



## Agenda Report

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**File #:** 19-0231

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### **AGENDA REPORT REQUEST FOR CITY COUNCIL ACTION**

**DATE:** 3/20/2019

**TO:** Honorable Mayor and City Council Members

**FROM:** Police Department

**SUBJECT:**

City Council consideration of acceptance and appropriation of \$5,500 from the Reimbursement Grants Fund 480 for the Fiscal Year 2018 State Homeland Security Program (SHSP) Grant.

**RECOMMENDED ACTION:**

That the City Council:

1. Accept the Federal Department of Homeland Security Grant Program (HSGP) and sub-granted through the State of California, Riverside County's Fiscal Year 2018 State Homeland Security Program (SHSP) Grant.
2. Authorize the Chief of Police to execute all documents related to the Fiscal Year 2018 State Homeland Security Program Grant.
3. Authorize the Assistant City Manager / Administrative Service Director, as the Fiscal Manager, to execute the Risk Assessment documents for the Fiscal Year 2018 State Homeland Security Program Grant.
4. Authorize an appropriation and revenue estimate increase in the amount of \$5,500 within the Reimbursement Grants Fund 480 for the Police Department to purchase items related to the Public Safety Enterprise Communication (PSEC) Radio Interoperability Capital Improvement Project for radio purchases, which will be reimbursed with the above noted grant funds.

**ANALYSIS:**

The HSGP-SHSP Grant through the California Office of Emergency Services, or Cal OES, in cooperation with the Riverside County Operational Area has provided reimbursement grant funding assistance to the City of Corona. This year's grant award has been divided into two tiers based on the availability of funding. At this time, projects identified under the tier 1 classification are being

funded and at a future date tier 2 may be awarded, if funding is available. The grant performance period is September 1, 2018 - May 31, 2020.

The Police Department has been approved to use the grant funding for items related to the Public Safety Enterprise Communication (PSEC) Radio Interoperability Capital Improvement Project for the purchase of a Harris Unity Radio. This radio to be purchased, is a quad-band portable radio, which offers communication in all public safety bands and supports our radio interoperability strategic plan goals. It is the same radio the Police Department has been converting to over the last several years. This radio will be utilized by our tactical response dispatchers in tactical incidents.

**COMMITTEE ACTION:**

Not applicable.

**STRATEGIC PLAN:**

This item supports the City Strategic Plan goal to Promote Public Safety: Protect our Residents and Businesses (b) ensure adequate funding for facilities and equipment needed to support timely delivery of police and fire services to our community.

**FISCAL IMPACT:**

Approval of the recommended actions will result in a budget appropriation and revenue increase of \$5,500 in the Reimbursement Grants Fund 480. One Harris Unity radio and related accessories will be purchased for an estimated total of \$6,550. The Homeland Security Grant will reimburse the City \$5,500 of the purchase. The difference of \$1,050 for the radio, will be funded with General Fund, that is available in the FY 2018-19 Public Safety Enterprise Communication (PSEC) Radio Interoperability Capital Project for this purchase. Below is a summary:

Capital Improvement - PSEC CIP 7011

Appropriation: Homeland Security Grant (one portable radio, etc.)	\$5,500
<u>Available Budget: General Fund (one portable radio, etc.)</u>	<u>\$1,050</u>
Total	\$6,550

Fund	07/01/18 Fund Balance	Budgeted Revenues/ Sources	Budgeted Expenditures/ Uses	Fund Balance Impacts	06/30/19 Est. Fund Balance
Reimbursement Grants Fund 480	(\$1,675)	\$281	\$ -	(\$5,500) Appropriation \$5,500 Revenue Increase	(\$1,394) [Note 1]

Note 1: Fund includes previously approved grants that will be reimbursed in a future fiscal year.

**ENVIRONMENTAL ANALYSIS:**

No environmental review is required because the proposed action is not a project under the California Environmental Quality Act.

**PREPARED BY:** MICHELLE ADAMS, ACCOUNTING/GRANT SPECIALIST

**REVIEWED BY:** JERRY RODRIGUEZ, POLICE CAPTAIN

**REVIEWED BY:** GEORGE JOHNSTONE, CHIEF OF POLICE

**REVIEWED BY:** KERRY D. EDEN, ASSISTANT CITY MANAGER/ADMINISTRATIVE SERVICES DIRECTOR

**SUBMITTED BY:** MICHELE NISSEN, ACTING CITY MANAGER

Attachments:

*California Governor's Office of Emergency Services Grant Subaward, Face Sheet (2018-0054) and Standard Assurances*

*Riverside County Emergency Management Department - Risk Assessment*

*Cazcom, Inc / Hi Desert Communications Proposal #254676*



Bruce Barton, Director  
Emergency Management Department

2/27/19

City of Corona Police Department  
Michelle Adams  
Gina Moran-McGough

RE: FY18 State Homeland Security Program Grant (SHSP)  
Grant #2018-0054 CFDA#: 97.067

Award – Tier I- Radios (\$5,500)

Award- Tier 2- Radios (\$3,500); Surveillance Eq. (\$23,400)

The California Office of Emergency Services (CalOES) has approved Riverside County's Tier 1 FY18 State Homeland Security Program Grant (SHSP) application and has authorized the commencement of reimbursement requests. The performance period of this grant is **September 1, 2018 – May 31, 2020**. All **final reimbursement requests** are due no later than **June 10, 2020**.

The projects that are in Tier 2, as identified above, are still awaiting approval. You will receive additional notification when that portion has been approved and you will receive an updated workbook.

Upon approval of pending paperwork this letter serves as authorization to begin spending and requesting reimbursement of your Anti-Terrorism Approval Authority (ATAA) approved projects. Your city is required to request a reimbursement every 6 months. Equipment purchases must be completed within the first 8 months of this grant and Training must be completed or scheduled within the first year of this grant. Under extenuating circumstances some exceptions may be approved. Riverside County EMD does require you to provide a signed FY18 Grant Assurance and completed and signed Workbook Face-Sheet as soon as possible. Modifications and Reimbursement Requests cannot be processed until we receive these documents. Please remember that changes to your grant will require the approval of the OA prior to incurring any costs. All modifications, EHP's, sole source procurement, EOC and construction requests require additional approvals from CalOES through the OA prior to incurring any costs. Your Agency's Financial Workbook outlining your approved spending is included on the CD provided to you.

By accepting this award, it is understood that you are agreeing to comply with all applicable federal, state and local requirements of the grant as put forth in the FY18 Grant Assurances, federal and state guidances, and all provisions of 2 CFR 200 including part F- "Audit Requirements". Performance Bonds are required for any equipment item over \$249,999 or any vehicle, aviation, or watercraft regardless of cost that is being paid for with any portion of grant funds. Federal funds cannot be awarded to any entity that has been debarred. You will be expected to provide quarterly reports by January 1, April 1, July 1 and October 1 of each year for all open grants. Any funds found owed as a result of a final review or audit must be refunded to the County within 15 days upon receipt of an invoice from Riverside County EMD.

As always, please feel free to contact us with any questions you may have. I look forward to working with you and appreciate your cooperation and support.

Regards,

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*Kim Dana*

Kim Dana  
Administrative Services Analyst II  
Riverside County EMD  
951-955-0419

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**Standard Assurances  
For All Homeland Security Federal Grant  
Programs**

**As the duly authorized representative of the Applicant, I hereby certify** that the Applicant has the legal authority to apply for federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay any non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application, within prescribed timelines.

**I further acknowledge that the Applicant is responsible for reviewing and adhering to all requirements within the:**

- (a) Applicable Federal Regulations (see below);
- (b) Federal Program Notice of Funding Opportunity (NOFO);
- (c) California Supplement to the NOFO; and
- (d) Federal and State Grant Program Guidelines.

**Federal Regulations**

Government cost principles, uniform administrative requirements, and audit requirements for federal grant programs are set forth in Title 2, Part 200 of the Code of Federal Regulations (C.F.R.). Updates are issued by the Office of Management and Budget (OMB) and can be found at <http://www.whitehouse.gov/omb/>.

**Significant state and federal grant award requirements (some of which appear in the documents listed above) are set forth below. The Applicant hereby agrees to comply with the following:**

**1. Proof of Authority**

The Applicant will obtain written authorization from the city council, governing board, or authorized body in support of this project. This written authorization must specify that the Applicant and the city council, governing board, or authorized body agree:

- (a) That the applicant has the ability to expend funds and maintain records in accordance with federal rules and regulations;
- (b) If applicable, to provide all matching funds required for the grant project and that any cash match will be appropriated as required;
- (c) Any liability arising out of the performance of this agreement shall be the responsibility of the Applicant and the city council, governing board, or authorized body;

- (d) Grant funds shall not be used to supplant expenditures controlled by the city council, governing board, or authorized body, and
- (e) The official executing this agreement is, in fact, authorized to do so.

This Proof of Authority must be maintained on file and readily available upon request.

## **2. Financial/Property Management**

- (a) Each applicant must expend and account for federal funds in accordance with the most stringent laws and procedures which could be federal, state or your local laws and procedures. Grant funds shall not be used to supplant expenditures.
- (b) The financial management system must provide for the following;
  - The applicant must have a financial management system that has effective control over, and accountability for, all funds, property and other assets.
  - The system must provide identification, in its accounts, of all Federal awards received and expended and the programs under which they were received.
  - In addition to the items above all Federal/State/Local requirements must be met following the most stringent of these. (See 2CFR 200)
- (c) The applicant must adequately safeguard all assets and assure that they are used solely for authorized purposes as identified in the approved budget.
  - Property records must be maintained that include a description of the property, a serial number or other identifying number, source of funding for the property, title holder, acquisition date, total cost, % of cost federally funded, location of property, use and condition of property, disposition data if any, current value, depreciated value, method of depreciation
  - All equipment must be readily identified as being purchased using Homeland Security Funds
  - Disposition of equipment must have the approval of the awarding agency
  - Any loss, damage, or theft must be investigated
  - An inventory must be completed at least every 2 years
  - In addition to the items above all Federal/State/Local requirements must be met following the most stringent of these. (See 2CFR 200)

## **3. Period of Performance**

The Applicant will initiate work after approval of the award and complete all work within the period of performance specified in the grant.

## **4. Lobbying and Political Activities**

As required by Section 1352, Title 31 of the United States Code (U.S.C.), for persons entering into a contract, grant, loan, or cooperative agreement from an agency or requests or receives from an agency a commitment providing for the United States to insure or guarantee a loan, the Applicant certifies that:

- (a) No federal appropriated funds have been paid or will be paid, by or on behalf of the



undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

- (b) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

The Applicant will also comply with provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and §§ 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds.

Finally, the Applicant agrees that federal funds will not be used, directly or indirectly, to support the enactment, repeal, modification or adoption of any law, regulation or policy without the express written approval from the awarding agency.

#### **5. Debarment and Suspension**

As required by Executive Orders 12549 and 12689, and 2 C.F.R. § 200.213 and codified in 2 C.F.R. Part 180, Debarment and Suspension, the Applicant will provide protection against waste, fraud, and abuse by debarring or suspending those persons deemed irresponsible in their dealings with the federal government. The Applicant certifies that it and its principals, subgrantees, recipients or subrecipients:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transaction (federal, state, or local) terminated for cause or default.

Where the Applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

#### **6. Non-Discrimination and Equal Employment Opportunity**

The Applicant will comply with all federal statutes relating to non-discrimination. These include, but are not limited to, the following:

- (a) Title VI of the Civil Rights Act of 1964 (Public Law (P.L.) 88-352 and 42 U.S.C. § 2000d et. seq.) which prohibits discrimination on the basis of race, color, or national origin and requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services;
- (b) Title IX of the Education Amendments of 1972, (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex in any federally funded educational program or activity;
- (c) Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794), which prohibits discrimination against those with disabilities or access and functional needs;
- (d) Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability and requires buildings and structures be accessible to those with disabilities and access and functional needs (42 U.S.C. §§ 12101-12213);
- (e) Age Discrimination Act of 1975, (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age;
- (f) Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd—2), relating to confidentiality of patient records regarding substance abuse treatment;
- (g) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), relating to nondiscrimination in the sale, rental or financing of housing as implemented by the Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units—i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)—be designed and constructed with certain accessible features (See 24 C.F.R. § 100.201);

- (h) Executive Order 11246, which prohibits federal contractors and federally assisted construction contractors and subcontractors, who do over \$10,000 in Government business in one year from discriminating in employment decisions on the basis of race, color, religion, sex, sexual orientation, gender identification or national origin;
- (i) Executive Order 11375, which bans discrimination on the basis of race, color, religion, sex, sexual orientation, gender identification, or national origin in hiring and employment in both the United States federal workforce and on the part of government contractors;
- (j) California Public Contract Code § 10295.3, which prohibits discrimination based on domestic partnerships and those in same sex marriages;
- (k) DHS policy to ensure the equal treatment of faith-based organizations, under which all applicants and recipients must comply with equal treatment policies and requirements contained in 6 C.F.R. Part 19;
- (l) Any other nondiscrimination provisions in the specific statute(s) under which application for federal assistance is being made; and
- (m) The requirements of any other nondiscrimination statute(s) which may apply to the application.

In addition to the items listed in (a) through (m), the Applicant will comply with California's Fair Employment and Housing Act (FEHA). FEHA prohibits harassment and discrimination in employment because of ancestry, familial status, race, color, religious creed (including religious dress and grooming practices), sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity, gender expression, sexual orientation, marital status, national origin, ancestry, mental and physical disability, genetic information, medical condition, age, pregnancy, denial of medical and family care leave, or pregnancy disability leave (California Government Code §§12940, 12945, 12945.2), military and veteran status, and/or retaliation for protesting illegal discrimination related to one of these categories, or for reporting patient abuse in tax supported institutions.

## **7. Drug-Free Workplace**

As required by the Drug-Free Workplace Act of 1988 (41 U.S.C. § 701 et seq.), the Applicant certifies that it will maintain a drug-free workplace and a drug-free awareness program as outlined in the Act.

## **8. Environmental Standards**

The Applicant will comply with state and federal environmental standards, which may be prescribed pursuant to the following, as applicable:

- (a) California Environmental Quality Act (CEQA) (California Public Resources Code §§ 21000- 21177), to include coordination with the city or county planning agency;
- (b) CEQA Guidelines (California Code of Regulations, Title 14, Division 6, Chapter 3, §§ 15000- 15387);
- (c) Federal Clean Water Act (CWA) (33 U.S.C. § 1251 et seq.), which establishes the basic structure for regulating discharges of pollutants into the waters of the United States and regulating quality standards for surface waters;
- (d) Federal Clean Air Act of 1955 (42 U.S.C. § 7401) which regulates air emissions from stationary and mobile sources;

- (e) Institution of environmental quality control measures under the National Environmental Policy Act (NEPA) of 1969 (P.L. 91-190); the Council on Environmental Quality Regulations for Implementing the Procedural Provisions of NEPA; and Executive Order 12898 which focuses on the environmental and human health effects of federal actions on minority and low-income populations with the goal of achieving environmental protection for all communities;
- (f) Evaluation of flood hazards in floodplains in accordance with Executive Order 11988;
- (g) Executive Order 11514 which sets forth national environmental standards;
- (h) Executive Order 11738 instituted to assure that each federal agency empowered to enter into contracts for the procurement of goods, materials, or services and each federal agency empowered to extend federal assistance by way of grant, loan, or contract shall undertake such procurement and assistance activities in a manner that will result in effective enforcement of the Clean Air Act and the Federal Water Pollution Control Act Executive Order 11990 which requires preservation of wetlands;
- (i) The Safe Drinking Water Act of 1974, (P.L. 93-523);
- (j) The Endangered Species Act of 1973, (P.L. 93-205);
- (k) Assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.);
- (l) Conformity of Federal Actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.);
- (m) Wild and Scenic Rivers Act of 1968 (16 U.S.C. § 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

The Applicant shall not be: 1) in violation of any order or resolution promulgated by the State Air Resources Board or an air pollution district; 2) subject to a cease and desist order pursuant to § 13301 of the California Water Code for violation of waste discharge requirements or discharge prohibitions; or 3) determined to be in violation of federal law relating to air or water pollution.

## **9. Audits**

For subrecipients expending \$750,000 or more in federal grant funds annually, the Applicant will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and Title 2 of the Code of Federal Regulations, Part 200, Subpart F Audit Requirements.

## **10. Access to Records**

In accordance with 2 C.F.R. § 200.336, the Applicant will give the awarding agency, the Comptroller General of the United States and, if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award. The Applicant will require any subrecipients, contractors, successors, transferees and assignees to acknowledge and agree to comply with this provision.

**11. Conflict of Interest**

The Applicant will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

**12. Financial Management**

**False Claims for Payment**

The Applicant will comply with 31 U.S.C §§ 3729-3733 which sets forth that no subgrantee, recipient, or subrecipient shall submit a false claim for payment, reimbursement or advance.

**13. Reporting - Accountability**

The Applicant agrees to comply with applicable provisions of the Federal Funding Accountability and Transparency Act (FFATA) (P.L. 109-282), specifically (a) the reporting of subawards obligating \$25,000 or more in federal funds and (b) executive compensation data for first-tier subawards. This includes the provisions of FFATA, which includes requirements for executive compensation, and also requirements implementing the Act for the non-federal entity at 2 C.F.R. Part 25 Financial Assistance Use of Universal Identifier and Central Contractor Registration and 2 C.F.R. Part 170 Reporting Subaward and Executive Compensation Information.

**14. Whistleblower Protections**

The Applicant also must comply with statutory requirements for whistleblower protections at 10 U.S.C. § 2409, 41 U.S.C. § 4712, and 10 U.S.C. § 2324, 41 U.S.C. § 4304 and § 4310.

**15. Human Trafficking**

The Applicant will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. § 7104) which prohibits grant award recipients or a subrecipient from: (1) engaging in trafficking in persons during the period of time that the award is in effect; (2) procuring a commercial sex act during the period of time that the award is in effect; or (3) using forced labor in the performance of the award or subawards under the award.

**16. Labor Standards**

The Applicant will comply with the following federal labor standards:

- (a) The Davis-Bacon Act (40 U.S.C. §§ 276a to 276a-7), as applicable, and the Copeland Act (40 U.S.C. § 3145 and 18 U.S.C. § 874) and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally-assisted construction contracts or subcontracts, and
- (b) The Federal Fair Labor Standards Act (29 U.S.C. § 201 et al.) as they apply to employees of institutes of higher learning (IHE), hospitals and other non-profit organizations.



**17. Worker's Compensation**

The Applicant must comply with provisions which require every employer to be insured to protect workers who may be injured on the job at all times during the performance of the work of this Agreement, as per the workers compensation laws set forth in California Labor Code §§ 3700 et seq.

**18. Property-Related**

If applicable to the type of project funded by this federal award, the Applicant will:

- (a) Comply with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchase;
- (b) Comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires subrecipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more;
- (c) Assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470), Executive Order 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §469a-1 et seq.); and
- (d) Comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. § 4831 and 24 CFR Part 35) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

**19. Certifications Applicable Only to Federally-Funded Construction Projects**

For all construction projects, the Applicant will:

- (a) Not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with federal assistance funds to assure nondiscrimination during the useful life of the project;
- (b) Comply with the requirements of the awarding agency with regard to the drafting, review and approval of construction plans and specifications; and
- (c) Provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.

**20. Use of Cellular Device While Driving is Prohibited**

Applicants are required to comply with California Vehicle Code sections 23123 and 23123.5. These laws prohibit driving motor vehicle while using an electronic wireless communications device to write, send, or read a text-based communication. Drivers are also prohibited from the use of a wireless telephone without hands-free listening and talking, unless to make an emergency call to 911, law enforcement, or similar services.

**21. California Public Records Act and Freedom of Information Act**

The Applicant acknowledges that all information submitted in the course of applying for funding under this program, or provided in the course of an entity's grant management activities that are under Federal control, is subject to the Freedom of Information Act (FOIA), 5 U.S.C. § 552, and the California Public Records Act, California Government Code section 6250 et seq. The Applicant should consider these laws and consult its own State and local laws and regulations regarding the release of information when reporting sensitive matters in the grant application, needs assessment, and strategic planning process.

**EMERGENCY MANAGEMENT PERFORMANCE GRANT PROGRAM -  
PROGRAM SPECIFIC ASSURANCES / CERTIFICATIONS**

**22. Reporting Accusations and Findings of Discrimination**

If during the past three years the recipient has been accused of discrimination on any basis the recipient must provide a list of all such proceedings, pending or completed, including outcome and copies of settlement agreements to the DHS Financial Assistance Office and the DHS Office for Civil Rights and Civil Liberties (CRCL) by e-mail at [CRCL@hq.dhs.gov](mailto:CRCL@hq.dhs.gov) or by mail at U.S. Department of Homeland Security, Office for Civil Rights and Civil Liberties, Building 410, Mail Stop #0190, Washington, D.C. 20528.

In the courts or administrative agencies make a finding of discrimination on grounds of race, color, national origin (including LEP), sex, age, disability, religion, or familial status against the recipient, or the recipients settle a case or matter alleging such discrimination, recipients must forward a copy of the complaint and findings to the DHS Financial Assistance Office and the CRCL by e-mail or mail at the addresses listed above.

The United States has the right to seek judicial enforcement of these obligations.

**23. Acknowledgment of Federal Funding from DHS**

All recipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.

**24. Activities Conducted Abroad**

All recipients must ensure that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

**25. Best Practices for Collection and Use of Personally Identifiable Information (PII)**

DHS defines personally identifiable information (PII) as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. All recipients who collect PII are required to have a publicly-available privacy policy that describes standards on the usage and maintenance of PII they collect. Recipients may also find the DHS Privacy Impact Assessments: Privacy Guidance and Privacy template a useful resource respectively.

**26. Copyright**

All recipients must affix the applicable copyright notices of 17 U.S.C. §§ 401 or 402 and an acknowledgement of U.S. Government sponsorship (including the award number) to any work first produced under federal financial assistance awards.

**27. Duplication of Benefits**

Any cost allocable to a particular federal financial assistance award provided for in 2 C.F.R. Part 200, Subpart E may not be charged to other federal financial assistance awards to overcome fund deficiencies, to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions, or for other reasons. However, these prohibitions would not preclude recipients from shifting costs that are allowable under two or more awards in accordance with existing federal statutes, regulations, or the federal financial assistance award terms and conditions.

**28. Energy Policy and Conservation Act**

All recipients must comply with the requirements of 42 U.S.C. § 6201 which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

**29. Federal Debt Status**

All recipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. See OMB Circular A-129.

**30. Fly America Act of 1974**

All recipients must comply with Preference for U.S. Flag Air Carriers: (air carriers holding certificates under 49 U.S.C. § 41102) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974 (49 U.S.C. § 40118) and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B-138942.

**31. Hotel and Motel Fire Safety Act of 1990**

In accordance with Section 6 of the Hotel and Motel Fire Safety Act of 1990, all Applicants must ensure that all conference, meeting, convention, or training space funded in whole or in part with federal funds complies with the fire prevention and control guidelines of the Federal Fire Prevention and Control Act of 1974, as amended, 15 U.S.C. § 2225a.

**32. Non-supplanting Requirement**

All recipients who receive federal financial assistance awards made under programs that prohibit supplanting by law must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.

**33. Patents and Intellectual Property Rights**

Unless otherwise provided by law, recipients are subject to the Bayh-Dole Act, Pub. L. No. 96-517, as amended, and codified in 35 U.S.C. § 200 et seq. All recipients are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from financial assistance awards located at 37 C.F.R. Part 401 and the standard patent rights clause located at 37 C.F.R. § 401.14.

**34. SAFECOM**

All recipients who receive federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

**35. Terrorist Financing**

All recipients must comply with Executive Order 13224 and U.S. law that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. Recipients are legally responsible to ensure compliance with the Order and laws.

**36. Reporting of Matters Related to Recipient Integrity and Performance**

If the total value of the recipient's currently active grants, cooperative agreements, and procurement contracts from all federal assistance offices exceeds \$10,000,000 for any period of time during the period of performance of this federal financial assistance award, you must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated here by reference in the award terms and conditions.

**37. USA Patriot Act of 2001**

All recipients must comply with requirements of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act (USA PATRIOT Act), which amends 18 U.S.C. §§ 175–175c.

**38. Use of DHS Seal, Logo, and Flags**

All recipients must obtain permission from their DHS Financial Assistance Office, prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.



**IMPORTANT**

The purpose of the assurance is to obtain federal, state, county financial assistance, including any and all federal, state, county grants, loans, reimbursement, contracts, etc. The Applicant recognizes and agrees that county financial assistance will be extended based on the representations made in this assurance. This assurance is binding on the Applicant, its successors, transferees, assignees, etc. Failure to comply with any of the above assurances may result in suspension, termination, or reduction of grant funds.

All appropriate documentation, as outlined above, must be maintained on file by the Applicant and available for Riverside County EMD, Cal OES or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the subrecipient may be ineligible for award of any future grants if the Riverside County EMD or Cal OES determines that any of the following has occurred: (1) the recipient has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

All of the language contained within this document must be included in the award documents for all subawards at all tiers. All recipients are bound by the Department of Homeland Security Standard Terms and Conditions 2018, Version 8 .1, hereby incorporated by reference, which can be found at: <https://www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions>.

**The undersigned represents that he/she is authorized to enter into this agreement for and on behalf of the Applicant.**

Subrecipient: City of Corona - Police Department

Signature of Authorized Agent: \_\_\_\_\_

Printed Name of Authorized Agent: George Johnstone

Title: Chief of Police Date: 3/21/19





Riverside County Emergency Management Department

## Risk Assessment- 2018 Grant Cycle

- Are your grant managers experienced?
  - A. Please list, by name and title, any personnel who manages your grant.
  - B. Has there been any change in personnel who would have had responsibility of the grant program or financial activity?
    - 1. What is that change?
    - 2. How will the change affect the management of this grant?
  - C. What experience does the person who manages this grant have?

**Yes, the City of Corona's grant managers are experienced.**

- A. **Michelle Adams, BS, Accounting / Grant Specialist – Police**  
**Gina Moran McGough, Emergency Services Coordinator- Fire**  
**Jennifer Schaefer, Finance Manager III – Administrative Services**  
**Theresa Daily, CPA, Finance Analyst III – Administrative Services**
    - B. **Yes.**
    - C. **Other Police federal grants previously include: Department of Homeland Security Grants, Community Development Block Grant (CDBG) Funding through Housing and Urban Development, and various Federal Department of Justice Grants, such as COPS Hiring, COPS Technology, Supplemental Law Enforcement Services Account, and Local Edward Byrne Memorial Grant.**

- Does the Financial Management System show that grant funds are not co-mingled with general funds?
- **Yes, the grant funds are maintained in a separate fund, Reimbursement Grants-All Department.**
  - A. How are the funds identified in your financial management system?

**The grant funds are identified with a job ledger key to identify grant revenue and expenditures**

**The grant funds are identified with a job ledger key to identify grant revenue and expenditures.**

- Does your City/Agency receive more than \$750,000 in federal funding in a fiscal year? Yes (if yes, answer the below questions).
  - A. When was your last single audit completed? 06/30/2017
    - a) Were there any findings? No
    - b) What were the findings? N/A
    - c) Were those findings resolved? N/A



Riverside County Emergency Management Department

- d) How were they resolved? \_\_\_\_\_ **N/A** \_\_\_\_\_  
e) When were they resolved? \_\_\_\_\_ **N/A** \_\_\_\_\_

- Does your City/Agency have written policies for ;
  - A. Conflict of Interest  
**Yes**
  - B. Procurements-include those that use grant funds, sole source, levels of purchase, contracts (RFPs, RFQs, Awards, Debarment)  
**Yes**
  - C. Payments, including improper payments  
**Yes**
  - D. Record retention  
**Yes**
- Does your City/Agency have the ability to make purchases and wait for reimbursement?  
**Yes**
- Are there any financial issues that may cause concern?  
**No**
  - A. What are they?

Has your City/Agency received grant funding in prior years? \_\_ **Yes** \_\_ (If yes answer below questions)

- A. Did you expend all funds?  
**No**  
If not, how much was remaining?  
**For the FY16 Homeland Security SHSP grant \$5,280.27 was remaining, due to a decrease in the project costs.**
- B. Were all quarterly reports handed in on time?  
**Yes**
- C. Did you have to modify your grant at any time during the performance period? How often? Why?  
**No**

Signature Page

I certify that to the best of my knowledge and belief, this report is correct and complete and that all pertinent facts are included in this report.



Riverside County Emergency Management Department

Agency: \_\_\_\_\_ **City of Corona** \_\_\_\_\_

Authorized Agent Printed Name: **\_George Johnstone** \_\_\_\_\_

Authorized Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Fiscal Manager Printed Name: **\_\_\_Kerry Eden** \_\_\_\_\_

Fiscal Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Riverside County Grants Unit Only:

Reviewed By: \_\_\_\_\_

Date Reviewed: \_\_\_\_\_

Risk Level: \_\_\_\_\_



17181 Jasmine Street  
Victorville, CA 92395  
760-243-2332  
[ski@cazcom.org](mailto:ski@cazcom.org)

**Company:** Corona Police Department  
**Name:** Michelle Adams  
**Address:**  
**Phone:**

Proposal Number

**254676**

Customer

Quantity	Item Number	Description	Each	Extended
1	XL-PFM1M	HARRIS XL-200 Quad Band Portable Radio (List \$2,900.00)	\$ 2,146.00	\$ 2,146.00
1	XL-PL5L	P25 OTAR Feature (List \$595.00)	\$ 440.30	\$ 440.30
1	XL-PL5K	P25 OTAP Feature (List \$265.00)	\$ 196.10	\$ 196.10
1	XL-PL4F	P25 Phase II TDMA (List \$250.00)	\$ 185.00	\$ 185.00
1	XSL-PKG8F	AES Encryption (List \$695.00)	\$ 514.30	\$ 514.30
1	XL-PKGPT	P25 Trunking Feature (List \$1,500.00)	\$ 1,110.00	\$ 1,110.00
1	XL-PKGF1	All Bands VHF/UHF/700/800 (List	\$ 1,110.00	\$ 1,110.00
1	XL-PA3V	Li-ION Battery 3100 MAH (List \$150.00)	\$ 111.00	\$ 111.00
1	XL-NC5Z	Antenna- FLEX 136-870 MHz (List \$100.00)	\$ 74.00	\$ 74.00
1	XL-CH4X	Single Unit Desk Charger (List \$150.00)	\$ 111.00	\$ 111.00
		<b>OPTION</b>		
1	XL-AE4B	Speaker Microphone w/Emergency (List \$200.00)	\$ 148.00	
1	XL-HC3L	Metal Belt Clip (List \$25.00)	\$ 18.50	

**Presented By:** C.A. "Ski" Zwarkowski  
**Title:** CEO/GM  
**Date:** 3/5/2019  
**Phone:** 760-243-2332

**The Pricing on this quotation is IAW the current  
NASPO Contract Pricing**

Equipment Sub-Total	\$ 5,997.70
Sales Tax	\$ 524.80
Sub-Total	\$ 6,522.50
Fabrication	
Travel	
Programming	
Shipping/Handling	\$ 26.10
TOTAL	\$ 6,548.60
Payment with Order	
Balance Due on Delivery	\$ 6,548.60

**Accepted By:** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

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**assuredcommunications®**