August 2, 2007

TO: SAN BERNARDINO COUNTY POLICE CHIEFS
    SAN BERNARDINO COUNTY SHERIFF AND UNDERSHERIFF
    SAN BERNARDINO COUNTY SHERIFF'S CONTRACT CITY COMMANDERS

SUBJECT: FY2007 HOMELAND SECURITY GRANT PROGRAM
    LAW JURISDICTIONS APPLICATION PROCESS

--TIME SENSITIVE INFORMATION--

As you may be aware, The San Bernardino County Operational Area Approval Authority met on Tuesday, July 31, 2007, to finalize funding allocations for the FY2007 Homeland Security Grant. A portion of both the State Homeland Security Grant (SHSGP) and Law Enforcement Terrorism Prevention Program (LETPP) have been allocated on a base plus population formula to the Law Jurisdictions in the Operational Area.

This correspondence is to provide you with the documents necessary to complete your Law Jurisdiction’s FY2007 Homeland Security Grant individual equipment project requests. Please submit your eligible funding requests for both SHSGP and LETPP on separate budget detail worksheets. Sub-Allocations amounts from each category should not be commingled. Please use the attached forms to request inclusion in the San Bernardino County Operational Area’s application and submit all information by August 20, 2007.

For your information, the following is a comparison of the FY2006 and FY2007 Homeland Security Grant:

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>State Homeland Security Grant</td>
<td>$1,934,231</td>
<td>$2,299,727</td>
</tr>
<tr>
<td>Law Enforcement Terrorism Prevention Program</td>
<td>1,496,556</td>
<td>1,224,997</td>
</tr>
<tr>
<td>Citizen Corps Program</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Urban Area Security Program</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Metropolitan Medical Response System</td>
<td>232,330</td>
<td>258,145</td>
</tr>
<tr>
<td>Totals</td>
<td>$3,663,117</td>
<td>$3,782,469</td>
</tr>
</tbody>
</table>

FY2007 Homeland Security Federal and State Grant Guidance/Grant Assurances

By submitting a funding request, your jurisdiction is subject to all requirements in both the Federal and State Guidance. This includes Grant Assurances, which according to State OHS are currently not posted on the website, but will be available once they receive official award notification from the Department of Homeland Security. However, all jurisdictions are responsible to abide by the Grant Assurances. Jurisdictions can download both the Federal and State guidance on www.homeland.ca.gov, under Grants Management.

Authorized Equipment List (AEL)

Please download and save the FY2007 AEL at www.rkb.mjpl.org, under Search the RKB/DHS Authorized Equipment List in order to complete the equipment requests. The AEL contains categorical requirements on equipment purchases. Please make sure your jurisdiction can meet these requirements before submitting equipment requests to this office.
Metropolitan Medical Response System (MMRS)
The FY2007 Homeland Security grant again contains an allocation for the MMRS. The entire amount of $258,145 has been sub-granted to the City of San Bernardino, as they are the only MMRS City in the Operational Area (OA). The sole Point of Contact form the City of San Bernardino should submit eligible funding requests to this office for the MMRS, as well as the SHSGP on separate budget detail worksheets.

Required Actions:
1. Electronic Budget Detail Worksheet/Instructions/Allocations
Use the attached FY2007 HSG Electronic Budget Detail Worksheet Instructions (Attachment A), FY2007 HSG Electronic Budget Detail Worksheet (Attachment B), FY2007 HSG Law Jurisdiction Allocations SHSGP (Attachment C), and the FY2007 HSG Law Jurisdiction Allocations LETPP (Attachment D) to submit funding requests. As a reminder, tax, as well as shipping and handling must be included in your request or they will not be eligible for reimbursement. Due to short grant deadlines, your equipment requests must be completed and returned to Claudia Davalos at cdavalos@sbcfire.org, no later than August 20, 2007.

2. Acceptance of Award Agreement
Under direction of the San Bernardino County Operational Area Approval Authority, all awarded jurisdictions must commit to spend their full allocations upon acceptance of the award. As a result, attached is the Homeland Security Grant Acceptance of Award Agreement form (Attachment E), which must be completed, signed and returned to this office no later than August 20, 2007.

This correspondence is also being sent to staff that have been pre-identified as your jurisdictions Homeland Security Grant Sole Point of Contact. If you have any questions regarding the FY2007 HSG please call Claudia Devalos or myself at (909) 356-3998.

Sincerely,

DENISE L. BENSON, Division Manager
San Bernardino County Fire Department
Office of Emergency Services

Attachments
A. FY2007 Homeland Security Grant Program Electronic Budget Detail Worksheet Directions
B. FY2007 Homeland Security Grant Program Electronic Budget Detail Worksheet
C. FY2007 Homeland Security Grant Law Jurisdictions Allocations SHSGP
D. FY2007 Homeland Security Grant Law Jurisdictions Allocations LETPP
E. Homeland Security Grant Acceptance of Award Agreement form

cc: San Bernardino Operational Area Homeland Security Approval Authority
Homeland Security Grant Sole Points of Contact
FY2007 Homeland Security Grant Program
Electronic Budget Detail Worksheet

The following Budget Detail Worksheet (Attachment B), also provided electronically, is a companion to the FY2007 Homeland Security Grant Program Authorized Equipment List (AEL), and applies to all individual grant programs contained in the FY2007 Homeland Security Grant. It is important that you read all of the AEL information on the particular items you wish to purchase. The Office of Homeland Security has established standardized guidelines for authorized equipment. **When requesting all equipment it is imperative that you reference the information in the AEL for requirements, qualifications and restrictions on purchases.**

In an attempt to expedite reimbursement requests, the San Bernardino County Office of Emergency Services is allowing **NO GRANT REVISIONS** for FY2007, as revisions drastically delay reimbursement requests. As such, it is very important to carefully consider the needs of your agency and plan accordingly.

As a reminder, tax, shipping and handling may be included in your allocation, or you may wish to use your full allocation for equipment and pay for tax, shipping and handling separately form the grant. **Tax, shipping and handling are referenced in Category 21 of the AEL, and must be included on the Electronic Budget Detail Worksheet. Those jurisdictions that do not budget for tax, shipping and handling will not be reimbursed for them.**

**Directions for the Electronic Budget Detail Worksheet:**

- The FY2007 Homeland Security Grant Authorized Equipment list contains 21 Sections of eligible equipment/expenses. The following information will assist you in completing your requests.

**Steps to Success**

1. Download the AEL at [www.rkb.mipt.org](http://www.rkb.mipt.org)
2. Locate your jurisdictions allocation amount form the attached spreadsheet, then enter the amount on the Electronic Budget Detail Worksheet in the Total Allocation space provided.
3. Choose you AEL Section (1, 2, 3 etc.).
4. Choose an AEL Reference Number (21GN-00-STAX, etc.).
5. Choose and Equipment Category (Intervention Equipment, etc.).
6. Choose an Equipment Title/Description (Tactical Entry Equipment, etc.).
7. Choose a quantity.
8. List the dollar amount of the equipment in the amount column.
9. Include tax, shipping and handling if applicable as a separate line for each individual equipment line item (Section 21 of the AEL).
10. On the Electronic Budget Detail Worksheet be sure to update your jurisdiction's Point of Contact for the FY2007 Homeland Security Grant.
11. Print a hard copy for your records.
12. Return documents to cdavalos@sbcfire.org no later than August 20, 2007.

Please direct questions to Claudia Davalos, at (909) 356-3936.
REQUEST FOR COUNCIL ACTION

Agenda Item Number D-17
Council Meeting of 2/5/08

SUBJECT:
ACCEPTANCE OF THE FY2007 HOMELAND SECURITY GRANT PROGRAM (HSGP) AWARD IN THE AMOUNT OF $51,705 TO PURCHASE LAW ENFORCEMENT SURVEILLANCE EQUIPMENT, AND AUTHORIZATION OF AN ADDITIONAL APPROPRIATION IN THE AMOUNT OF $51,705.00.

MOTION:
I move to accept the HSGP Award, and authorize an additional appropriation in the amount of $51,705.00.

DISCUSSION:
The Redlands Police Department is a sub-recipient of the FY2007 Homeland Security Grant Program. The department’s award for the FY2007 program is $51,705 which has been approved by the San Bernardino County Board of Supervisors to be spent on law enforcement surveillance equipment in the form of video cameras. There are no recurring costs associated with this grant.

FISCAL IMPACT:
None. No matching funds are required by this grant. Expenditures are 100 percent reimbursable.

PREPARED BY:
Thomas P. Fitzmaurice
Captain

REVIEWED BY:
Tina Kundig
Finance Director

RECOMMENDED BY:
N. Enrique Martinez
City Manager
An additional appropriation is hereby requested as follows:

Department: Police
Program: FY2007 Homeland Security Grant
Account Number: 247200-7140/25090
Account Description: All Other Equipment
Amount: $51,705.00

JUSTIFICATION: The funds will be utilized to purchase and install police surveillance equipment.

FINANCE USE ONLY
TRANSACTION NO.______________________
ACCOUNTING PERIOD____________________

FINANCE USE ONLY
DEBIT
CREDIT

Requested by: [Signature]
Department Head

Recommended by Finance Director:

Yes ☐ No ☐ Signed: [Signature]

Comments:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Recommended by City Manager:

[Signature]

Approved by City Council

Date: __________________________

Signed: ________________________
City Clerk