

SEND OUT AT LEAST 12 WEEKS BEFORE THE GRANT PERIOD ENDING DATE

DATE

Mr. NICE GUY, DIRECTOR
XXXXX County Emergency Services
ADDRESS
CITY, STATE, ZIP

Dear Mr. NICE GUY:

Thank you for your assistance with the implementation of your county or agency's FISCAL YEAR Homeland Security Grant. This letter serves as a reminder of your obligation for full procurement of equipment, supplies and services as outlined in your approved grant application prior to the end of the grant period.

All grant purchase orders must be incurred by the end of the grant period (June 16th for Part I grants and June 30th for Part II grants) and all grant expenditures (paid invoices) must be finalized and submitted with all your close-out paperwork to SAA AGENCY NAME no later than 45 days after the end of your grant period. For Part I grants, the close-out date is August 2nd and for Part II grants, the close-out date is August 16th.

Please be advised that all un-obligated funds remaining at the end of your grant period will not be carried forward. Rather, any remaining money will be used to further the state strategy goals and to support the state's homeland security preparedness projects. For this reason, it is critical for your agency to expedite the purchase, delivery, installation and training on all grant-funded items and to ensure that this takes place prior to the end of the grant period.

Your assistance with the coordination and implementation of the grant to date is greatly appreciated. If you have any questions regarding your grant or the issues addressed in this correspondence, please feel free to contact me at (XXX) XXX-XXXX or Ms. PROGRAM ADMINISTRATOR at (XXX) XXX-XXXX.

With kind regards,

SAA NAME

cc: Mr. Authorized Official to Sign