



**GRANT MANAGEMENT MEMORANDUM
GMM 2022-03**

Date: February 11, 2022

To: **All California Governor's Office of Emergency Services (Cal OES) Homeland Security Grant Program (HSGP) and Emergency Management Performance Grant (EMPG) Subrecipients**

From: Cal OES Grants Management

Subject: Revised Noncompetitive Procurement Authorization Form

The California Governor's Office of Emergency Services (Cal OES), Homeland Security and Grants Processing Branch, is reminding subrecipients that all noncompetitive procurements in excess of the Simplified Acquisition Threshold (SAT), as determined by the Federal Acquisition Regulation at 48 CFR Subpart 2.1 and in accordance with 41 U.S.C. 1908 (currently set at \$250,000), require approval from Cal OES.

Subrecipients must request and receive written approval from Cal OES for noncompetitive procurements that are over the SAT which are to be funded in whole or in part by HSGP or EMPG awards, *prior to obligating Federal funding for the procurement*. Cal OES prior approval is also required for all HSGP-funded noncompetitive procurements of training, regardless of the dollar amount, per GMM 2017-01-A.

What must be submitted to Cal OES for noncompetitive procurement approval?

- Fully completed and signed Request for Noncompetitive Procurement Authorization form (Rev. 2/22)
- A copy of the cost or price analysis prepared for the procurement
- A copy of the most recent Cal OES approval letter and Noncompetitive Procurement Authorization form, if applicable
- A feedback number issued by the California Specialized Training Institute for any HSGP-funded training activities, if applicable

A copy of the revised form is located at: <https://www.caloes.ca.gov/cal-oes-divisions/grants-management/homeland-security-emergency-management-programs/homeland-security-grants-program>

The revised Noncompetitive Procurement Authorization form is **effective immediately**. Requests using a prior version of this form that are received after **March 15, 2022**, will be returned for resubmission.

This form is applicable to all open Cal OES grant awards and will remain in effect until it is rescinded. For questions, please do not hesitate to contact your Cal OES Program Representative.