

ATTACHMENT D

Letter dated January 28, 2019 from the Department of Parks and Recreation



DEPARTMENT OF PARKS AND RECREATION

Off-Highway Motor Vehicle Recreation Division
1725 23rd Street, Suite 200
Sacramento, California 95816
(916) 324-4442

Lisa Ann L. Mangat, *Director*

January 28, 2019

Santa Barbara Sheriff's Office
4434 Calle Real
Santa Barbara, CA 93110

Attention: Jeff Greene, Sheriff

Re: Project Agreement for Authorized Representative's Signature
Project Agreement Number: G17-03-87-L01
Project Title: Law Enforcement

Dear Sheriff Greene,

Enclosed is the Project Agreement for the Off-Highway Motor Vehicle Recreation (OHMVR) grant project referenced above. Please print four copies of the Project Agreement and have your authorized representative sign and date each copy. Return the four signed copies with original signature, via US mail, to my attention at the following address:

California Department of Parks and Recreation
Off-Highway Motor Vehicle Recreation Division
1725 23rd Street, Suite 200
Sacramento, California 95816-7100

Upon receiving all the appropriate signatures, a fully executed copy of the Project Agreement will be sent to you for your files.

Accompanying the Project Agreement is a copy of the Project Cost Estimate and the General Provisions (Attachment 1 and Attachment 2 respectively) for your files. Please review the Project Agreement and the attachments carefully. The information contained therein, combined with your application constitutes the binding terms of this agreement as it pertains to grant or cooperative agreement related responsibilities and formal accountability to the State of California.

It is important for you to note the following requirements:

- You are authorized to conduct work or encumber funds only during the project performance period as specified in the Project Agreement. Should the need arise for you to perform work beyond the project performance period; it is your responsibility to request and obtain approval for a time extension prior to the expiration date of the project performance period.
- You may only submit payment requests for work or encumbrances that occurred during the project performance period as specified in the Project Agreement. The OHMVR Division (Division) will disallow reimbursement for work or encumbrances outside of the Project Agreement or the project performance period.

- All payment requests for reimbursement must be submitted to the Division on a current Payment Request form (DPR 364) and accompanied by supporting documentation of the costs claimed along with a statement of activities/accomplishments, GPS coordinates, photos and maps and/or any electronic data (such as: .shp, .gpx, or .kml files) of Project areas where activities were conducted, as applicable.
- An initial payment request for an advance must be submitted to the Division on a current Payment Request form (DPR 364) and accompanied by a summary list of proposed expenditures, activities to be accomplished along with GPS coordinates and photos of Project areas where activities will be conducted, as applicable.

Note, pursuant to the 2008 Grants and Cooperative Agreement Program Regulations (Rev. 1/16) Section 4970.23.1, generally, advances are not allowed; however, if extenuating circumstances exist, the Division may consider granting an advance.

To request an advance, the Grantee shall submit to the Division written justification explaining the need for the advance. The Division will provide written notification to the Grantee of approval/disapproval. Requests for an advance typically may not be more than half the total amount of the Grant and shall include a summary list of proposed expenditures.

For additional information regarding project administration procedures, please reference the 2008 Grants and Cooperative Agreements Program Regulations (Rev. 1/16), Section 4970.19 through 4970.25.2.

If you have questions, please contact me, Deborah Avery, at (916) 324-1615 or by email at Deborah.Avery@parks.ca.gov.

Sincerely,



Sixto J. Fernandez
Grant Administrator
Department of Parks and Recreation
OHMVR Division - Grants and Cooperative Agreements Program

Enclosure