



GRANTS MANAGEMENT MEMORANDUM
GMM 2026-04

Date: February 9, 2026

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

From: Cal OES Grants Management

Subject: Update to Noncompetitive Procurement Authorization Requirement for HSGP-Funded Single Source Trainings

The California Governor's Office of Emergency Services (Cal OES), Homeland Security and Grants Processing Branch, is notifying HSGP Subrecipients of an update to the Noncompetitive Procurement Authorization (NCPA) Requirement for the noncompetitive procurement of HSGP-funded single source trainings.

Cal OES maintains that HSGP Subrecipients are required to obtain a feedback number issued by the California Specialized Training Institute (CSTI) for any HSGP-funded training activities. Additionally, Cal OES prior approval is required for all HSGP-funded noncompetitive procurements of trainings, regardless of the dollar amount, *prior to obligating Federal funding*. Noncompetitive procurements include single source, inadequate competition, and public exigency or emergency.

Effective as of the date of this Memorandum, the California Specialized Training Institute (CSTI) will authorize the noncompetitive procurement of HSGP-funded **single source** trainings concurrently with the issuance of a feedback number.

The issuance of a feedback number will include verification that the requested training qualifies as single source. Once received, HSGP Subrecipients are authorized to proceed with procurement of the approved **single source** training



and are not required to submit an NCPA Form. Please include the CSTI approval as part of the reimbursement supporting documentation.

If CSTI determines that the training does not meet single source criteria, a feedback number will still be issued; however, the Subrecipient must procure the training through a competitive process.

This update only applies to the noncompetitive procurement of HSGP-funded single source trainings. Cal OES maintains that HSGP Subrecipients are required to submit an NCPA Form for noncompetitive procurements of trainings under inadequate competition or a public exigency or emergency circumstances.

If you have any questions or need further clarification, please contact your assigned Cal OES Grants Analyst.