



GRANTS MANAGEMENT MEMORANDUM
VSB 2020-21-08

Date: January 6, 2021

To: All Victim Services Branch Subrecipients

From: Cal OES Grants Management, Victim Services Branch

Subject: Submission of Grant Subaward Modifications During Liquidation Period

At the end of the Grant Subaward Performance Period, Subrecipients have a 60-day liquidation period, unless otherwise specified via Special Condition, per the *2021 Subrecipient Handbook (SRH)* Section 9.010 (and in previous *SRH* versions, Section 6220).

Subrecipients must also submit the final Report of Expenditures & Request for Funds (Cal OES Form 2-201) within 60 days after the end of the Grant Subaward performance period, per the *2021 SRH* Section 9.025, E. (and in previous *SRH* versions, Section 6330).

This means the liquidation period ends the same day the final 2-201 is due to Cal OES.

Recently, Cal OES received a large number of Grant Subaward Modifications (Cal OES Form 2-223) on the last day of the liquidation period. This resulted in those Subrecipients not submitting their final 2-201s timely as they had to first wait for notification that their modifications had been approved.

As of the date of this Grants Management Memo, Cal OES will no longer accept Grant Subaward Modifications in the final two weeks of the liquidation period. This will allow Cal OES adequate time to process modifications and notify Subrecipients of their approval, resulting in the timely submission of final 2-201s.

Please contact your Cal OES Program Specialist should you have questions.