



October 17, 2018

San Antonio Fire Department
Attn: Yvette Granato

Re: FY19 EMS Trauma Care System (a.k.a. County 911) Funds

Dear Chief Granato,

This year (FY19) county funds awarded to San Antonio Fire Department total \$ 30,914.00.

In lieu of a disbursement of funds to the City of San Antonio Fire Department, STRAC will be responsible for the management of the grant and account for all funds being disbursed, and in turn, will be providing goods and services to the San Antonio Fire Department.

All procurement activity associated with this grant-funded program shall follow all existing Department of State Health Services, Division of Emergency Management (DSHS DEM) guidelines for the purchase of goods and services without exception. It is critical that all procurement provisions of the grant be completely followed. When in doubt, please contact STRAC for proper guidance. The STRAC must report all expenditures to DSHS DEM by the end of fiscal year. Grantees should ensure that costs claimed under STRAC must report all expenditures to DSHS DEM by the end of fiscal year. Grantees should ensure that costs claimed under STRAC grants are eligible and reasonable. Below is a list of the eligible and non-allowable expenses:

Eligible expenses

- Supplies
- Operational Expenses
- Education and training
- Equipment
- Vehicles; and/or
- Communications Equipment

Non-allowable expenses

- Buildings
- Land
- Investments (stocks, bonds, mutual funds, etc.)
- Tax

It is imperative that grant funds are used and accounted for properly. Violations can result in a range of penalties, including suspension of future funds from the grantor, the return of all funds associated with the award, including those already expended and the creation of potential legal liability for the agency. Your cooperation in helping us meet this deadline and policies are greatly appreciated.

Please give Mary, our accounting manager, a call at 210-233-5834 or email at accounting@strac.org if you have any questions about this funding, eligible expenses or the reporting process.

Sincerely,

A handwritten signature in black ink that reads "Eric Epley".

Eric Epley
Executive Director