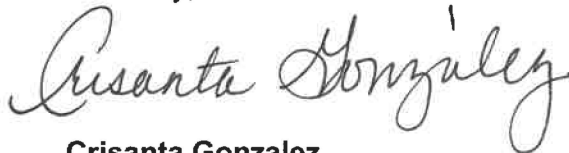
Directions and guidance have been provided for you with any additional grant information as outlined in the State and Federal guidelines. The FY 23 EMPG Subrecipient Agreement and FY 23 Application Workbook, have been previously completed and signed by your jurisdiction. In addition, please be advised that acceptance of the FY 23 EMPG grant funds make your jurisdiction subject to compliance with the FY 23 EMPG Grant Assurances.

Please review the attached FY Emergency Management Performance Grant, Approved Project Worksheet for details and allocation amounts. If project modification(s) are required, please contact the Grants Administrative Unit.

Submit signed documents electronically to Gustavo Mendoza at [gustavo.mendoza@oes.sbcounty.gov](mailto:gustavo.mendoza@oes.sbcounty.gov) and mail the original with wet signature to:

San Bernardino Office of Emergency Services  
Attn: Grant Administration Unit  
1743 Miro Way.  
Rialto, CA 92376-8630

Sincerely,

A handwritten signature in black ink, reading "Crisanta Gonzalez". The signature is written in a cursive, flowing style.

**Crisanta Gonzalez**  
Director  
Office of Emergency Services

CG:gm

cc: Grant Administration Unit

Attachments