



**GRANT MANAGEMENT MEMORANDUM  
GMM 2018-17**

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**Date:** November 29, 2018

**To:** All Fiscal Year (FY) 2018 California Governor's Office of Emergency Services (Cal OES) Homeland Security Grant Program (HSGP), Emergency Management Performance Grant (EMPG) and Nonprofit Security Grant Program (NSGP) Subrecipients

**From:** Cal OES Grants Management

**Subject:** Modification Requests

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Cal OES, as the State Administrative Agency over the HSGP, EMPG, and NSGP, must ensure that grant funds are used for authorized purposes, and that capabilities are developed to meet the objectives of the grant program.

During the course of the subgrant performance period, subrecipients may modify the grant subaward budget and projects with approval from Cal OES.

Effective immediately, and for all open HSGP, EMPG, and NSGP subawards, subrecipients must provide a written justification with all modification requests. The justification may be included in the body of the email transmitting the request, or in a Word document attached to the transmittal email. Justifications for project modifications that reconcile or "true-up" costs, i.e., for equipment, training, etc., may be simply stated as such. Please provide a more detailed justification when reallocating funding to other projects, when implementing new projects, or to describe complicated situations that have led to the need for the modification, e.g., a prolonged EHP approval process.

Should you have questions regarding this, please contact your program representative.