

Chiu, Katherine (POL)

From: Matthews, Keith (POL)
Sent: Tuesday, January 14, 2020 12:10 PM
To: Chiu, Katherine (POL)
Subject: Fwd: Notification of Award Instruction Letter for Boating Safety and Enforcement Equipment Grant - FY 2019 / 20

From: dbw.grants@parks.ca.gov <dbw.grants@parks.ca.gov>
Sent: Monday, December 16, 2019 9:37:06 AM
To: Matthews, Keith (POL) <Keith.Matthews@sfgov.org>
Subject: Notification of Award Instruction Letter for Boating Safety and Enforcement Equipment Grant - FY 2019 / 20

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Boating Safety Miscellaneous Equipment Grant Instruction Letter

Date: 12/16/2019

Keith Matthews
San Francisco Police Department
1245 3rd Street
San Francisco, CA 94158

Grant #: C19L0608
Fiscal Year: 2019/20
Amount: \$65,828.00
Item: Miscellaneous Equipment

Dear Keith Matthews,

Division of Boating and Waterways (DBW) is pleased to inform you that your agency has been selected to receive a Boating Safety and Enforcement grant in the amount of \$ 65,828.00 to the following Miscellaneous Equipment:
(Engine, repowers and replacements)

Before the grant agreement is executed, it must be signed by authorized representatives of both your agency and DBW. **Do not begin the bid process or any bid activities related to this grant until you receive the fully signed grant agreement.**

Important: All documents listed below must be received by DBW within 90 days of this notice. If your agency is unable to comply with this requirement, please contact me for approval.

1) Download the BSE grant agreement as follows:

1. Log in to OLGA using your user name and password
2. From the Welcome screen, click on the OLGA Menu link at the bottom of the page
3. Click on 'Application Status' link
4. Select grant program 'BSE-19' from lookup
5. Click on 'Find'
6. System displays application status information

7. Click on 'View Contract' icon to open the PDF of the contract
8. From your browser tool bar, select 'File -> Save As' to save the grant agreement to your computer; select 'File -> Print' to print to your local printer

Read and comply with the following instructions.

1. Sign (in blue ink), date and return three originals of the following documents

- o Grant Agreement Packet - 3 copies (with original signatures)
- o Recycling Certification- page 68
- o Exhibit E-Contractor Certification Clause – page 68
- o Exhibit F- Darfur Contracting Act- page 74

2. Minute Order or Resolution:

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

3. Repairs and Modifications

If you are doing repairs/modifications to a vessel, you must contact the Department of General Services (DGS), Office of Fleet Administration Inspector in your region to inspect the above-mentioned vessel prior to any work being performed. Repairs/modifications cannot be approved until you provide DBW the Equipment Survey Approval OFA-6 form completed by DGS.

4. Procurement Standards

This grant award involves state and/or federal funding. The procurement standards and instructions contained in this grant agreement and exhibits must be adhered to for all purchases. Pay special attention to the specific procurement standards regarding advertising by your department, adequate purchase descriptions, sealed bids, and public openings. Requests for reimbursement must include a signed certification that you complied with the procurement procedures as outlined in Articles III and XIII of the grant agreement.

Due to federal timelines, you must complete your bid process, obtain a purchase order, accept delivery of equipment and submit a request for reimbursement to DBW no later than December 31st, 2020. NO EXCEPTIONS.

If you have any questions, please call me directly at (916) 327-1826, or by email, Johanna.Naughton@parks.ca.gov.

Sincerely,

Johanna Naughton
Program Administrator