



## SAN BERNARDINO COUNTY FIRE PROTECTION DISTRICT

1743 Miro Way • Rialto, CA 92376 • (909) 356-3998 • Fax (909) 356-3965

Office of Emergency  
Services  
sbcfire.org

Don Trapp  
Interim Fire Chief/Fire Warden

Mike Antonucci  
Emergency Services Manager

July 26, 2019

**TO: GRANTS PROGRAM MANAGER**

**SUBJECT: FISCAL YEAR 2018 HOMELAND SECURITY GRANT PROGRAM  
EXPENDITURE AUTHORIZATION**

This letter is to inform you that Cal OES has approved the project submitted by your jurisdiction. Please consider this letter as your authorization to make expenditures using FY18 Homeland Security Grant Program (HSGP) funds. During the procurement process, please make sure to follow grant guidelines and requirements. If the project requires an EHP, EOC or other type of approval as indicated on the project worksheet then procurement may not begin until a request has been submitted to the Grants Unit and an approval has been received to begin the project.

**Please be aware that your project allocation amount may have changed from when you originally submitted your project.** Please take note of the new amount shown on the attached project worksheet. Should you need to submit a modification request to change your project in any way, including increasing the quantity of items, please do so as soon as possible. The next deadline to submit modification requests is 09/05/19.

Please follow the procedures below:

1. **First Milestone Deadline:** Due to the delay in the grant acceptance, the first milestone deadline has been extended. All projects should be 30% complete by **9/30/19**.
2. **Modifications:** Changes to projects require obtaining preapproval from the State **prior** to incurring any costs. Modification requests are due to the Grants Unit every other month; please see Attachment No. 3 for exact deadlines. Submit requests as soon as possible to avoid delays.
3. **Quotations/Bids:** Three (3) copies of quotes/bids must be submitted with the reimbursement request for all purchases over \$1,000. A noncompetitive procurement form must be submitted and approved for sole source purchases.
4. **SAMS Verification:** Copy of a screen print out of the vendor verification report must be printed **prior** to hiring the vendor/contractor and **must be submitted** to Grants Unit with the request for reimbursement. *Note: It is not required that the vendor be registered in SAM.gov. It is only required that the vendor is not debarred from receiving federal funds, which will show up in your vendor search if the vendor has restrictions.*
5. **Performance Bond:** Is required for any equipment item over \$250,000, **or** any vehicle, aviation, or watercraft, regardless of the cost.

### BOARD OF SUPERVISORS

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6. **Proof of Payment:** Submit copies of the front and the back of cancelled checks, as proof of payment for HSGP grant related expenditures or a copy of an electronic transmittal of payment. NO EXCEPTIONS.
7. **Sole Source:** County requires that a Noncompetitive Procurement Justification Form be submitted for approval for all sole source purchases over \$1,000 **prior** to purchases being made. Purchases over \$150,000 will require preapproval from the State prior to procurement, following up with your governing board or council, if applicable. A cost benefit analysis will need to be included with the Noncompetitive Procurement Justification request form.
8. **Equipment Pictures:** Provide a photo copy of each grant purchased equipment and a photo of the serial number, if applicable. Provide the intended location of deployment/assignment of the equipment.

Equipment purchased with grant funds must be accounted for and reconciled with the Grants Administration Unit's property records at each scheduled inventory inspection. You must develop a control tracking system to ensure adequate safeguards are in place to prevent loss, damage or theft of grant funded equipment. When equipment purchased with grant funds is no longer needed or is being replaced, **you must request disposition instructions** from San Bernardino County Fire Protection District's Grants Administration Unit. If items are lost, stolen, or damaged, an explanation of how it happened and how your jurisdiction is going to prevent it from happening in the future is **required** on the Damage, Lost, Stolen, or Retired (DLSR) form.

Please follow the additional grant information from the TIME SENSITIVE - FY18 HSGP Subrecipient Agreement email sent on June 26, 2019.

If you have any questions, please feel free to contact me at 909-356-3998. Thank you.

Sincerely,



**MICHAEL ANTONUCCI**, Emergency Services Manager  
San Bernardino County Fire Protection District  
Office of Emergency Services

MA:ts:kc

cc: Daniel Munoz, Assistant Emergency Services Manager, County OES  
Ed Segura, Administrative Supervisor, SBCFPD  
Tina Sutura, Grant Analyst II, SBCFPD

Attachments:  
FY18 HSGP Project Approval Notification Letter  
Project Worksheet  
FY18 HSGP Table of Deadlines  
Grants Checklist



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Reimbursement Request Form  
Modification Request Form  
Milestone Extension Request Form  
Request for Noncompetitive Procurement Authorization Form  
DLSR Form  
Personnel Activity Report  
Bid Quotation Form  
HSGP Status Report  
EOC Request Form  
EHP Screening Form  
EHP Screening Form Instructions  
Homeland Security Grant Expenditure Authorization Email Attachments

FY2018 HOMELAND SECURITY GRANT PROGRAM

Jurisdiction: Rialto PD

Project #	Equipment Description	AEL #	AEL Title	Hold Trigger	Total Cost	Amount Paid by Grant	Remaining Balance	1st Milestone Completion Date
Equipment								
011	(66) Active Shooter Vest Kits	01LE-01-ARMR	Body Armor		\$24,962		\$24,962	
							\$0	
							\$0	
							\$0	
							\$0	
							\$0	
							\$0	
					\$24,962	\$0	\$24,962	

Comments: