

PHIL WEISER
Attorney General
NATALIE HANLON LEH
Chief Deputy Attorney General
ERIC R. OLSON
Solicitor General
ERIC T. MEYER
Chief Operating Officer



**STATE OF COLORADO
DEPARTMENT OF LAW**

RALPH L. CARR
COLORADO JUDICIAL CENTER
1300 Broadway, 10th Floor
Denver, Colorado 80203
Phone (720) 508-6000
**Peace Officer Standards and
Training**

April 6, 2022

TO: Pueblo Police Department

Congratulations! The office of Peace Officer Standards and Training (POST) has approved an award of **\$4,000.00** for your law enforcement training program. Our offer of this award is subject to your agreement to:

1. Use the grant funds **only** as specified in the submitted approved grant application;
2. Maintain your records to show and account for the uses of grant funds;
3. Allow POST access to records to verify grant expenditures and activities;
4. Comply with reasonable requests for information about program activities; *and*
5. Meet terms and conditions specified in the Small Dollar Grant Award (SDGA) attached to this letter.

If your organization agrees to these terms, please have an authorized representative electronically sign the attached SDGA.

You cannot incur any charges, pay for, or order any items that have been approved in this award prior to the full execution of the SDGA. Once the SDGA has been signed by the State a copy will be returned to you electronically for your records. Again, you may not incur costs prior to the date the Contract's and Procurement Director signs the SDGA.

The end date for this SDGA is **June 30, 2022**. All paid invoices for payment must be submitted no later than close of business **June 30, 2022**.

If you have any questions, please contact Kimberly Hernandez at kimberly.hernandez@coag.gov or 720-508-6682.

Sincerely,

Kimberly Hernandez
POST Grant Manager

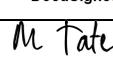
COLORADO DEPARTMENT OF LAW		IMPORTANT			Small Dollar Grant Award	
PEACE OFFICER STANDARDS AND TRAINING (POST)						
RALPH L. CARR COLORADO JUDICIAL CENTER		The SDGA # and LINE # must appear on all invoices, packing slips, cartons and correspondence.			PEACE OFFICER STANDARDS AND TRAINING	
1300 BROADWAY, 9TH FLOOR						
DENVER, CO 80203				SDGA #:	POGG1 LAAA GT202200000000000052	
Grantee:	Pueblo Police Department		Start Date: 7/1/2021		End Date: 6/30/2022	
Contact:	Detective Roman Castro					
Contact's County:	Pueblo County					
Phone:	719-240-0229					
E-Mail:	rcastro@pueblo.us					
Ship To:			Invoice To:			
Name and Address:	Pueblo Police Department		Colorado Department of Law			
	200 S. Main Street		PEACE OFFICER STANDARDS AND TRAINING (POST)			
	Pueblo, CO 81003		1300 Broadway, 9th Floor			
			Denver, CO. 80203			
			post.grants@coag.gov			
Instructions to Grantee						
Any questions regarding this Small Dollar Grant Award should be directed to post.grants@coag.gov			1. If for any reason delivery is delayed beyond the delivery/installation date shown, please notify the agency contact named at the top left. (Right of cancellation is reserved in instances in which timely delivery is not made.)			
Special Instructions:						
1.	Order of precedence: 1) Small Dollar Grant Award Terms & Conditions; 2) Exhibit A Statement of Work (SOW)/Applicable Laws (Exhibit A).					
2.	Small Dollar Grant Award Terms and Conditions: https://www.colorado.gov/osc/purchase-order-terms-conditions					
3.	Description:					
•	This Small Dollar Grant Award is to provide funds to grantee for the training of certified peace officers in the State of Colorado. See Exhibit A Statement of Work.					
•	Payment will be made upon satisfactory delivery of goods and/or completion of training or services and receipt of a correct grantee invoice and documentation of training attendance.					
•	Grantee invoices must be received no later than sixty (60) calendar days from the completion of goods and/or the completion of services and/or training. It is the responsibility of the Grantee to ensure that invoices are received at the "Invoice To" location above within the time frame specified. ALL INVOICES FOR PAYMENT MUST BE SUBMITTED NO LATER THAN CLOSE OF BUSINESS JUNE 30, 2022.					
•	THIS SMALL DOLLAR GRANT AWARD IS NOT EFFECTIVE UNTIL SIGNED BY A CONTRACTS AND PROCUREMENT DIRECTOR. UNDER NO CIRCUMSTANCES SHALL THE GOODS AND/OR SERVICES BE ORDERED OR PERFORMED PRIOR TO THE SDGA EFFECTIVE DATE, NOR EXCEED THE DOCUMENT TOTAL WITHOUT PRIOR WRITTEN AUTHORIZATION FROM THE DEPARTMENT OF LAW.					
					DOCUMENT TOTAL = \$4,000.00	
			THIS SDGA IS ISSUED IN ACCORDANCE WITH STATE AND FEDERAL REGULATIONS FOR THE STATE OF COLORADO			
			Name: Mitchell Tate			
			Title: Contracts and Procurement Director			
			Date: 4/28/2022		DocuSigned by:	
			State Purchasing Delegate Signature:		 2E52165B36A2433...	

EXHIBIT A**STATEMENT OF WORK**

1. **Parties:** This Small Dollar Grant Award (hereinafter called “SDGA”) is entered into by **Pueblo Police Department** (hereinafter called “grantee”), and the **STATE OF COLORADO acting by and through the Department of Law, on behalf of the office of Peace Officer Standards and Training (POST)** (hereinafter called “State, or DOL-POST”).
2. **General Description:**
 - a) **Authority.** Authority to enter into this SDGA exists in C.R.S.24-31-310 and funds have been budgeted, appropriated and otherwise made available pursuant to C.R.S. 42-3-304 (24) and a sufficient unencumbered balance thereof remains available for payment. Required approvals, clearance and coordination have been accomplished from and with appropriate agencies.
 - b) **Purpose.** The purpose of this SDGA is to engage the services of the Grantee to assist the Department of Law, on behalf of the Peace Officer Standards and Training (POST) office, with its statutory responsibility of providing law enforcement training and safety courses to certified Colorado peace officers.
3. **Program Year/Effective Date.** The program year (starting and ending date) is July 1, 2021 thru June 30, 2022. All SDGA’s will begin on their effective date (signature date of the State Purchasing Delegate) and end on June 30, 2022. DOL-POST shall not be liable to reimburse the Grantee for any performance, hereunder, including, but not limited to costs or expenses incurred, or be bound by any provision hereof prior to the **Effective Date** or after the **End Date** set forth in the main body of this SDGA.
4. **Project Description and Budget.** The maximum amount payable under this SDGA to the Grantee by the State is **\$4,000.00** for the following approved project activities:

Project Activity	Approved Budget
Training Scholarship – Public Safety Leadership Development Program	\$4,000.00
TOTAL	\$4,000.00

5. **Equipment.** Equipment is defined as non-expendable personal property with an acquisition cost of \$5,000 or more per unit and a useful life of more than one year. The Grantee is required to document its procurement procedures and maintain this documentation in the grant records. Receipts or invoices with order and delivery dates are required for all equipment items. Vendors are allowed to follow the procurement requirements of the state or unit of local government as long as the requirements meet or exceed the state requirements listed below. Procurement procedures are required and must be maintained in the records of the grantee.

6. **Inventory Procedures.** If the Grantee is purchasing equipment as a part of this Award the Grantee must have an effective system of property management and controls to safeguard against loss, damage, or theft of equipment.

Adequate maintenance procedures must be developed to keep the property in good condition. The Grantee is required to maintain a POST inventory form for equipment purchased, in whole or in part, with grant funds which contain the following information:

- Description of item
- Serial number and property inventory number
- Date of purchase and delivery
- Check or voucher number
- Cost documentation, invoices, receipts
- Equipment location
- Present use
- Condition
- Disposition information

7. **Reporting.** Equipment purchased with state grant funds must be reported on annually. A POST equipment reporting form must be submitted to POST at post.grants@coag.gov for each equipment item by June 30th annually. This form provides the necessary disposition and retention information. Equipment records must be maintained for seven (7) years from the date the first annual report is submitted to DOL-POST. If any litigation, claim, or audit is started before the expiration of the seven (7) year period, the records shall be retained beyond the seven-year period, until all litigation, claims, or audit findings involving records have been resolved.

8. **Disposition of Equipment.** Disposition includes the sale or trade-in of equipment as well as the disposal of equipment and the end of its useful life. Disposition of equipment requires DOL-POST approval prior to the disposition. At the end of the grant award period, title to all equipment may vest in the Grantee agency if the Grantee certifies in writing that it will use the property for the same purpose areas under which the grant was made.

9. **Procurement Procedures.** Purchases of equipment and services shall be in a manner providing maximum open and free competition. Procurement shall be made by one of the following methods:

- **Small purchase procedures** are those relatively simple and informal procurement methods for securing services, and supplies, that does not exceed \$25,000 in the aggregate. If small purchase procedures are used for procurement under the grant, written quotes must be obtained and documented from at least three (3) qualified sources. These procedures are generally used for the acquisition of relatively small standardized items such as computers.
- **Competitive negotiation** (request for proposal or other competitive process) is one method that can be used to procure goods or services that cost more than \$25,000. A request for

proposal (RFP) is publicized, negotiations are conducted with more than one of the sources submitting offers, and either a fixed-price cost-reimbursable type contract is awarded, as appropriate. The following requirements apply to competitive negotiations:

- RFP's must be publicized and identify all evaluation factors and their relative importance. Any response to publicized RFP's shall be honored to the maximum extent possible.
- Proposals must be solicited from at least three (3) qualified sources.
- Vendors must have a method for conducting technical evaluations of the proposals received and for selecting vendors.
- Awards must be made to the responsible firm (individual) who proposal is most advantageous to the program, with price and other factors considered.
- **Competitive sealed bids** (formal advertising) can also be used for procurement over \$25,000. Bids are publicly solicited and a firm, fixed-price contract (lump sum or unit price) is awarded to the responsible bidder, whose bid, conforming to all material terms and conditions of the invitation for bids, is the lowest price. Procurement by sealed bids under a grant will be accomplished through the use of state purchasing procedures or an equivalent local established procurement procedure.
- **Non-competitive negotiation** (sole-source justification) is procurement through the solicitation of a proposal from only one source or after solicitation of a number of sources when competition is determined inadequate. Prior approval by DOL-POST is required for all non-competitive procurement.

10. **Payments.** Payments shall be made in accordance with the provisions set forth in the SDGA and applicable State Controller Fiscal Rules and DOL-POST disbursement procedures. Payments to Grantee are limited to the unpaid obligated balance of the SDGA.
Grantee shall submit a request for reimbursement within sixty (60) calendar days from the delivery of goods and/or the completion of services and/or training and no later than June 30, 2022. Payment requests must be submitted with cost documentation (receipts, invoices, canceled checks) and proof of attendance (if attending training). Lodging (hotel) receipts must be dated and itemized.
11. **Grant Record Retention.** All grant records must be retained for three (3) years after the end of the state fiscal year that includes the end date of the grant. For example, if the grant ended June 30, 2019 the state fiscal year would be July 1, 2018 to June 30, 2019. The files could be destroyed after June 30, 2022. Grant records include all financial records, supporting documents, statistical records, and all other records pertinent to the grant. Source documents include copies of the grant award, any required reports, accounting transactions, the general ledger, personnel and payroll records (if applicable to the award) and any related documents and records.
12. **Applicable Laws.** At all times during the performance of this SDGA, Grantee shall comply with all applicable State laws and their implementing regulations, currently in existence and as hereafter amended, including without limitation those set forth in this Exhibit. Laws, regulations, and authoritative guidance incorporated into this SDGA include, without limitation:

- Department of Law, Peace Officer Standards and Training Continuing Education Grant Guidelines, available on the POST website.
- State of Colorado, State Controller Fiscal Rules, available on the Colorado.gov website.
- C.R.S. §24-31-310 Resources for the Training of Peace Officers.
- C.R.S. §24-31-303 (l) Duties, Powers of the POST Board.
- C.R.S. §24-31-315 Annual In-Service Training Requirements.

13. **Compliance:** The Grantee agrees to be responsible for ensuring compliance with this SDGA Award Terms and Conditions and ensure that any equipment or ammunition purchased as a part of this Award will be used for training purposes only.