

## Amendment Package

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Federal Emergency Management Agency  
Washington, D.C. 20472

Mr. Ken Gilliam  
Saint Paul Fire Department  
645 Randolph Avenue  
Saint Paul, Minnesota 55102-3523

Re: Grant No. EMW-2011-FO-06771

Dear Mr. Gilliam:

This letter is in response to your amendment request regarding a cost change within your grant. Your request was reviewed by the Program and Grants Office and is hereby approved. The approved increase is \$228,000 to your total grant request. The total revised grant amount as a result of this amendment is \$314,400 with \$251,520 as the federal share and \$62,880 as the applicant share.

If you have any further questions and/or concerns please contact me at 202-786-9542.

Sincerely,

Jane Early  
Grant Management Specialist

## Agreement Articles



Federal Emergency Management Agency  
Washington, D.C. 20472

**AGREEMENT ARTICLES****ASSISTANCE TO FIREFIGHTERS GRANT PROGRAM****GRANTEE: Saint Paul Fire Department****PROGRAM: Operations and Safety****AGREEMENT NUMBER: EMW-2011-FO-06771****AMENDMENT NUMBER: 1****TABLE OF CONTENTS**

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**Article I - Project Description****Article II - Grantee Concurrence**

By requesting and receiving Federal grant funds provided by this grant program, the grantee accepts and agrees to abide by the terms and conditions of the grant as set forth in this document and the documents identified below. All documents submitted as part of the application are made a part of this agreement by reference. By receiving funds under this grant, grantees agree that they will use the funds provided through the Fiscal Year 2008 Assistance to Firefighters Grant Program in accordance with these Articles of Agreement and the program guidelines provided in the Fiscal Year 2008 Assistance to Firefighters Grants Program and Application Guidance. The grantee agrees that Federal funds under this award will be used to supplement, but not supplant, State or local funds for first responder preparedness. All documents submitted as part of the application are made a part of this agreement by reference.

**Article III - Period of Performance**

The period of performance shall be from 02-MAR-12 to 01-MAR-13.

The grant funds are available to the grantee for obligation only during the period of performance of the grant award. The grantee is not authorized to incur new obligations after the expiration date unless the grantee has requested, and FEMA has approved, a new expiration date. The grantee has 90 days after period of performance to incur costs associated with closeout or to pay for obligations incurred during period of performance. Award expenditures are for the purposes detailed in the approved grant application only. The grantee cannot transfer funds to other agencies or departments without prior written approval from FEMA.

#### **Article IV - Amount Awarded**

The amount of the award is detailed on the Obligating Document for Award attached to these articles. Following are the budgeted estimates for object classes for this grant (including Federal share plus grantee match):

Personnel	\$302,400.00
Fringe Benefits	\$0.00
Travel	\$0.00
Equipment	\$0.00
Supplies	\$0.00
Contractual	\$12,000.00
Construction	\$0.00
Other	\$0.00
Indirect Charges	\$0.00
Total	\$314,400.00

#### **Article V - Requests for Advances or Reimbursements**

Grant payments under the Assistance to Firefighter Grant Program are made on an advance or reimbursement basis for immediate cash needs. In order to request funds, the grantee must logon to the Fire Grant System using their user id/password (used to submit the application), the grantee fills out the on-line Request for Advance or Reimbursement. If the grantee has not obtained a user account, an account may be obtained by calling the help desk at 1-866-274-0960.

#### **Article VI - Budget Changes**

With prior FEMA approval, grantees may make changes in funding levels between the object classes (as detailed in Article IV above), in order to accomplish the grant's scope of work. The grant's scope of work is outlined in the project narrative and in the request details of the grant application. The provisions of this article are not applicable to changes in the budgeted line-items listed in the request details section of the application as the line-items in the request details section (i.e., scope of work) cannot be changed.

#### **Article VII - Financial Reporting**

The Request for Advance or Reimbursement mentioned, above will also be used for interim financial reporting purposes. At the end of the performance period, or upon completion of the grantee's program narrative, the grantee must complete, on-line, a final financial report that is required to close out the grant. The report is due within 90 days after the end of the performance period.

#### **Article VIII - Performance Reports**

The grantee must submit a semi-annual and a final performance report to FEMA. The final performance report should provide a short narrative on what the grantee accomplished with the grant funds and any benefits derived there from. If a grantee's performance period is extended beyond the initial 12-month period, a periodic performance report is due every six month increment until closeout.

#### **Article IX - FEMA Officials**

**Program Officer:** Tom Harrington is the Program Officer for this grant program. The Program Officer is responsible for the technical monitoring of the stages of work and technical performance of the activities described in the approved grant application.

**Grants Assistance Officer:** Richard Goodman is the Assistance Officer for this grant program. The Assistance Officer is the Federal official responsible for negotiating, administering, and executing all grant business matters.

**Grants Management Division POC:** The Grants Management Specialist shall be contacted to address all financial and administrative grant business matters for this award. If you have any questions regarding your grant please call ASK-GMD at 866-927-5646 to be directed to a specialist.

#### **Article X - Other Terms and Conditions**

A. Pre-award costs directly applicable to the awarded grant are allowable if approved in writing by the FEMA program official. In order to be reimbursed for items purchased prior to award, grantees must submit a payment request and provide rationale for incurring the costs prior to award. All pre-award expenses should have been disclosed during the award negotiation process. Failure to disclose pre-award expenses during the award negotiation process may affect the costs' eligibility.

B. Quotes obtained prior to submittal of the application - for the purposes of applying for this grant - are not considered to be sufficient to satisfy the requirements for competition as outlined in OMB Circular A-110 below. All bidding activities implemented for competition must be sought and obtained after award, i.e., during the period of performance. Grantees may be jeopardizing their awards if the requirements set forth are not adhered to.

#### **Article XI - General Provisions**

The following are hereby incorporated into this agreement by reference:

The program's annual Program Guidance.

44 CFR, Emergency Management and Assistance

- Part 7 Nondiscrimination in Federally-Assisted Programs
- Part 13 Uniform administrative requirements for grants and cooperative agreements to state and local governments
- Part 17 Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-free Workplace (Grants)
- Part 18 New Restrictions on Lobbying

31 CFR 205.6 Funding Techniques

OMB Circular A-21 Cost Principles for Educational Institutions

OMB Circular A-87 Cost Principles for State/local Governments, Indian tribes

OMB Circular A-122 Cost Principles for Non-Profit Organizations

OMB Circular A-102 Uniform Administrative Requirements for Grants and Agreements With State and Local Governments Assistance to Firefighters Grant Application and Assurances contained therein.

OMB Circular A-110 Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations Assistance to Firefighters Grant Application and Assurances contained therein.

#### **Article XII- Audit Requirements**

All grantees must follow the audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Nonprofit Organizations. The main requirement of this OMB Circular is that grantees that expend \$500,000.00 or more in Federal funds (from all Federal sources) must have a single audit performed in accordance with the circular.

As a condition of receiving funding under this grant program, you must agree to maintain grant files and supporting

documentation for three years after the conclusion of the grant. You must also agree to make your grant files, books, and records available for an audit by FEMA, the U.S. Government Accountability Office (GAO), or their duly authorized representatives to assess the accomplishments of the grant program or to ensure compliance with any requirement of the grant program.

Article XIII- Additional Requirements (if applicable)

**FEDERAL EMERGENCY MANAGEMENT AGENCY  
OBLIGATING DOCUMENT FOR AWARD/AMENDMENT**

1a. AGREEMENT NO. EMW-2011-FO-06771  
 2. AMENDMENT NO. 1  
 3. RECIPIENT NO. 41-6005521  
 4. TYPE OF ACTION AMENDMENT  
 5. CONTROL NO. W482946N  
 6. RECIPIENT NAME AND ADDRESS  
 Saint Paul Fire Department  
 645 Randolph Avenue  
 Saint Paul  
 Minnesota, 55102-3523  
 7. ISSUING FEMA OFFICE AND ADDRESS  
 FEMA/Financial and Grants Management Division  
 500 C Street, S.W., Room 350  
 Washington DC, 20472  
 Specialist:Christine Torres 202-786-9512  
 8. PAYMENT OFFICE AND ADDRESS  
 FEMA/Financial Services Branch  
 500 C Street, S.W., Room 723  
 Washington DC, 20472  
 9. NAME OF RECIPIENT PROJECT OFFICER  
 Ken Gilliam  
 PHONE NO. 6519001476  
 10. NAME OF FEMA PROJECT COORDINATOR  
 Catherine Patterson  
 PHONE NO. 1-866-274-0960  
 11. EFFECTIVE DATE OF THIS ACTION  
 02-MAR-12  
 12. METHOD OF PAYMENT  
 SF-270  
 13. ASSISTANCE ARRANGEMENT  
 Cost Sharing  
 14. PERFORMANCE PERIOD  
 From:02-MAR-12 To:01-MAR-13  
 Budget Period  
 From:31-OCT-11 To:30-SEP-12

## 15. DESCRIPTION OF ACTION

a. (Indicate funding data for awards or financial changes)

PROGRAM NAME ACRONYM	CFDA NO.	ACCOUNTING DATA (ACCS CODE) XXXX-XXX-XXXXXX-XXXXX- XXXX-XXXX-X	PRIOR TOTAL AWARD	AMOUNT AWARDED THIS ACTION + OR (-)	CURRENT TOTAL AWARD	CUMMULATIVE NON- FEDERAL COMMITMENT
AFG	97.044	2012-M1-3007RG-10000000- 4101-D	\$69,120.00	\$182,400.00	\$251,520.00	\$62,880.00
TOTALS			\$69,120.00	\$182,400.00	\$251,520.00	\$62,880.00

b. To describe changes other than funding data or financial changes, attach schedule and check here.  
N/A

16 a. FOR NON-DISASTER PROGRAMS: RECIPIENT IS REQUIRED TO SIGN AND RETURN THREE (3) COPIES OF THIS DOCUMENT TO FEMA (See Block 7 for address)

Assistance to Firefighters Grant Program recipients are not required to sign and return copies of this document. However, recipients should print and keep a copy of this document for their records.

16b. FOR DISASTER PROGRAMS: RECIPIENT IS NOT REQUIRED TO SIGN

This assistance is subject to terms and conditions attached to this award notice or by incorporated reference in program legislation cited above.

17. RECIPIENT SIGNATORY OFFICIAL (Name and Title)  
N/ADATE  
N/A18. FEMA SIGNATORY OFFICIAL (Name and Title)  
ROSALIE VEGADATE  
12-APR-12

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