



**Bruce Barton, Director**  
Emergency Management Department

April 9, 2024

City of Menifee  
Jonathan Nicks, Deputy City Manager

RE: FY23 Emergency Management Performance Grant Program (EMPG) Award - \$24,685  
Grant # 2023-0006 CFDA#: 97.042

The California Office of Emergency Services (CalOES) has approved Riverside County's FY23 State Homeland Security Program Grant (SHSP) application and has authorized the commencement of reimbursement requests. The performance period of this grant is **April 9, 2024 – December 31, 2024**. **Final reimbursement requests are due within twenty (20) calendar days** after the end of the grant period of performance.

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

The Riverside County Operational Area (OA) may reduce, suspend, or terminate grant funding, in whole or in part, or other measures may be imposed for any of the following reasons:

- Failure to submit required performance reports.
- Failure to expend a minimum of 90% of awarded funding.
- Failure to expend funds in a timely manner consistent with the grant milestones, guidance, and assurances.
- Failure to comply with the requirements or statutory progress toward the goals or objectives of federal or state law.
- Failure to make satisfactory progress toward the goals or objectives set forth in the Subrecipient application.
- Failure to follow Grant Subaward requirements or special conditions.
- Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.
- False certification in the application or document.
- Failure to adequately manage, monitor, or direct the grant funding activities of the organization.

Subrecipients must obtain additional written approval prior to incurring costs for activities such as aviation, watercraft, noncompetitive procurement, and projects requiring Environmental Planning and Historic Preservation review. Any changes to the Financial Management Forms Workbook requires approval from the OA prior to conducting activities and incurring costs.

Your organization's Financial Management Forms Workbook is being provided to you via email along with a copy of this letter. The **Facesheet, Governing Body Resolution, Grants Management Assessments form, Standard Assurances, EHP Screening Form (if applicable)** must be read, **signed**, and **dated** by your **authorized agent** in **blue ink** and returned to [EMD\\_OAGrants@rivco.org](mailto:EMD_OAGrants@rivco.org) by **July 9, 2024**. **Requests will not be processed without the acceptance documents on file.**

This subaward is subject to all provisions of 2 CFR Part 200, Subpart F – Audit Requirements. Any funds received

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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 OA within 30 days upon receipt of an invoice from the County of Riverside Emergency Management Department.

For further assistance, please contact [EMD\\_OAGrants@rivco.org](mailto:EMD_OAGrants@rivco.org). We look forward to working with you and appreciate your cooperation and support.

Sincerely,

Louis Le

Senior Administrative Services Analyst

County of Riverside Emergency Management Department

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