



Pierce County

Department of Emergency Management

Finance Division
2501 South 35th Street, Suite D
Tacoma, Washington 98409-7405
(253) 798-6595 • FAX (253) 798-3307

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JAN 19 2011

PUBLIC WORKS
MAINTENANCE & OPERATIONS

STEVEN C. BAILEY
Director

VERONICA HILL
Administrative Program Manager

January 13, 2011

City of Milton
Attn: Glen Baker
1000 Laurel St
Milton, Wa. 98354

Dear Mr. Baker,

Enclosed you will find your original signed copy of the distribution agreement for DHS Grant Award #2008 GE-T8-0038.

To ensure proper financial documentation please pass these papers on to whomever you deem appropriate.

If you have any questions, please feel free to call Karen Vindivich at 253-798-2202.

Thank you,

Veronica Hill
Administrative Program Manager





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DEC 06 2010

City of Milton
Public Works

STEVEN C. BAILEY
Director

VERONICA HILL
Administrative Program Manager

November 30th, 2010

City of Milton
Attn: Glen Baker
1000 Laurel St
Milton, Wa. 98354

Dear Mr. Baker,

Enclosed are three original copies of the Department of Homeland Security Grant Award #2008 GE T8-0038 Distribution Agreement.

Please, would it be possible for you to sign these three copies, or pass them on to the appropriate person within the City of Milton for "contract required signatures", and then send them back to Karen Vindivich at 2501 S 35th St Suite D Tacoma, Wa. 98409, by December 17th, 2010.

Should you have any questions please feel free to call Karen Vindivich at 253-798-2202.

Thank you,

Veronica Hill
Administrative Program Manager



DISTRIBUTION AGREEMENT


This Document is entered into by PIERCE COUNTY (County) and City of Milton, (Agency), whose address is 1000 Laurel St Milton, Wa. 98354.

The County is undertaking certain activities related to the STATE AND LOCAL DOMESTIC PREPAREDNESS EQUIPMENT SUPPORT PROGRAM project as funded by the U.S. Department of Homeland Security (DHS) under Grant Award (#2008 GE T8-0038) (CFDA #97.067) (State Contract #E09-150) (Department of Emergency Management (Department) Program #E546). The Department has been designated as the County's pass-through entity for these grants. Agency has been designated by the Department as a sub-recipient. Under the terms and conditions of this grant, the Department distributed specialized emergency response equipment to the Agency. The distribution of the equipment is subject to the following terms and conditions.

1. The equipment delivered to Agency is as described in Attachment A. Additional equipment may be delivered to Agency during the course of the Grant, unilaterally amending Attachment A. This equipment shall be accounted for by written receipt and is subject to the terms and conditions of this agreement. Title to the equipment transfers upon delivery.
2. The equipment delivered to Agency is accepted "as is" by the Agency with the understanding that the Department disclaims all warranties for the delivered equipment. Should the equipment not perform as specified by the vendor, the Department will provide all warranty repair information to Agency.
3. Agency is responsible for the exchange of equipment with like items for proper size, etc. Department will provide all exchange information to the Agency.
4. Agency is responsible for the maintenance, training, storage, proper use and inventory of the equipment listed in Attachment A. If this equipment is lost, stolen or deemed unusable it will not be replaced. Equipment valued at \$5,000 or more (or the Agency's capitalization threshold, if less than \$5,000) have additional compliance requirements. These requirements include maintaining detailed property records, an inventory to be conducted by the Agency every two years on all federally purchased equipment valued at \$5,000 or more (or the Agency's capitalization threshold, if less than \$5,000), a control system to adequately maintain and safeguard the equipment must be established, and federal disposal requirements must be met. The Agency shall comply with the OMB Circular A-102 and Common Rule, CFR 44 13.32 Equipment.
5. Agency shall defend and hold harmless the U.S. Department of Homeland Security, the Washington State Military Department, the Department, the County, its officers, employees and agents from any claims, costs, demands or damages that may result from the Agency's failure to ensure compliance with the

provisions of this Agreement, and with laws and regulations applicable to the equipment and its use.


6. For all equipment valued at \$5,000 or more (or the Agency's capitalization threshold) the Agency must submit a biennial letter of certification to the Department at the address listed below. The certification letter must identify this equipment and include the date of inventory, location, and condition of the equipment until the equipment is disposed of in accordance with Federal requirements. Attachment B is a sample Certification Letter that must be submitted by the Agency on a biennial basis.
7. Agency must record this equipment in accordance with OMB Circular A-87 and are subject to audit and reporting requirements under OMB Circular A-133. If the Agency is required to have an audit in accordance with OMB Circular A-133 for the year the equipment is received, a copy of the audit report and the management letter shall be forwarded to the Department at the address listed below.
8. Agency shall maintain all books, records and documents related to the receipts and proper maintenance of the equipment. In compliance with A-133, Department will conduct periodic on-site reviews of the equipment and the accounting records.
9. Where documents require signatures, please sign and return to the Pierce County Department of Emergency Management, 2501 South 35th Street, Tacoma, WA 98409-7405. Thank you for your assistance in this matter. Please call Pierce County Emergency Management at 253-798-6595 if you have questions.



Steven C. Bailey, Director

12-20-2010

Date



(Please write in name and title)
SUBIR MUKERJEE, CITY ADMINISTRATOR
DEC. 10, 2010

Date

ATTACHMENT A - HAND RECEIPT

1100063

Subgrantee Organization: *City of Milton*

I hereby acknowledge receipt of the following equipment from **Pierce County Department of Emergency Management** as part of the **Department of Homeland Security Equipment Program.97.067**

Date Rec'd	Description	Model/Part #	Serial #	Barcode	Qty	Unit Price	Tax (9.3%)	Total Price Per Unit	Extended Price	Pierce County Program
11/12/10	E-00085: SHSP FY 2008 - PCPO#908522: TAIT P25 Compliant Portable Radio, 150-162Mhz, 5 Watt, 512 Channel, incl: NIMH battery, Belt Clip, Antenna and Manual (TPPB11-B100).	TPAB11-B100	21033230	00083	1	\$1,024.00	\$95.23	\$1,119.23	\$1,119.23	CFDA 97.067 E546
11/12/10	E-00086: SHSP FY 2008 - PCPO#908522: TP9100 Portable Rapid Desktop Charger (TPA-CH-002-04)	TPA-CH-002	21078820	00095	1	\$0.00	\$0.00	\$0.00	\$0.00	CFDA 97.067 E546
Total:									\$1,119.23	

I understand that my agency is responsible for the licensing, maintenance, training, storage, proper inventory and use of the above listed equipment. If this equipment is lost, stolen, or deemed unusable it will not be replaced.

Equipment valued at \$5,000 or more (or entity's capitalization threshold) have additional compliance requirements. Including but not limited to; detailed property records must be maintained, an inventory must be conducted by the subgrantee every two years on all federally purchased equipment valued at \$5,000 or more, (or the entity's capitalization threshold), a control system to adequately maintain and safeguard the equipment must be established, and federal disposal requirements must be met. (Common Rule (CFR_32))


For all equipment which requires these additional compliance requirements the final receiving agency must submit a biennial letter of certification to:

Pierce County Department of Emergency Management
 2501 South 35th Street, Suite D
 Tacoma, WA 98409-7405

The certification letter must identify this equipment and include the date of the inventory, location, condition and current value of the equipment. The certification letter is **due December 31 biennially**, until the equipment value is below \$5,000 (or the entity's capitalization threshold).

Additionally, I also understand that our agency must report this equipment in accordance with OMB Circulars 2 CFR Part 225 and are subject to audit under OMB A-133.

We hold **Pierce County Department of Emergency Management**, the Washington State Military Department and all its agents harmless for any and all damages that may result from the acceptance of this equipment.

Signed By:  Date: 11/12/10
 Print Name/Title: Glen Baken

**PIERCE COUNTY
CONTRACT SIGNATURE PAGE**

Contract # 78667

IN WITNESS WHEREOF, the parties have executed this Agreement this ____ day of _____, 20 ____.

PIERCE COUNTY:

Approved as to legal form only:

By RP Dick
Deputy Prosecuting Attorney Date

Recommended:

By P. Kenny 1-10
Budget & Finance Date

Approved:

By Jody Woodcock 12-20-2010
Department Director Date
(less than \$250,000)

By _____
Pierce County Executive Date
(\$250,000 or more)