



Rapid City—Pennington County Emergency Management

315 St Joseph St, B-31, Rapid City, SD 57701

Office: 605-394-2185 Fax: 605-394-2180

March 17, 2011

Kel Gunderson
Regional Response Team

Dear Kel:

Congratulations! Here's the items Regional Response has been approved for through the SHSP (State Homeland Security Program) ...

County	Grant Applicant	Project	Award Amount	Item #
Pennington	Regional Response	Smiths Bio Seeq (PCR Based Biological Detection Assay)	\$35,000.00	2010-50
		Trailer, Equipment	\$25,000.00	2010-51
		Vehicle, Specialized Emergency Management	\$42,000.00	2010-52
		Tools, Power, Electric	\$810.00	2010-53
		Cutting/Welding Equip, Underwater	\$190.00	2010-54
		Equip, Respiratory Protection, Combination	\$1,300.00	2010-55
		Footwear, Rescue and Recovery, Protective, Tech Incident	\$600.00	2010-56
		Gloves, Rescue and Recovery, Protective, Tech Incident	\$100.00	2010-57

Requirements:

1. Please read the enclosed information regarding "recipient responsibilities" of Homeland Security Grant Awards.
2. If an item is transferred or sold and is not fully depreciated you need to contact the State Homeland Security office. (605) 773-3450.

Submit all* of the following when the project is complete:

- Original invoice for payment (no fax or e-mail copies accepted)
- Completed/Signed invoice submittal form (*included in this packet*) Please include Item # from above when submitting.
- Completed/Signed CD-511 from the vendor (*included in this packet, make copies if more than one vendor is used*)

Submit your invoices in as soon as your project is completed to ensure prompt payment to your vendor.

Add these steps... if your project exceeds \$25,000, competitive bidding is required.

- Copy of your bid specifications
- Proof of bid publication (notarized copy from newspaper and copy of legal notice)
- Spreadsheet of all bidders and bid amounts
- Copy of your award notification to successful bidder

***Note: Invoices will not be paid by Pennington County unless all the information has been submitted.**

Sincerely,

Anthony Carbajal
Emergency Management Director
anthonyc@co.pennington.sd.us

Alexa White
Emergency Management Asst. Coordinator
alexaw@co.pennington.sd.us



Region 1 Homeland Security Grant Equipment Recipient Responsibilities

The receiving agency shall agree to the terms and conditions set forth below upon transfer of equipment. Please keep this on file for reference.

1. NIMS Compliant-All recipients of Homeland Security grant funds must be NIMS compliant, i.e., follow the National Incident Management System standards.
2. The Recipient will retain title of any equipment purchased with HLS funding, safeguarding all such property, and assure that it is used solely for authorized purposes. All equipment valued at \$5,000 or above is subject to monitoring and auditing by the State. This equipment will be inventoried according to the local capitol asset policy; if no local policy exists, the State capitol asset policy will be followed. Equipment can be transferred to another agency or disposed of only with the written permission of the Office of Homeland Security and documented on the HLS Equipment Transfer Form or an equivalent form approved by the State.
3. The Recipient is responsible for providing proper training and technical support to those that are assigned to use any equipment purchased through this program.
4. The Recipient agrees that these funds will be used to supplement existing grant funds for program activities and not to replace those funds which have been appropriated for the same purpose. Supplanting is not allowed under this grant.
5. The Recipient agrees that when grant funds are used to harden/secure a critical infrastructure, he or she will coordinate an ACAMS security assessment of the critical infrastructure that is receiving the security enhancements.
6. Access to records. The Recipient agrees to provide the Comptroller General of the United States and the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally acceptable accounting principles.
7. Recipient agrees to provide all necessary installation costs, insurance, maintenance, calibration, repair, and replacement of parts for the equipment received.
8. The Receiving Entity agrees to hold harmless and indemnify the Transferring Agency, its officers, agents, and employees, from and against all actions, suits damages, liability, or other proceedings, which may arise as a result of performing services hereunder or utilizing equipment provided under this program.
9. The Receiving Entity agrees to provide all necessary equipment and expertise without costs to the counties and government subdivisions of the State of South Dakota in the event of a terrorist/WMD incident or suspected incident if requested.
10. Recipient agrees to maintain all records and other information relevant to this grant agreement for a period of three (3) years after final payment is made. If an audit, litigation or other action involving the records is started before the end of the three year period, the records will be retained until all issues arising out of the action are resolved.
11. Recipient must comply and require each of its subcontractors employed in the completion of the project to comply with all applicable statutes, regulations, executive orders, OMB circulars, and terms and conditions of the award as described in the FY 2010 Homeland Security Grant Program (see <http://www.fema.gov/government/grant/hsepp>). A non-exclusive list of regulations commonly applicable to DHS grants are listed below.

Upon the transfer of the equipment to the Recipient, the Transferring Entity is no longer bound by the above terms and conditions as they may relate to the items of equipment so transferred.

Homeland Security FY 2010 Award Agreement

County	Pennington
Grant Applicant	Kel Gunderson
Applicant Entity	Regional Response
Project	Multiple projects
Grant Award Amount	\$105,000.00
Bid Required	Yes on items over \$25,000
CFDA #	97.067

Requirements:

1. Please sign and date **Award Agreement** and return to our office as soon as possible. This shows that you have accepted the grant and are planning to fulfill your project.
2. Projects are budgeted to be spent in 2011. Please DO NOT complete your approved projects or submit invoices until 2011.
3. **Please complete your purchase/project by November 30, 2011.** Projects or purchases not completed by this time are subject to forfeiture of grant funds. Any funds remaining upon completion of the original intent of this project will revert to the grantor.
4. If an item is transferred or sold and is not fully depreciated you need to contact the State Homeland Security office at (605) 773-3450.

Please contact Anthony Carbajal or Alexa White at (605) 394-2185 if you have any questions.

Signature of Receiving Entity:

(Signature)

(Print Name)

(Title)

(Date)



Rapid City—Pennington County Emergency Management
315 St Joseph, Ste. B-31
Rapid City, SD 57701