

Chiu, Katherine (POL)

From: Chiu, Katherine (POL)
Sent: Wednesday, August 1, 2018 7:56 AM
To: Chiu, Katherine (POL)
Subject: FW: Notification of Award Instruction Letter for Boating Safety and Enforcement Equipment Grant - FY 2018 / 19

From: egrans@grants.com
Sent: Monday, July 30, 2018 12:41 PM
To: keith.matthews@sfgov.org
Reply To: ohvinfo@parks.ca.gov
Subject: Notification of Award Instruction Letter for Boating Safety and Enforcement Equipment Grant - FY 2018 / 19



Boating Safety Miscellaneous Equipment Grant Instruction Letter

Date: 07/30/2018

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

Grant #: C18L0606
Fiscal Year: 2018/19
Amount: \$197,648.00
Item: Miscellaneous Equipment

Dear Keith Matthews,

It is our pleasure to inform you that you have been awarded a grant in the amount of \$ 197,648.00 to the following Miscellaneous Equipment:
(Dive Gear, Personal Watercraft, GPS / Radar Unit, Safety Equipment, Sonar Equipment, Search and Rescue Equipment, Vessel Trailer, Adjustment based on approved amount, PWC covers and extended warranties)

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 Division of Boating and Waterways 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 and notice to proceed.**

Important: All documents must be received by DBW within 90 days of this notice. If your agency is unable to comply with this requirement, 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-18' 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

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

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

- o Grant Agreement- All 3 copies (must be original signature)
- o Recycling Certification- page 69
- o Exhibit E-Contractor Certification Clause – page 70
- o Exhibit F- Darfur Contracting Act- page 75

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.**

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 2019. NO EXCEPTIONS.

If you have any questions, please call me directly at (916) 327-0682, or by email, joanna.andrade@parks.ca.gov.

Sincerely,

Joanna Andrade
Program Administrator