

FISCAL YEAR 2023
Homeland Security Grant Program
CFDA 97.067

Subrecipient Application Workbook



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TABLE OF CONTENTS

INTRODUCTION 5
 GRANT PURPOSE..... 5
 USE OF FUNDS..... 5
 ELIGIBLE JURISDICTIONS 5
 GRANT CHANGES AND NEW REQUIREMENTS 5
 GRANT PROJECT CRITERIA 6
 GRANT SOLUTION AREA: 6
 GRANT MISSION AREAS: 6
 CALIFORNIA HOMELAND SECURITY STRATEGY GOALS:..... 6
 INVESTMENT JUSTIFICATIONS 6
 GRANT APPLICATION..... 7
 SUBRECIPIENT GRANT PACKAGES..... 7
 SUBRECIPIENT AGREEMENT 7
 COVER LETTER..... 7
 CERTIFICATION LETTER 7
 SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT 8
 SYSTEM FOR AWARD MANAGEMENT (SAM)..... 8
 UNIQUE ENTITY IDENTIFIER NUMBER (UEI)..... 8
 GRANT PERFORMANCE PERIOD..... 8
 PROPOSED PROJECTS NOT APPROVED 8
 GRANT REQUIREMENTS 8
 LAW ENFORCEMENT 8
 PROJECT MILESTONE DEADLINES 8
 STATUS REPORTS 8
 MODIFICATIONS..... 9
 PROCUREMENT GUIDELINES..... 9
 WRITTEN QOTES/BIDS 9
 NONCOMPETITIVE PROCUREMENT 9
 COST BENEFIT ANALYSIS 10
 INFORMAL QUOTE INVENTATION FOR BID (IFB) AND REQUEST FOR PROPOSAL (RFP)..... 10
 FORMAL ADVERTISING AND REQUEST FOR PROPOSALS (RFP) 10
 SUPPLANTING 11
 EQUIPMENT 11
 NOTE: USE TAXES 11
 AUTHORIZED EQUIPMENT LIST (AEL) 11
 COMMUNICATION EQUIPMENT 11

PHARMACEUTICAL SUPPLIES	12
EHP's	12
PLANNING/ORGANIZATION PROJECTS	12
PLANNING DELIVERABLES OR FINAL PRODUCTS	12
CONTRACTOR/CONSULTANT	13
SAM SUSPENSION AND DEBARMENT	13
VEHICLE PURCHASES.....	13
PERFORMANCE BOND.....	14
UNALLOWABLE COSTS	14
ADDITIONAL FORMS	14
REIMBURSEMENT CLAIMS	14
PROOF OF PAYMENTS.....	15
GRANT MONITORING.....	15
JURISDICTIONAL GRANT MONITORING	15
INVENTORY CONTROL.....	15
GRANT PROJECT CLOSEOUT	15
RECORDS RETENTION	15
COUNTY OF SAN BERNARDINO HSGP PROGRAM CONTACTS:	16
APPLICATION WORKBOOK CERTIFICATION	18

INTRODUCTION

The State Homeland Security Grant Program (HSGP) is designed to secure and provide the nation with the capabilities required across the whole community to prevent, protect against, mitigate, respond to, and recover from acts of terrorism. The Homeland Security Grant Program is one tool among a comprehensive set of federal measures administered by Cal OES to help strengthen the state against risks associated with potential terrorist attacks. San Bernardino County Office of Emergency Services is a subgrantee of the HSGP and oversees the administration of grant funds for San Bernardino's Operational Area. All grant requirements are located in Federal Notice of Funding Opportunity (NOFO), FEMA's Preparedness Grant Manual (located on FEMA's website) and the California State Supplemental to the NOFO (located on the Cal OES website under Grant Management). **Applicants should thoroughly read these manuals prior to submitting their applications.**

GRANT PURPOSE

The purpose of the Fiscal Year 2023 Homeland Security Grant Program (FY23 HSGP) is to support comprehensive Homeland Security Grant Programs at the local level and to encourage the improvement of mitigation, preparedness, response, and recovery capabilities for all terror-related hazards. Cal OES has accepted, approved, and awarded this grant and will continue providing support to the San Bernardino County Operational Area's efforts to implement the objectives and strategies of the Homeland Security Grant Program. HSGP subrecipients are encouraged to consider projects that fall into National Priority Investment Justification areas to meet the County and State's requirements for the National Priority 30% criteria. Information regarding National Priority Investment Justifications can be found in the FEMA Preparedness Grants Manual, the NOFO and the California State Supplemental to the NOFO. National Priority Investment Justifications are:

- Enhance Intelligence and Information Sharing and Cooperation with Federal Agencies, including DHS 3%
- Enhance the Protection of Soft Targets/Crowded Spaces, (including election security) 3%
- Enhance Cybersecurity (including election security) No minimum percent
- Combating Domestic Violent Extremism 3%
- Enhancing Community Preparedness and Resilience – 3%
- Enhancing Election Security – 3%

USE OF FUNDS

Funds provided under the HSGP must be used to support local Homeland Security Grant Program activities that contribute to the San Bernardino County Operational Area's capability to prevent, prepare for, mitigate against, respond to, and recover from acts of terrorism.

ELIGIBLE JURISDICTIONS

The County and any City/Town or District in the Operational Area (OA) may apply upon the approval of the Approval Authority members.

GRANT CHANGES AND NEW REQUIREMENTS

The following key changes have been made to the FY23 HSGP:

- **BABAA Requirements:** Jurisdictions must comply with the Build America, Buy America Act (BABAA) when applicable. The "Buy America" preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. It does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

- **Investment Justifications:** Investment Justifications have changed to align with the National Priority investments.
- **Modifications on National Priority Projects:** While the FY23 HSGP still requires that a minimum of 30% of awarded funds must be allocated towards National Priority Investment Justifications for the County, the individual percentages have changed and a new National Priority project category has been added. Refer to “Grant Purpose” section above for changes.
Reminder: Projects that have been identified as National Priority projects cannot be modified without FEMA approval. Therefore, scope of work modifications that change the investment justification category for National Priority projects are not permitted.

GRANT PROJECT CRITERIA

All projects are required to align with at least one of the six solution areas, five mission areas and the 32 core capabilities of the grant, as follows:

GRANT SOLUTION AREA:

1. Equipment
2. Training
3. Planning
4. Exercise
5. Organization
6. Management & Administration (OES only)

GRANT MISSION AREAS:

1. Prevention
2. Protection
3. Mitigation
4. Response
5. Recovery

CALIFORNIA HOMELAND SECURITY STRATEGY GOALS:

1. Enhance Information Collection, Analysis, and Sharing, in Support of Public Safety Operations Across California
2. Protect Critical Infrastructure and Key Resources from All Threats and Hazards
3. Strengthen Security and Preparedness Across Cybersecurity
4. Strengthen Communications Capabilities Through Planning, Governance, Technology, and Equipment
5. Enhance Community Preparedness
6. Enhance Multi-Jurisdictional/Inter-Jurisdictional All-Hazards Incident Catastrophic Planning, Response, and Recovery Capabilities
7. Improve Medical and Health Capabilities
8. Enhance Incident Recovery Capabilities
9. Strengthen Food and Agriculture Preparedness
10. Enhance Homeland Security Exercise, Evaluation, and Training Programs

INVESTMENT JUSTIFICATIONS

1. Enhance Information and Intelligence Sharing and Cooperation with Federal Agencies, Including DHS **(National Priority)**
2. Enhance the Protection of Soft Targets/Crowded Places **(National Priority)**
3. Enhance Cybersecurity (including election security) **(National Priority)**
4. Enhancing Community Preparedness and Resilience **(National Priority)**
5. Combating Domestic Violent Extremism **(National Priority)**

6. Strengthen Communications Capabilities Through Planning, Governance, Technology, and Equipment
7. Enhance Medical and Public Health Preparedness
8. Strengthen Information Sharing and Collaboration
9. Enhance Community Capabilities through Multi-Jurisdictional/Inter-Jurisdictional All-Hazards Incident Planning, Response & Recovery Coordination
10. Protect Critical Infrastructure and Key Resources (includes Food and Agriculture)
11. Enhance Election Security (**National Priority**)

GRANT APPLICATION

Once the application is received by San Bernardino County Office of Emergency Services and approved by Cal OES, **jurisdictions will be notified that their project(s) is/are approved in an "Authorization to Spend" letter.** ***Please note: approved allocation amounts may differ from the proposed allocations that have already been submitted.*** Please read the remainder of this document to ensure that you can comply with grant requirements prior to accepting the award.

SUBRECIPIENT GRANT PACKAGES

Subrecipient packages consist of the following: signed Subrecipient Agreement/Assurances, Cover Letter, Certification Letter, signed Application Workbook Certification, proof of SAM.gov registration, Subrecipient Grant Management Assessment Form, and Single Audit Report, if applicable. Subrecipient packages will be provided to jurisdictions that have approved projects prior to receiving the Authorization to Spend letter. Jurisdictions are NOT permitted to spend funds until the Authorization to Spend letter has been issued. If the project requires an EHP, Noncompetitive Justification, Performance Bond, or other type of approval indicated on the approved project worksheet, a request ***must*** be submitted to the Grants Unit prior to beginning the project. Once approval is obtained, projects can commence.

SUBRECIPIENT AGREEMENT

The subrecipient agreement/assurances must be signed by an authorized signer. Submit application packets to:

San Bernardino County
Office of Emergency Services
Attn: Tina Sutera
1743 Miro Way
Rialto, CA 92376-0425

A copy of the package can also be emailed to: tina.sutera@oes.sbcounty.gov.

COVER LETTER

The cover letters must be on the jurisdiction's letterhead. Please certify that the documentation is clear and correct. Include your contact information on the "Certification Box" of the cover letter.

CERTIFICATION LETTER

Complete the certification letter with the following information:

- Box 1:** Name of the entity receiving the grant award. Indicate law or fire jurisdiction.
- Boxes 2-5:** Use this table to include all federal grant funds the jurisdiction has/will receive for the fiscal year, including EMPG, SAFER, etc. Include a separate sheet if needed. (Consult with your budget or fiscal personnel for more information.)
- Box 6:** Entity Primary Location
- Box 7:** Include a UEI number. (DUNS number is no longer valid)

SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT

The Subrecipient Grant Management Assessment form must be signed by an authorized signer and submitted with your subrecipient package.

SYSTEM FOR AWARD MANAGEMENT (SAM)

Subrecipients must have a valid UEI number and be currently registered with the System for Award Management (SAM) per the Federal Funding Accountability and Transparency Act (FFATA). Proof of registration can be fulfilled by providing a screen shot of the email confirmation or website registration confirmation.

UNIQUE ENTITY IDENTIFIER NUMBER (UEI)

In order to apply and receive federal financial assistance your agency must have a valid UEI number. To obtain a UEI number agencies must register at no cost directly to this web site: www.sam.gov. DUNS numbers are no longer accepted.

GRANT PERFORMANCE PERIOD

The FY23 HSGP has a 30-month performance period for subrecipients (September 1, 2023 to March 31, 2026).

PROPOSED PROJECTS NOT APPROVED

All proposed projects not approved by the Approval Authority members at the time of the initial application will be kept on file for consideration for future funding should any savings/unspent funds become available during the grant performance timeline. If and when the Approval Authority members select your project to be funded, you will be notified, and instructions will be provided as to what requirements must be met.

GRANT REQUIREMENTS

LAW ENFORCEMENT

This year the grant requires that a minimum of 35% of HSGP funds be dedicated to law enforcement terrorism prevention activities. This is an increase from past years.

PROJECT MILESTONE DEADLINES

In order to meet the State's timeline and to ensure continuity of HSGP grant funding for the County, San Bernardino County OES requires subrecipients to complete the three milestones below for the project(s) during the life of the grant cycle. Failure to meet these milestones may result in denial of future fund requests until the project is back on track. Please also see the grant deadlines document.

Milestone	Percentage Required	Completion Date
First Milestone	30%	December 31, 2024
Second Milestone	60%	July 31, 2025
Third Milestone	100%	March 31, 2026

STATUS REPORTS

Status reports must be sent by each jurisdiction to the Grants Administration Unit prior to the deadlines listed below. Information obtained will be reported by the Grants Unit to the Cal OES and FEMA.

<u>Reporting Period</u>	<u>Report Due Date</u>
7/1/2024-12/31/2024	1/03/2025
1/1/2025-6/30/2025	7/03/2025
7/1/2025-12/31/2025	1/05/2026

MODIFICATIONS

It is mandatory for all subrecipients to obtain preapproval from the Grants Administration Unit for any project modifications. The County (as the State's subgrantee of the HSGP grant) is required to obtain preapproval from Cal OES for all project modifications, activity, and/or scope of work changes as described in the Cal OES State Supplement to the Federal NOFO. HSGP funds may only be expended for the intended purpose(s) for which they were requested and approved. Therefore, grant funds cannot be expended for projects that are modified without prior approval. Additionally, modification requests require a written justification, which explains in detail why the project is being changed.

Please contact the Grants Administration Unit for the required modification form and narrative. Modified projects completed prior to Cal OES approval will be denied.

PROCUREMENT GUIDELINES

All jurisdictions must follow the procurement policy that encompasses all federal, state, and local procurement policies and procedures for the purchase of goods and services in accordance with applicable federal rules under the 2 C.F.R. Part 200.317-200.326. Jurisdictions must ensure that all procurement transactions are conducted in a manner providing full and open competition.

San Bernardino County Procurement Policy requires the following:

1. All procurement of \$1,000 or more requires a competitive process.
2. A Noncompetitive Procurement Justification for all sole source purchases of \$1,000 or more, with documented attempts for solicitation (Bid Summary Form), must be submitted to the Grants Unit and pre-approved prior to purchase.

Subrecipients who do not follow San Bernardino County's procurement policy must submit their jurisdiction's procurement policy to the Grant's Unit to ensure that all federal, state, and local purchasing requirements are followed.

WRITTEN QOTES/BIDS

San Bernardino County policy is that Subrecipients must document a minimum of three written price quotations/bids for purchases totaling \$1,000 or more. The award is made to the responsible firm whose proposal is most advantageous for the program with price and other factors to consider. Subrecipients should adhere to their own procurement policies if their policies are more restrictive than the County's policy.

NONCOMPETITIVE PROCUREMENT

Procurement by noncompetitive proposals (sole source) may be used only when the award of the contract is not feasible under small purchase procedures, sealed bids, or competitive proposals, and one of the following circumstances applies:

1. The item is available only from one source;
2. After solicitation of at least three resources, competition is determined to be inadequate.

In concurrence with 2 CFR part 200.317 - 200.326, Cal OES requires the Operational Areas and its subrecipients encompass all federal, state, and local procurement policies for noncompetitive procurement. Failure to obtain preapproval for noncompetitive procurement may result in the denial of the grant expenditure.

In addition, if the city/town/county's policy requires that noncompetitive procurement be approved by the City Council or Governing Board prior to procurement, then that procedure must be followed. The supporting documents must be provided with reimbursement claims.

COST BENEFIT ANALYSIS

Subrecipients will need to provide a cost benefit analysis with the Request for Noncompetitive Procurement Authorization Form. The analysis will provide Cal OES the justification/feasibility based on the comparison of the total expected costs of each bid/quote against the total expected benefits, to examine whether the benefits outweigh the costs. A Cost Benefit Analysis (CBA) must be submitted with the noncompetitive procurement requests.

INFORMAL QUOTE INVENTATION FOR BID (IFB) AND REQUEST FOR PROPOSAL (RFP)

Informal Quotes are for purchases of low value goods, supplies, equipment, and services. San Bernardino County's threshold for informal quotes is \$4,999, which may be solicited by less formal means such as email, fax, informal correspondence, or internet as well as electronic procurement systems. Should the subrecipient's local policy be more restrictive, then the subrecipient must follow their own policy for informal quotes.

An IFB is used to solicit prices for goods, supplies, and equipment where the exact need is known based on definitive specifications. The IFB provides a clear and accurate description of the material or products to be procured. The description must not contain unreasonable features that restrict the competition. Jurisdictions must ensure that all procurement transactions are conducted in a manner providing full and open competition. Some situations considered to be restrictive of competition include, but are not limited to:

- Placing unreasonable requirements on firms in order for them to qualify to do business;
- Requiring unnecessary experience and excessive bonding;
- Noncompetitive pricing practices between firms or affiliated companies;
- Organizational conflicts of interest;
- Specifying only "brand name" instead of allowing "an equal" product to be offered and describing the performance of other relevant requirements of the procurement; and
- Any arbitrary action in the procurement process.

Jurisdictions may not use statutorily or administratively imposed local geographical preference in the evaluation of bids or proposals. (See 2 C.F.R. 200.37-200.326).

A jurisdiction that uses a consulting firm to write the specifications for a contract bid/proposal cannot award the contract to the same consulting firm due to a conflict of interest.

FORMAL ADVERTISING AND REQUEST FOR PROPOSALS (RFP)

Procurement by Sealed Bids/Invitation for Bids require the subrecipient to formally advertise in a widely circulated publication; bids are solicited from an adequate number of qualified sources; and a firm-fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid conforms with all material items and conditions of the bid and is the lowest price. See (2 C.F.R. 200.37-200.326 (d) (3) for additional guidance). Subrecipients must document a minimum of three responsible bids and proof of advertisement and solicitation efforts must be forwarded to the Grants Administration Unit with your reimbursement claim.

An RFP is used for the purchase of services where evaluation criteria may include qualification and experience, technical and functional specifications, cost, financial stability, and references. The RFP is sent to all registered vendors for the applicable product. The award is made to the vendor whose proposal is most advantageous.

Note: All training consultant/contractor purchases must be solicited through a competitive procurement process.

In compliance with the Byrd Anti-Lobbying Act 31 U.S.C. § 1352 (as amended), contractors who bid on federal awards of \$100,000 or more must sign and submit Certification Regarding Lobbying. Disclosure of such certification must be included in formal bid advertising and RFP language as well as the signed contract. Certification must be forwarded to the awarding agency and kept on file.

Failure to adhere to the above procurement processes may result in a delay in processing your request and possible denial of your reimbursement.

SUPPLANTING

Federal funds may not supplant, replace, or offset local funds. HSGP funds cannot be used to supplement the amount of funds that, in the absence of federal funds, would be made available for purposes consistent with the Homeland Security Grant Program. Per grant guidance, subrecipients may be required to supply documentation certifying that a reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds.

EQUIPMENT

Funds for equipment must be used to enhance the capabilities of state and local emergency response agencies and all equipment must be identified by an Authorized Equipment List (AEL) number. The HSGP grant has 21 authorized equipment categories under the AEL and, as in previous years, the AEL is presented as follows:

1. Personal Protective Equipment
2. Explosive Device Mitigation and Remediation Equipment
3. CBRNE Operational and Search and Rescue Equipment
4. Information Technology
5. Cyber Security Enhancement Equipment
6. Interoperable Communications Equipment
7. Detection
8. Decontamination
9. Medical
10. Power
11. CBRNE Reference Materials
12. CBRNE Incident Response Vehicles
13. Terrorism Incident Prevention Equipment
14. Physical Security Enhancement Equipment
15. Inspection and Screening Systems
16. Animals and Plants
17. CBRNE Prevention and Response Watercraft
18. CBRNE Aviation Equipment
19. CBRNE Logistical Support Equipment
20. Intervention Equipment
21. Other Authorized Equipment

NOTE: USE TAXES

The Grants Administration Unit will not reimburse use taxes without proper proof of payment.

AUTHORIZED EQUIPMENT LIST (AEL)

To obtain the appropriate AEL authorized number, please check on the following web site:

<https://www.fema.gov/authorized-equipment-list>.

COMMUNICATION EQUIPMENT

Subrecipients using FY23 HSGP funds to support emergency communications activities must comply with the FY2023 SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

PHARMACEUTICAL SUPPLIES

Special rules apply to pharmaceutical purchases and medical counter measures. Prior to procuring pharmaceuticals, subrecipients must have in place an inventory management plan to avoid large periodic variations in supplies due to coinciding purchase and expiration dates. This will also include antibiotics and antidotes for nerve agents, cyanide, and other toxins. Purchase of pharmaceuticals must include a budget for the disposal of expired drugs within each fiscal year period of performance for HSGP. The plan must be submitted to the Grants Unit and preapproved by FEMA prior to incurring any costs. The cost of disposal cannot be carried over to another DHS/FEMA grant or grant period.

EHP's

Any equipment that requires installation is subject to the Environmental Planning and Historic Preservation (EHP) requirements. Outdoor training/exercise activities are also subject to the EHP requirements. Subrecipients must complete and submit the required EHP Screening Form to the Grants Administration Unit for approval of Cal OES and FEMA. **It is mandatory that all EHP forms be approved by FEMA prior to incurring any project costs.** Refer to the Federal Notice of Funding Opportunity, State Guidance and FEMA Preparedness Grants Manual for information regarding the EHP Screening Form and other required documents.

PLANNING/ORGANIZATION PROJECTS

In accordance with 2 C.F.R. § 200.430, Planning/Organization personnel must track actual hours worked on planning and organization projects. Required supporting documentation consists of the following:

1. Functional timesheets or signed payroll activity reports showing how many hours of the week were dedicated to the planning project;
2. Proof of Payment (Copy of paycheck is preferred. Payroll registers are accepted with definition of codes. All private information should be blocked out);
3. TLR's (*Time, Labor Reports-showing Total Actual Hours worked for the pay period*).
4. Benefit cost analysis of actual benefit costs for the reporting period, if applicable. Weighted or estimated benefit costs are not allowable and will not be reimbursed.
5. Proof of hourly rate that is being calculated as project costs.

The grant will reimburse salary and benefit costs for ACTUAL hours worked on planning or organization projects. Benefits should be calculated with actual benefits for the reporting period.

Benefits must be calculated for each reporting (pay) period, as benefit costs may fluctuate.

For more information regarding allowable benefit costs, Refer to 2 C.F.R § 200.431 Compensation-fringe benefits.

PLANNING DELIVERABLES OR FINAL PRODUCTS

Planning deliverables may include, but are not limited to:

1. Procedure Manuals
2. Policy Procedures
3. Standard Operating Procedures (SOP's)
4. Reports
5. Templates
6. Plans
7. Guideline Manuals
8. Directive Manuals
9. Operating Manuals
10. Official Procedures
11. Newsletters
12. Training Manuals (Participants and Instructor)

Planning reports must be considerable and substantial in their contents and must be associated to the planning deliverables listed on the proposed projects. The amount of grant funds received for the planning project must justify the outcome of the delivery report.

CONTRACTOR/CONSULTANT

Contractors and Consultant services are allowable under the HSGP. Contract and procurement awards must be made to the responsible contractor or vendor whose bid or offer is most advantageous to the project. The methods of contracting are as follows:

- a) Formal Advertising
- b) Invitation for Bid (IFB)
- c) Request for Proposal (RFP)

Consideration should be given to such matters as contractor integrity, record of past performance, financial and technical resources, and/or accessibility to necessary resources. A bidder is considered responsible when it has been established that the contractor meets the necessary requirements for the project and is otherwise qualified and eligible.

NOTE: Subrecipients must verify PRIOR to entering into the contract that the independent contractor or consultant services has not been suspended or debarred from participation in receiving federal awards. A dated screen printout must be obtained from the web site www.sam.gov as proof for reimbursement requests.

All contract agreements must be prepared in accordance with existing State contract provisions and policies and clearly define the responsibilities of all parties, as per **2 C.F.R. 200.317 - 200.326 and Appendix II to Part 200, Contract Provisions for Non-Federal Entity Contracts Under Federal Awards**. In compliance with the Byrd Anti-Lobbying Act 31 U.S.C. § 1352 (as amended), contracts of \$100,000 or more require the contractor to submit a Certification Regarding Lobbying. Disclosure of such certification must be included in formal bid advertising and RFP language, as well as the signed contract agreement. Certification must be forwarded to the awarding agency and kept on file.

SAM SUSPENSION AND DEBARMENT

Subrecipients are required to obtain verification that all selected contractors or vendors are not debarred or suspended at the time of the award. The subrecipient must search the www.sam.gov website to verify that the vendor and/or contractor is not debarred or suspended from programs or activities involving federal financial and non-financial assistance. Vendor registration in SAM.gov is not required. However, vendor must not be debarred, suspended, or excluded from receiving federal funds, which will be verified in the search. Subrecipients receiving federal funds must certify that they will adhere to Federal Executive order 12549, Debarment and Suspension. Subrecipients will not make any awards or enter into any contract with parties that are debarred, suspended, or otherwise excluded or ineligible for participation in federal programs and activities.

The SAM.gov screenshot must be printed prior to hiring the vendor/contractor and must be submitted to Grants Administration Unit with the request for reimbursement. Failure to provide this information may result in a delay in processing your request and possible denial of your claim.

VEHICLE PURCHASES

As a result of numerous inquiries regarding the use of vehicles purchased with Homeland Security Grant Program funds, the following guidance is being provided regarding authorized use of these vehicles:

- 1) A performance bond must be obtained for all vehicle, watercraft, and aircraft purchases.

- 2) For the purposes of the HSGP the vehicle identification is: *A means of transportation to be used for CBRNE response equipment and personnel to the incident site.* A list of authorized HSGP vehicles can be found through FEMA's Authorized Equipment List.
- 3) Vehicle licensing, registration and general maintenance fees are the responsibility of the subrecipient and are NOT allowable with grant funds.
- 4) All vehicles purchased with HSGP funds must be tagged and be part of the subrecipient inventory control.

When subrecipients submit a proposal to purchase a vehicle, your agency must submit a justification and identify which of the subcategories under CBRNE Response Vehicle the purchase relates to. Also, your agency must be able to demonstrate how the purchase of the CBRNE Response Vehicle complies with the HSGP strategy. Vehicles must be assigned to the Duty Officer or first responder who will respond to a given incident when required to provide response to any emergency event.

PERFORMANCE BOND

Subrecipients are required to obtain a performance bond for any equipment item over \$250,000, **or any vehicle, aviation, or watercraft (regardless of the cost) financed with Homeland Security Grant dollars.** A copy of the performance bond must be submitted to the Grants Administration Unit with your reimbursement claim. Failure to obtain the required performance bond will result in the disallowance of your HSGP project. Subrecipients may request a performance bond waiver which will be reviewed by Cal OES on a case-by-case basis.

UNALLOWABLE COSTS

Equipment purchased with HSGP funds cannot be charged to other federal grants to overcome fund deficiencies. Subrecipients will ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources. Refer to Federal NOFO and State Supplemental for unallowable costs.

ADDITIONAL FORMS

All other forms must be preapproved by Cal OES prior to incurring any costs.

- EHP Form
- Request for Noncompetitive Procurement Form (Sole Source Vendor)
- Aviation Request Form
- Watercraft Request Form
- Controlled Equipment Request Form

REIMBURSEMENT CLAIMS

Reimbursement shall be based upon authorized and allowable expenditures consistent with the approved project. All expenditures must be supported with the following source documentation:

- Signed Reimbursement form
- Copy of legible invoices
- Three written quotes or Noncompetitive Procurement Authorization Form
- Screenshot of the SAM.gov vendor search results
- Proof of payment. Copy of front and back of the cancelled checks or credit card statement with proof of payment to the credit card company
- Copy of City Council Minutes (if applicable)
- At least one clear picture of each grant purchased equipment (serial number or other ID displayed).

Note: For each solution area reimbursement claim, ***please see HSGP Grants-Reimbursement Request –Check List.***

PROOF OF PAYMENTS

ALL Subrecipients are required to submit copies of the front and the back of cancelled checks, as proof of payment for HSGP grant related expenditures. Subrecipients that paid their vendors through an electronic fund transfer (EFT) must submit copy of the EFT transfer as proof of payment. The EFT transfer must include the name of the vendor/recipient of the transfer, the amount transferred, date of transfer and name of the jurisdiction doing the transfer. Credit card purchases must be accompanied with the receipt, the credit card statement and proof of payment to the credit card company for the corresponding statement.

GRANT MONITORING

JURISDICTIONAL GRANT MONITORING

As per new regulations under 2 CFR part 200.330 - 200.332, the Grants Administration Unit will be enforcing monitoring of subrecipient's project activity. Grant activities (both desk review and on-site) are reviewed during monitoring visits. These reviews may include, but are not limited to:

- Eligibility of Expenditures
- Project Activities
- Reimbursement Requests
- Modification Requests
- Grant Status/Performance Reports
- Equipment
- Equipment Inventory Control Reports
- A review of the Corrective Action Plan (CAP) of the subrecipient's Single Audit Report (if there is a finding on the report).

The Grants Administration Unit will schedule site visits with subrecipients.

INVENTORY CONTROL

Subrecipients must comply with all requirements set forth in 2 C.F.R. Part 200.313 for the active tracking and monitoring of property/equipment purchased with HSGP funds. Subrecipients must account for and reconcile inventory with the SB County OES Grants Administration Unit's property records **prior** to deployment and at each scheduled inventory inspection. Subrecipients will develop and maintain a control tracking system to ensure adequate safeguards to prevent loss, damage, or theft of grant funded equipment. When equipment purchased with grant funds is no longer needed or will be retired, subrecipients will request disposition instructions from SB County OES Grants Administration Unit. If items are damaged, lost, stolen, or retired, subrecipients will provide an explanation on the Equipment Disposition Request/Report form of how the damage happened and the subrecipient's plan in preventing damage from occurring in the future.

GRANT PROJECT CLOSEOUT

All projects must be completed by the end of the performance milestone. Supporting documentation must be kept and equipment must be tracked by the subrecipients until notified otherwise by the Grants Administrative Unit.

RECORDS RETENTION

Subrecipients are required to maintain accurate, complete, orderly, and separate records for each grant year. All supporting documentation pertaining to the administrative, programmatic, and financial management of the grant award must be retained by the subrecipient for at least three years following Cal OES's closeout of the Federal/State grant period including the resolution of any monitoring/audit findings. The Grants Administration Unit will notify all jurisdictions when to dispose of the supporting documentation for prior grant years, after Cal OES has provided authorization to dispose. If any jurisdiction is under audit review and there

are any negative audit findings under the Homeland Security Program Grant funding, they must notify SB County OES – Grants Unit as soon as possible.

COUNTY OF SAN BERNARDINO HSGP PROGRAM CONTACTS:

Crisanta Gonzalez, Director
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~ PROCEED TO CERTIFICATION AND ACKNOWLEDGEMENT ON NEXT PAGE ~

**SAN BERNARDINO COUNTY OPERATIONAL AREA
FY2023 HOMELAND SECURITY GRANT PROGRAM**

APPLICATION WORKBOOK CERTIFICATION

I, Damian Parsons as the Authorized Agent
for Consolidated Fire Agencies (CONFIRE JPA) JURISDICTION,
certify that our jurisdiction has read and acknowledges the Homeland Security Grant Program (HSGP)
guidelines specified in the document hereof.

Authorized Agent Signature

Date

Damian Parsons

Print Name

Project Manager Signature

Date

Mike Bell

Print Name