

# QUICK TIPS FOR HOMELAND SECURITY GRANT RECIPIENTS

**Do NOT expend funds (purchase anything) until you have received an award letter from Tulare County OES**

- You must conduct a search on the [System for Award Management \(SAM\)](#) website prior to entering into an agreement with any vendor for HSGP-related expenses. Verification must be provided (i.e. printed search results) upon submission of a reimbursement request to show that the vendor was not debarred or suspended during the time of service for your awarded project(s). If it is discovered that the vendor was debarred or suspended during that time, your project will not be reimbursed.
- Your project may be placed on [conditional hold](#) by the State even though the grant was approved. DO NOT proceed with any part of your award purchases until you receive authorization from Tulare County OES that the conditional hold has been released. This can be due to Sole Source or EHP reviews.
- All [invoices](#) must be dated after the date printed on the Tulare County OES award letter or they will not be reimbursed.
- You may only purchase the [equipment](#) listed on the Equipment Workbook page provided with your award letter. Any deviation from the approved equipment and/or AEL number will not be reimbursed.
- A [performance period](#) is issued for each project. The ending date of the performance period is the ending date of your award. No purchases are allowed after this date.
- [Environmental and Historic Preservation \(EHP\) reviews](#) must be approved before you initiate the purchasing process. If documentation shows that purchases occurred prior to receiving EHP approval, those purchases will not be reimbursed.
- All public safety communications equipment must be [P25-compliant](#). NO EXCEPTIONS.
- You must obtain a [performance bond](#) for any equipment item over \$250,000 or any vehicle, aircraft or watercraft, funded with HSGP funds.

- **Sole source procurements** in excess of \$100,000 must receive prior written approval. Interagency agreements between units of government are excluded from this provision.
- **Maintenance contracts and warranties** for equipment are allowable costs. You may purchase a maintenance contract or warranty at the time of procurement or at a later time to extend the useful life of the equipment. For example, you may purchase a maintenance contract or warranty from one fiscal year to cover equipment purchased with funding from a different fiscal year. Maintenance contracts must be purchased using funds from FEMA's preparedness grant programs. The term of the maintenance contract or warranty can exceed the period of performance of the grant to which the contract is being charged.
- Most equipment (technology or equipment costing over \$5,000) must be tagged with an **HSGP Inventory sticker** issued by Tulare County OES before reimbursement. If applicable to your project(s), you will receive a letter, sticker(s), and an inventory form to complete and return to Tulare County OES.
- Sub-Recipients are responsible for replacing or repairing property and equipment which is willfully or negligently lost, stolen, damaged, or destroyed. Any loss, damage, or theft of the property must be investigated and fully documented and made part of the official project records.
- Your equipment will be **inventoried** by Tulare County OES every two years, and compliance is required. If anything is missing, lost or stolen, your department is responsible to replace it. This does not apply to expendable items, such as gloves, masks or other expendable personal protective equipment.
- **Tips** will not be reimbursed.
- **Meals** will not be reimbursed without prior Cal OES approval.
- **Lodging** will be reimbursed according to the Federal per diem rates set for the County and the season. Lodging will not be reimbursed at all if the rate exceeds the amount allowed by the United States General Services Administration, accessible at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem).
- All **training** must be pre-approved and issued a training tracking number before any costs associated with that training can be incurred.
- **Training Certificates** must accompany your reimbursement request.
- Back-fill and overtime must be pre-approved for **training** reimbursements.