

From: egrans@grants.com <egrans@grants.com>

Sent: Monday, September 14, 2015 2:29 PM

To: Bettencourt, Nicholas (POL)

Subject: Notification of Award Instruction Letter for Boating Safety and Enforcement Equipment Grant - FY 2015 / 16

GRANT AGREEMENT INSTRUCTION LETTER

Nicholas Bettencourt
San Francisco Police Department
1245 3rd Street
San Francisco, CA 94158

Grant #: C15L0606
Fiscal Year: 2015/16
Amount: \$77,000.00
Item: Miscellaneous Equipment

Dear Nicholas Bettencourt,

It is our pleasure to inform you that you have been awarded a grant in the amount of \$ 77,000.00 to the following Miscellaneous Equipment:

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Enclosed is a complete copy of the Equipment and Operations Grant Agreement between the State of California, Department of Parks and Recreation, Division of Boating and Waterways (Department) and the San Francisco Police Department.

Before the grant can be finalized, it must be signed by an authorized representative of your agency per the instructions below and returned to the Department for final review and approval. ***Do not begin bid process or any bid activities related to this grant until you receive a fully executed letter.***

Please read and comply with the following instructions. **Failure to comply as stated herein will result in your grant being disapproved.**

1. **Signature, date and return the enclosed copies**
 - *Grant Agreement- All 4 copies (must be original signature)*
 - *Exhibit E-Contractor Certification Clause – page 58*
 - *Recycling Certification- page 59*
 - *Exhibit F- Darfur Contracting Act- page 64*

*A fully executed copy of the contract will be sent to you upon completion.

2. **Minute Order or Resolution:**

We will also need one (1) certified copy of the Minute Order or Resolution of your Board of Supervisors or City Council authorizing the execution of this Grant. **The Minute Order or Resolution must authorize by name and title the signatory of the Grant and must be stamped with a certified county or city seal.**

3. **Procurement Standards:**

This Grant involves State and/or Federal funds. Please follow the procurement instructions contained in this Contract and exhibits. Please pay special attention to the specific procurement standards regarding advertising **by your department**, adequate purchase descriptions, sealed bids, and public openings. You will be asked to provide, with your written request for reimbursement, a **signed certification that you complied with approved procurement procedures**. Please refer to Articles III and XIII of the Contract.

Due to federal guidelines, you must attain a fully executed grant, complete your bid process, obtain a secured purchase order, accept delivery of equipment and submit for reimbursement by September 30th 2016. NO EXCEPTIONS.

If you have any questions, please call me directly at [\(916\) 327-1834](tel:9163271834), or by email, Corrina.Dugger@parks.ca.gov.

Sincerely,

Corrina Dugger

Contract Manager