

Award Letter



U.S. Department of Homeland Security  
Washington, D.C. 20472

Richard Schute  
City of Saint Paul  
15 W. Kellogg  
Saint Paul, MN 55102 - 1635

Re: Grant No.EMW-2020-PU-00136

Dear Richard Schute:

Congratulations, on behalf of the Department of Homeland Security, your application for financial assistance submitted under the Fiscal Year (FY) 2020 Port Security Grant Program has been approved in the amount of \$783,119.00. As a condition of this award, you are required to contribute a cost match in the amount of \$261,040.00 of non-Federal funds, or 25 percent of the total approved project costs of \$1,044,159.00.

Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award. By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Agreement Articles (attached to this Award Letter)
- Obligating Document (attached to this Award Letter)
- FY 2020 Port Security Grant Program Notice of Funding Opportunity.
- FEMA Preparedness Grants Manual

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award.

In order to establish acceptance of the award and its terms, please follow these instructions:

Step 1: Please log in to the ND Grants system at <https://portal.fema.gov>.

Step 2: After logging in, you will see the Home page with a Pending Tasks menu. Click on the Pending Tasks menu, select the Application sub-menu, and then click the link for "Award Offer Review" tasks. This link will navigate you to Award Packages that are pending review.

Step 3: Click the Review Award Package icon (wrench) to review the Award Package and accept or decline the award. Please save or print the Award Package for your records.

System for Award Management (SAM): Grant recipients are to keep all of their information up to date in SAM, in particular, your organization's name, address, DUNS number, EIN and banking information. Please ensure that the DUNS number used in SAM is the same one used to apply for all FEMA awards. Future payments will be contingent on the information provided in the SAM; therefore, it is imperative that the information is correct. The System for Award Management is located at <http://www.sam.gov>.

If you have any questions or have updated your information in SAM, please let your Grants Management Specialist (GMS) know as soon as possible. This will help us to make the necessary updates and avoid any interruptions in the payment process.

A handwritten signature in black ink, consisting of a stylized 'C' followed by a horizontal line and a small dot.

CHRISTOPHER PATRICK LOGAN GPD Assistant Administrator



U.S. Department of Homeland Security  
Washington, D.C. 20472

**AGREEMENT ARTICLES**  
**Port Security Grant Program**

**GRANTEE:** City of Saint Paul  
**PROGRAM:** Port Security Grant Program  
**AGREEMENT NUMBER:** EMW-2020-PU-00136-S01

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SAFECOM

### **Article I - Summary Description of Award**

The terms of the approved Investment Justification(s) and Budget Detail Worksheet(s) submitted by the recipient are incorporated into the terms of this Federal award, subject to the additional description and limitations stated in this Agreement Article and the limitations stated in subsequent reviews by FEMA of the award budget. Investments not listed in this Agreement Article are not approved for funding under this award.

Investment 1: Multi-Discipline all River Conditions Interdiction, Detection, & SAR Vessel, Training & Soft Target Protection is fully funded for \$284319.

Investment 2: Enhancing Cybersecurity in the Port of St Paul, MN is fully funded for \$498800.

### **Article II - Activities Conducted Abroad**

Recipients must ensure that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

### **Article III - Reporting of Matters Related to Recipient Integrity and Performance**

If the total value of any currently active grants, cooperative agreements, and procurement contracts from all federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this federal award, then the recipients must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated here by reference in the award terms and conditions.

### **Article IV - Trafficking Victims Protection Act of 2000 (TVPA)**

Recipients must comply with the requirements of the government-wide financial assistance award term which implements Section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), codified as amended at 22 U.S.C. section 7104. The award term is located at 2 C.F.R. section 175.15, the full text of which is incorporated here by reference.

### **Article V - Federal Leadership on Reducing Text Messaging while Driving**

Recipients are encouraged to adopt and enforce policies that ban text messaging while driving as described in E.O. 13513, including conducting initiatives described in Section 3(a) of the Order when on official government business or when performing any work for or on behalf of the federal government.

### **Article VI - Debarment and Suspension**

Recipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders (E.O.) 12549 and 12689, which are at 2 C.F.R. Part 180 as adopted by DHS at 2 C.F.R. Part 3000. These regulations restrict federal financial assistance awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

### **Article VII - Fly America Act of 1974**



Recipients must comply with Preference for U.S. Flag Air Carriers (air carriers holding certificates under 49 U.S.C. section 41102) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974, 49 U.S.C. section 40118, and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B-138942.

#### **Article VIII - Americans with Disabilities Act of 1990**

Recipients must comply with the requirements of Titles I, II, and III of the *Americans with Disabilities Act*, Pub. L. No. 101-336 (1990) (codified as amended at 42 U.S.C. sections 12101-12213), which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities.

#### **Article IX - Duplication of Benefits**

Any cost allocable to a particular federal financial assistance award provided for in 2 C.F.R. Part 200, Subpart E may not be charged to other federal financial assistance awards to overcome fund deficiencies; to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions; or for other reasons. However, these prohibitions would not preclude recipients from shifting costs that are allowable under two or more awards in accordance with existing federal statutes, regulations, or the federal financial assistance award terms and conditions.

#### **Article X - Copyright**

Recipients must affix the applicable copyright notices of 17 U.S.C. sections 401 or 402 and an acknowledgement of U.S. Government sponsorship (including the award number) to any work first produced under federal financial assistance awards.

#### **Article XI - Civil Rights Act of 1968**

Recipients must comply with Title VIII of the Civil Rights Act of 1968, Pub. L. No. 90-284, as amended through Pub. L. 113-4, which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (see 42 U.S.C. section 3601 et seq.), as implemented by the U.S. Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units-i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)-be designed and constructed with certain accessible features. (See 24 C.F.R. Part 100, Subpart D.)

#### **Article XII - Best Practices for Collection and Use of Personally Identifiable Information (PII)**

Recipients who collect PII are required to have a publicly available privacy policy that describes standards on the usage and maintenance of the PII they collect. DHS defines personally identifiable information (PII) as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. Recipients may also find the DHS Privacy Impact Assessments: Privacy Guidance and Privacy Template as useful resources respectively.

#### **Article XIII - Limited English Proficiency (Civil Rights Act of 1964, Title VI)**

Recipients must comply with Title VI of the Civil Rights Act of 1964, (42 U.S.C. section 2000d et seq.) prohibition against discrimination on the basis of national origin, which requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services.

For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance: <https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited> and additional resources on <http://www.lep.gov>.

#### **Article XIV - Hotel and Motel Fire Safety Act of 1990**

In accordance with Section 6 of the Hotel and Motel Fire Safety Act of 1990, 15 U.S.C. section 2225a, recipients must ensure that all conference, meeting, convention, or training space funded in whole or in part with federal funds complies with the fire prevention and control guidelines of the Federal Fire Prevention and Control Act of 1974, (codified as amended at 15 U.S.C. section 2225.)

#### **Article XV - Disposition of Equipment Acquired Under the Federal Award**

When original or replacement equipment acquired under this award by the recipient or its sub-recipients is no longer needed for the original project or program or for other activities currently or previously supported by DHS/FEMA, you must request instructions from DHS/FEMA to make proper disposition of the equipment pursuant to 2 C.F.R. Section 200.313.

#### **Article XVI - Patents and Intellectual Property Rights**

Recipients are subject to the Bayh-Dole Act, 35 U.S.C. section 200 et seq, unless otherwise provided by law. Recipients are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from federal financial assistance awards located at 37 C.F.R. Part 401 and the standard patent rights clause located at 37 C.F.R. section 401.14.

#### **Article XVII - DHS Specific Acknowledgements and Assurances**

All recipients, subrecipients, successors, transferees, and assignees must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff.

1. Recipients must cooperate with any compliance reviews or compliance investigations conducted by DHS.
2. Recipients must give DHS access to, and the right to examine and copy, records, accounts, and other documents and sources of information related to the federal financial assistance award and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by DHS regulations and other applicable laws or program guidance.
3. Recipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports.
4. Recipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.
5. Recipients of federal financial assistance from DHS must complete the DHS Civil Rights Evaluation Tool within thirty (30) days of receipt of the Notice of Award or, for State Administering Agencies, thirty (30) days from receipt of the DHS Civil Rights Evaluation Tool from DHS or its awarding component agency. After the initial submission for the first award under which this term applies, recipients are required to provide this information once every two (2) years as long as they have an active award, not every time an award is made. Recipients should submit the completed tool, including supporting materials, to [CivilRightsEvaluation@hq.dhs.gov](mailto:CivilRightsEvaluation@hq.dhs.gov). This tool clarifies the civil rights obligations and related reporting requirements contained in the DHS Standard Terms and Conditions. Subrecipients are not required to complete and submit this tool to DHS. The evaluation tool can be found at <https://www.dhs.gov/publication/dhs-civil-rights-evaluation-tool>.
6. The DHS Office for Civil Rights and Civil Liberties will consider, in its discretion, granting an extension if the recipient identifies steps and a timeline for completing the tool. Recipients should request extensions by emailing the request to [CivilRightsEvaluation@hq.dhs.gov](mailto:CivilRightsEvaluation@hq.dhs.gov) prior to expiration of the 30-day deadline.

#### **Article XVIII - Procurement of Recovered Materials**

States, political subdivisions of states, and their contractors must comply with Section 6002 of the Solid Waste Disposal Act, Pub. L. No. 89-272 (1965), (codified as amended by the Resource Conservation and Recovery Act, 42 U.S.C. section 6962.)

The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.

#### **Article XIX - Terrorist Financing**

Recipients must comply with E.O. 13224 and U.S. laws that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. Recipients are legally responsible to ensure compliance with the Order and laws.

#### **Article XX - Civil Rights Act of 1964 - Title VI**

Recipients must comply with the requirements of Title VI of the Civil Rights Act of 1964 (codified as amended at 42 U.S.C. section 2000d et seq.), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity

receiving federal financial assistance. DHS implementing regulations for the Act are found at 6 C.F.R. Part 21 and 44 C.F.R. Part 7.

#### **Article XXI - Prior Approval for Modification of Approved Budget**

Before making any change to the DHS/FEMA approved budget for this award, you must request prior written approval from DHS/FEMA where required by 2 C.F.R. Section 200.308. DHS/FEMA is also utilizing its discretion to impose an additional restriction under 2 C.F.R. Section 200.308(e) regarding the transfer of funds among direct cost categories, programs, functions, or activities. Therefore, for awards with an approved budget where the Federal share is greater than the simplified acquisition threshold (currently \$250,000), you may not transfer funds among direct cost categories, programs, functions, or activities without prior written approval from DHS/FEMA where the cumulative amount of such transfers exceeds or is expected to exceed ten percent (10%) of the total budget DHS/FEMA last approved. You must report any deviations from your DHS/FEMA approved budget in the first Federal Financial Report (SF-425) you submit following any budget deviation, regardless of whether the budget deviation requires prior written approval.

#### **Article XXII - Acknowledgement of Federal Funding from DHS**

Recipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposal, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.

#### **Article XXIII - Acceptance of Post Award Changes**

In the event FEMA determines that changes are necessary to the award document after an award has been made, including changes to period of performance or terms and conditions, recipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate recipient acceptance of the changes to the award. Please call the FEMA/GMD Call Center at (866) 927-5646 or via e-mail to [ASK-GMD@fema.dhs.gov](mailto:ASK-GMD@fema.dhs.gov) if you have any questions.

#### **Article XXIV - Rehabilitation Act of 1973**

Recipients must comply with the requirements of Section 504 of the Rehabilitation Act of 1973, Pub. L. No. 93-112 (1973), (codified as amended at 29 U.S.C. section 794,) which provides that no otherwise qualified handicapped individuals in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

#### **Article XXV - False Claims Act and Program Fraud Civil Remedies**

Recipients must comply with the requirements of the False Claims Act, 31 U.S.C. sections 3729-3733, which prohibits the submission of false or fraudulent claims for payment to the federal government. (See 31 U.S.C. sections 3801-3812, which details the administrative remedies for false claims and statements made.)

#### **Article XXVI - Nondiscrimination in Matters Pertaining to Faith-Based Organizations**

It is DHS policy to ensure the equal treatment of faith-based organizations in social service programs administered or supported by DHS or its component agencies, enabling those organizations to participate in providing important social services to beneficiaries. Recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R. Part 19 and other applicable statutes, regulations, and guidance governing the participations of faith-based organizations in individual DHS programs.

#### **Article XXVII - Lobbying Prohibitions**

Recipients must comply with 31 U.S.C. section 1352, which provides that none of the funds provided under a federal financial assistance award may be expended by the recipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any federal action related to a federal award or contract, including any extension, continuation, renewal, amendment, or modification.

#### **Article XXVIII - Education Amendments of 1972 (Equal Opportunity in Education Act) - Title IX**

Recipients must comply with the requirements of Title IX of the Education Amendments of 1972, Pub. L. No. 92-318 (1972) (codified as amended at 20 U.S.C. section 1681 et seq.), which provide that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational



program or activity receiving federal financial assistance. DHS implementing regulations are codified at 6 C.F.R. Part 17 and 44 C.F.R. Part 19.

#### **Article XXIX - Age Discrimination Act of 1975**

Recipients must comply with the requirements of the Age Discrimination Act of 1975, Pub. L. No. 94-135 (1975) (codified as amended at Title 42, U.S. Code, section 6101 et seq.), which prohibits discrimination on the basis of age in any program or activity receiving federal financial assistance.

#### **Article XXX - National Environmental Policy Act**

Recipients must comply with the requirements of the National Environmental Policy Act of 1969 (NEPA), Pub. L. No. 91-190 (1970) (codified as amended at 42 U.S.C. section 4321 et seq.) and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which require recipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans.

#### **Article XXXI - Assurances, Administrative Requirements, Cost Principles, Representations and Certifications**

DHS financial assistance recipients must complete either the Office of Management and Budget (OMB) Standard Form 424B Assurances - Non-Construction Programs, or OMB Standard Form 424D Assurances - Construction Programs, as applicable. Certain assurances in these documents may not be applicable to your program, and the DHS financial assistance office (DHS FAO) may require applicants to certify additional assurances. Applicants are required to fill out the assurances applicable to their program as instructed by the awarding agency. Please contact the DHS FAO if you have any questions.

DHS financial assistance recipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at Title 2, Code of Federal Regulations (C.F.R.) Part 200, and adopted by DHS at 2 C.F.R. Part 3002.

#### **Article XXXII - USA PATRIOT Act of 2001**

Recipients must comply with requirements of Section 817 of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT Act), Pub. L. No. 107-56, which amends 18 U.S.C. sections 175-175c.

#### **Article XXXIII - Non-Supplanting Requirement**

Recipients receiving federal financial assistance awards made under programs that prohibit supplanting by law must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.

#### **Article XXXIV - Drug-Free Workplace Regulations**

Recipients must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of 2 C.F.R. Part 3001, which adopts the Government-wide implementation (2 C.F.R. Part 182) of Sec. 5152-5158 of the Drug-Free Workplace Act of 1988 (41 U.S.C. sections 8101-8106).

#### **Article XXXV - Universal Identifier and System of Award Management**

Recipients are required to comply with the requirements set forth in the government-wide financial assistance award term regarding the System for Award Management and Universal Identifier Requirements located at 2 C.F.R. Part 25, Appendix A, the full text of which is incorporated here by reference.

#### **Article XXXVI - Reporting Subawards and Executive Compensation**

Recipients are required to comply with the requirements set forth in the government-wide award term on Reporting Subawards and Executive Compensation located at 2 C.F.R. Part 170, Appendix A, the full text of which is incorporated here by reference in the award terms and conditions.

#### **Article XXXVII - Energy Policy and Conservation Act**

Recipients must comply with the requirements of the Energy Policy and Conservation Act, Pub. L. No. 94- 163 (1975) (codified as amended at 42 U.S.C. section 6201 et seq.), which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

#### **Article XXXVIII - Whistleblower Protection Act**

Recipients must comply with the statutory requirements for whistleblower protections (if applicable) at 10 U.S.C section 2409, 41 U.S.C. section 4712, and 10 U.S.C. section 2324, 41 U.S.C. sections 4304 and 4310.

#### **Article XXXIX - Federal Debt Status**

All recipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. (See OMB Circular A-129.)

#### **Article XL - Use of DHS Seal, Logo and Flags**

Recipients must obtain permission from their DHS FAO prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

#### **Article XLI - Notice of Funding Opportunity Requirements**

All the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in the award terms and conditions. All recipients must comply with any such requirements set forth in the program NOFO.

#### **Article XLII - SAFECOM**

Recipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

### **BUDGET COST CATEGORIES**

Personnel	\$206,370.00
Fringe Benefits	\$69,787.00
Travel	\$0.00
Equipment	\$368,702.00
Supplies	\$4,500.00
Contractual	\$390,000.00
Construction	\$0.00
Indirect Charges	\$0.00
Other	\$4,800.00

**Obligating Document for Award/Amendment**

1a. AGREEMENT NO. EMW-2020-PU-00136-S01	2. AMENDMENT NO. ***	3. RECIPIENT NO. V00050733	4. TYPE OF ACTION AWARD	5. CONTROL NO. WX03529N2020T
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6. RECIPIENT NAME AND ADDRESS City of Saint Paul 15 W. Kellogg Saint Paul, MN, 55102 - 1635	7. ISSUING FEMA OFFICE AND ADDRESS FEMA-GPD 400 C Street, SW, 3rd floor Washington, DC 20472-3645 POC: 866-927-5646	8. PAYMENT OFFICE AND ADDRESS FEMA Finance Center 430 Market Street Winchester, VA 22603
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9. NAME OF RECIPIENT PROJECT OFFICER Lucy Angelis	PHONE NO. 6512665548	10. NAME OF FEMA PROJECT COORDINATOR Central Scheduling and Information Desk Phone: 800-368-6498 Email: Askcsid@dhs.gov
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11. EFFECTIVE DATE OF THIS ACTION 09/01/2020	12. METHOD OF PAYMENT PARS	13. ASSISTANCE ARRANGEMENT Cost Reimbursement	14. PERFORMANCE PERIOD  <table border="0"> <tr> <td><b>From:</b> 09/01/2020</td> <td><b>To:</b> 08/31/2023</td> </tr> <tr> <td><b>Budget Period</b> 09/01/2020</td> <td><b>Budget Period</b> 08/31/2023</td> </tr> </table>	<b>From:</b> 09/01/2020	<b>To:</b> 08/31/2023	<b>Budget Period</b> 09/01/2020	<b>Budget Period</b> 08/31/2023
<b>From:</b> 09/01/2020	<b>To:</b> 08/31/2023						
<b>Budget Period</b> 09/01/2020	<b>Budget Period</b> 08/31/2023						

**1 5. 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	CUMULATIVE NON- FEDERAL COMMITMENT
Port Security Grant Program	97.056	2020-FA-GC01-P410- -4101-D	\$0.00	\$783,119.00	\$783,119.00	See Totals
			\$0.00	\$783,119.00	\$783,119.00	\$261,040.00

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)

Port Security 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)

DATE

18. FEMA SIGNATORY OFFICIAL (Name and Title)

DATE



Mon Aug 31 17:55:39 GMT  
2020

SHENAUZ SUBRINA WONG , Assistance Officer

SPPD

## FY 2020 PSGP Sample Budget Detail Worksheet

**Purpose:** The budget detail worksheet may be used as a guide to assist applicants in the preparation of the budget and budget narrative. Applicants may submit the budget and budget narrative using this form or in the format of their choice (plain sheets, the applicant's own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to the project budget may be deleted. Below is an example for reference purposes.

**A. Personnel.** List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Cost
CCTV Officer, Mobile Camera Deployment and Systems Monitoring	Base Salary per year at \$78,000.00 at .3 FTE, 3 years	\$70,380.00
Cybersecurity Program Coordinator	Base Salary per year at \$87,225.00 at .2 FTE, 3 years	\$52,335.00
Deployment of CCTV Mobile Trailer Cameras and monitoring of video feeds into the CCTV Operations Center is managed by a dedicated Officer working 30% of time on this project. The access, review, and recommendations of a third- party Cybersecurity consultant is managed by a civilian Program Coordinator working 20% of time on the project.		
		\$122,715.00

**Total Personnel**

**B. Fringe Benefits.** Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project.

Name/Position	Computation	Cost
CCTV Officer, Trailer Camera Deployment & Systems Monitoring	.4 x \$78,200 of salary @ .28FTE, 3 years	\$26,128.00
Program Coordinator, Cybersecurity	.33 x \$88,000 of salary @ .2 FTE, 3 years	\$17,424.00
It is a standard calculation to apply a 33% fringe benefit to City of Saint Paul civilian employees and 40% fringe for Sworn Staff. This calculation is for only the personnel hours indicated in the salary section.		
<b>Total Fringe Benefits</b>		\$43,552.00

**C. Travel.** Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to three-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation	Cost
<b>Total Travel</b>				



**C. Equipment.** List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than one year. (Note: Organization's own capitalization policy and threshold amount for classification of equipment may be used). Identify the Authorized Equipment List number (AEL #) for items requested. Expendable items should be included either in the "Supplies" category or in the "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used. For CBRNE Vessels or Vehicles, list the specific CBRNE equipment that will be installed on the vessel or vehicle, including equipment already owned by the applicant.

**Budget Narrative:** A narrative budget justification must be provided for each of the budget items identified.

Item	Computation	Cost
Mobile CCTV trailer camera units, compatible with existing Port Security funded technology. These units can be rapidly deployed to respond to natural disasters, terror threats, and Cyberattacks or physical attacks on critical Port Security locations or CCTV system nodes	2 Trailers @ \$65,000.00 each	\$130,000.00
		\$130,000.00

**Total Equipment**

**E. Supplies.** List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. (Note: Organization's own capitalization policy and threshold amount for classification of supplies may be used). Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Item	Computation	Cost
Exercise refreshments for 80 people	\$50*80 people at convention center	\$4,000

**Total Supplies**

**F. Consultants/Contracts.** Indicate whether applicant's procurement policy follows standards found in 2 C.F.R. § 200.318(a).

**Consultant Fees:** For each consultant enter the name, if known, service to be provided, reasonable daily or hourly (8-hour day), and estimated time on the project to include M&A.

**Budget Narrative:** A narrative budget justification must be provided for each of the budget items identified.

Name of Consultant	Service Provided	Computation	Cost
The Port of Saint Paul will select a consultant vendor that has the experience and qualifications to assess our systems, equipment, and processes to recommend improvements to our Port's Cybersecurity environment.	CCTV Systems Cybersecurity Assessment	1 year @ \$35,000	\$35,000.00
Hitachi Data Systems - This vendor has the security access, systems architecture knowledge, and product integration expertise necessary to keep the CCTV system, mobile trailer cameras, and the Port's CCTV control room functional.	CCTV systems management support, software enhancements, server support, camera & mesh network enhancements.	1 year @ \$235,000.00	\$235,000.00
Wiland & Associates	Planning and facilitating Functional Cyber Exercise to include Cyber information technology lab Wiland Associates is a reputable consulting firm used by response and planning organizations within the port area for basic ICS/EOC/exercise planning activities.	\$200/hour for 375 hours of NIMS training, exercise planning and facilitation time; \$15,000 IT lab for Cyber portion of exercise	\$90,000
<b>Subtotal – Consultant Fees</b>			<b>\$360,000.00</b>

**Consultant Expenses:** List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging, etc.)

**Budget Narrative:** A narrative budget justification must be provided for each of the budget items identified.

Item	Location	Computation	Cost
<b>Subtotal – Consultant Expenses</b>			

**Contracts:** Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. Any sole source contracts must follow the requirements set forth in applicable state and local laws and regulations, as well as applicable Federal regulations at 2 CFR Part 200.

**Budget Narrative:** A narrative budget justification must be provided for each of the budget items identified.

Item	Cost
<b>Subtotal – Contracts</b>	\$
<b>Total Consultants/Contracts</b>	\$

**G. Other Costs.** List items (e.g., reproduction, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

**Budget Narrative:** Provide a narrative budget justification for each of the budget items identified.

**Important Note:** If applicable to the project, construction costs should be included in this section of the budget detail worksheet.

Description	Computation	Cost
Rental space for exercise – janitorial, facility setup and removal, Security services	\$1600 per day * 3 days	\$4,800
<b>Total Other</b>		\$4,800

**H. Indirect Costs.** Indirect costs are allowable only as described in 2 C.F.R. § 200.414. With the exception of recipients who have never received a negotiated indirect cost rate as described in 2 C.F.R. § 200.414(f), recipients must have an approved indirect cost rate agreement with their cognizant Federal agency to charge indirect costs to this award. A copy of the approved rate (a fully executed, agreement negotiated with the applicant's cognizant Federal agency) must be attached.

Description	Computation	Cost
		\$
		\$

**Budget Summary** - When the budget detail worksheet has been completed, applicants should transfer the total for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal funds requested and the amount of non-Federal funds that will support the project.

Budget Category	Federal Amount	Non-Federal Amount
A. Personnel		\$122,715.00
B. Fringe Benefits		\$43,552.00
C. Travel		
D. Equipment	\$130,000.00	
E. Supplies	\$4,000	
F. Consultants/Contracts	\$360,000.00	
G. Other	\$4,800	
H. Indirect Costs		

Total Requested Federal Amount	Total Non-Federal Amount
\$498,800.00	\$166,267.00
<b>Combined Total Project Costs</b>	
	\$667,091.00

# Emergency Mgmt

## FY 2020 PSGP Sample Budget Detail Worksheet

**Purpose:** The budget detail worksheet may be used as a guide to assist applicants in the preparation of the budget and budget narrative. Applicants may submit the budget and budget narrative using this form or in the format of their choice (plain sheets, the applicant's own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to the project budget may be deleted. Below is an example for reference purposes.

**A. Personnel.** List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Cost
Mike Sand/EM Coordinator	Base Salary per year at \$90,463 at .154 FTE, 2 years	\$27,837
Mike Aspnes/MART Fire Captain	Base Salary per year at \$90,447 at .15 FTE, 3 years	\$40,701
Overtime for Firefighters & Police Officers attending port related training and exercise	Average combined OT rate = \$50.39 at average of 10 hours per training for an anticipated 30 people over the 3 years	\$15,117
<b>Total Personnel</b>		\$83,655.00

**B. Fringe Benefits.** Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project.

Name/Position	Computation	Cost
Mike Sand/EM Coordinator	Fringes per year at \$39,182 at .15 FTE, 2 years	\$11,755
Mike Aspnes/MART Fire Captain	Fringes per year at \$32,179 at .15 FTE, 3	\$14,481
<b>Total Fringe Benefits</b>		\$26,235

**C. Travel.** Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to three-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation	Cost
<b>Total Travel</b>				

**C. Equipment.** List non-expendable items that are to be purchased. Non-expendable



equipment is tangible property having a useful life of more than one year. (Note: Organization's own capitalization policy and threshold amount for classification of equipment may be used). Identify the Authorized Equipment List number (AEL #) for items requested. Expendable items should be included either in the "Supplies" category or in the "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used. For CBRNE Vessels or Vehicles, list the specific CBRNE equipment that will be installed on the vessel or vehicle, including equipment already owned by the applicant.

**Budget Narrative:** A narrative budget justification must be provided for each of the budget items identified.

Item	Computation	Cost
<b>Inter-Comm System (ICS) Extender -</b> Currently, all communication between rescuers outside of the aircraft when in a water setting must be head and hand signals as current radio technology does not support surface water rescue operations. This communication system would allow pilots and rescuers to maintain 2-way communications during all surface water rescue operations.	\$100,000 – 1 item needed	\$100,000
<b>Twin Transport Trailer -</b> Single Transport source for two watercrafts, simplifies transport & storage and doubles response capabilities.	\$10,810	\$10,810
<b>Shallow Bottom Connector Boat -</b> For enhancement of open-water S&R capabilities and better protection for the community during times of high-water flood risk; Apparatus to shuttle LE & other personnel/resources for maritime-based tactical advantage.	2 boats @\$25,690	\$51,380
<b>Tactical Rappel Belt –</b> To use for rescue and recovery operations	7 harnesses @ \$216	\$1,512

<b>MDA Risk Assessment software package -</b> The requested software is currently used by the Port of Saint Paul response and planning officials to provide multi-source information integration, data analytics, and threat and risk analysis on CI/KR assets within the port area. This software allows us to quantify and monitor risks from natural and man-made threats, and to direct resources based on threat and risk priorities.	2-year subscription to risk assessment software	\$75,000
		\$238,702

**Total Equipment**

**E. Supplies.** List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. (Note: Organization's own capitalization policy and threshold amount for classification of supplies may be used). Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Item	Computation	Cost
Training materials – Flip Chart paper, easels, power strips, markers, name tents, name badges, etc	\$500	\$500
		\$500

**Total Supplies**

**F. Consultants/Contracts.** Indicate whether applicant's procurement policy follows standards found in 2 C.F.R. § 200.318(a).

**Consultant Fees:** For each consultant enter the name, if known, service to be provided, reasonable daily or hourly (8-hour day), and estimated time on the project to include M&A.

**Budget Narrative:** A narrative budget justification must be provided for each of the budget items identified.

Name of Consultant	Service Provided	Computation	Cost
Wiland & Associates	Planning and facilitating NIMS training for Port response agencies. Wiland Associates is a reputable consulting firm used by response and planning organizations within the port area for basic ICS/EOC/exercise planning activities.	\$200/hour for 150 hours of NIMS training, planning and facilitation time;	\$30,000
<b>Subtotal – Consultant Fees</b>			<b>\$30,000</b>

**Consultant Expenses:** List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging, etc.)

**Budget Narrative:** A narrative budget justification must be provided for each of the budget items identified.

Item	Location	Computation	Cost
<b>Subtotal – Consultant Expenses</b>			

**Contracts:** Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. Any sole source contracts must follow the requirements set forth in applicable state and local laws and regulations, as well as applicable Federal regulations at 2 CFR Part 200.

**Budget Narrative:** A narrative budget justification must be provided for each of the budget items identified.

Item	Cost
<b>Subtotal – Contracts</b>	\$
<b>Total Consultants/Contracts</b>	\$30,000

**G. Other Costs.** List items (e.g., reproduction, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

**Budget Narrative:** Provide a narrative budget justification for each of the budget items identified.

**Important Note:** If applicable to the project, construction costs should be included in this section of the budget detail worksheet.

Description	Computation	Cost
	Total Other	

**H. Indirect Costs.** Indirect costs are allowable only as described in 2 C.F.R. § 200.414. With the exception of recipients who have never received a negotiated indirect cost rate as described in 2 C.F.R. § 200.414(f), recipients must have an approved indirect cost rate agreement with their cognizant Federal agency to charge indirect costs to this award. A copy of the approved rate (a fully executed, agreement negotiated with the applicant's cognizant Federal agency) must be attached.

Description	Computation	Cost
		\$
		\$

**Budget Summary** - When the budget detail worksheet has been completed, applicants should transfer the total for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal funds requested and the amount of non-Federal funds that will support the project.

Budget Category	Federal Amount	Non-Federal Amount
A. Personnel	\$15,117	\$68,538
B. Fringe Benefits		\$26,235
C. Travel		
D. Equipment	\$238,702	
E. Supplies	\$500	
F. Consultants/Contracts	\$30,000	
G. Other		
H. Indirect Costs		

Total Requested Federal Amount	Total Non-Federal Amount
\$284,319	\$94,075
<b>Combined Total Project Costs</b>	
	\$378,394.00



## FY 2020 PSGP Sample Budget Detail Worksheet

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**A. Personnel.** List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Cost
CCTV Officer, Mobile Camera Deployment and Systems Monitoring	Base Salary per year at \$78,000.00 at .3 FTE, 3 years	\$70,380.00
Cybersecurity Program Coordinator	Base Salary per year at \$87,225.00 at .2 FTE, 3 years	\$52,335.00
Deployment of CCTV Mobile Trailer Cameras and monitoring of video feeds into the CCTV Operations Center is managed by a dedicated Officer working 30% of time on this project. The access, review, and recommendations of a third-party Cybersecurity consultant is managed by a civilian Program Coordinator working 20% of time on the project.		
		\$122,715.00

**Total Personnel**

**B. Fringe Benefits.** Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project.

Name/Position	Computation	Cost
CCTV Officer, Trailer Camera Deployment & Systems Monitoring	.4 x \$78,200 of salary @ .28FTE, 3 years	\$26,128.00
Program Coordinator, Cybersecurity	.33 x \$88,000 of salary @ .2 FTE, 3 years	\$17,424.00
It is a standard calculation to apply a 33% fringe benefit to City of Saint Paul civilian employees and 40% fringe for Sworn Staff. This calculation is for only the personnel hours indicated in the salary section.		
<b>Total Fringe Benefits</b>		\$43,552.00

**C. Travel.** Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to three-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation	Cost
<b>Total Travel</b>				

**C. Equipment.** List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than one year. (Note: Organization's own capitalization policy and threshold amount for classification of equipment may be used). Identify the Authorized Equipment List number (AEL #) for items requested. Expendable items should be included either in the "Supplies" category or in the "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used. For CBRNE Vessels or Vehicles, list the specific CBRNE equipment that will be installed on the vessel or vehicle, including equipment already owned by the applicant.

**Budget Narrative:** A narrative budget justification must be provided for each of the budget items identified.

Item	Computation	Cost
Mobile CCTV trailer camera units, compatible with existing Port Security funded technology. These units can be rapidly deployed to respond to natural disasters, terror threats, and Cyberattacks or physical attacks on critical Port Security locations or CCTV system nodes	2 Trailers @ \$65,000.00 each	\$130,000.00
		\$130,000.00

**Total Equipment**

**E. Supplies.** List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. (Note: Organization's own capitalization policy and threshold amount for classification of supplies may be used). Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Item	Computation	Cost
Exercise refreshments for 80 people	\$50*80 people at convention center	\$4,000

**Total Supplies**

**F. Consultants/Contracts.** Indicate whether applicant's procurement policy follows standards found in 2 C.F.R. § 200.318(a).

**Consultant Fees:** For each consultant enter the name, if known, service to be provided, reasonable daily or hourly (8-hour day), and estimated time on the project to include M&A.

**Budget Narrative:** A narrative budget justification must be provided for each of the budget items identified.

Name of Consultant	Service Provided	Computation	Cost
The Port of Saint Paul will select a consultant vendor that has the experience and qualifications to assess our systems, equipment, and processes to recommend improvements to our Port's Cybersecurity environment.	CCTV Systems Cybersecurity Assessment	1 year @ \$35,000	\$35,000.00
Hitachi Data Systems - This vendor has the security access, systems architecture knowledge, and product integration expertise necessary to keep the CCTV system, mobile trailer cameras, and the Port's CCTV control room functional.	CCTV systems management support, software enhancements, server support, camera & mesh network enhancements.	1 year @ \$235,000.00	\$235,000.00
Wiland & Associates	Planning and facilitating Functional Cyber Exercise to include Cyber information technology lab Wiland Associates is a reputable consulting firm used by response and planning organizations within the port area for basic ICS/EOC/exercise planning activities.	\$200/hour for 375 hours of NIMS training, exercise planning and facilitation time; \$15,000 IT lab for Cyber portion of exercise	\$90,000
<b>Subtotal – Consultant Fees</b>			<b>\$360,000.00</b>

**Consultant Expenses:** List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging, etc.)

**Budget Narrative:** A narrative budget justification must be provided for each of the budget items identified.

Item	Location	Computation	Cost
<b>Subtotal – Consultant Expenses</b>			

**Contracts:** Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. Any sole source contracts must follow the requirements set forth in applicable state and local laws and regulations, as well as applicable Federal regulations at 2 CFR Part 200.

**Budget Narrative:** A narrative budget justification must be provided for each of the budget items identified.

Item	Cost
<b>Subtotal – Contracts</b>	\$
<b>Total Consultants/Contracts</b>	\$

**G. Other Costs.** List items (e.g., reproduction, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

**Budget Narrative:** Provide a narrative budget justification for each of the budget items identified.

**Important Note:** If applicable to the project, construction costs should be included in this section of the budget detail worksheet.

Description	Computation	Cost
Rental space for exercise – janitorial,	\$1600 per day * 3 days	\$4,800
facility setup and removal, Security services		
<b>Total Other</b>		\$4,800



**H. Indirect Costs.** Indirect costs are allowable only as described in 2 C.F.R. § 200.414. With the exception of recipients who have never received a negotiated indirect cost rate as described in 2 C.F.R. § 200.414(f), recipients must have an approved indirect cost rate agreement with their cognizant Federal agency to charge indirect costs to this award. A copy of the approved rate (a fully executed, agreement negotiated with the applicant's cognizant Federal agency) must be attached.

Description	Computation	Cost
		\$
		\$

**Budget Summary** - When the budget detail worksheet has been completed, applicants should transfer the total for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal funds requested and the amount of non-Federal funds that will support the project.

Budget Category	Federal Amount	Non-Federal Amount
A. Personnel		\$122,715.00
B. Fringe Benefits		\$43,552.00
C. Travel		
D. Equipment	\$130,000.00	
E. Supplies	\$4,000	
F. Consultants/Contracts	\$360,000.00	
G. Other	\$4,800	
H. Indirect Costs		

Total Requested Federal Amount	Total Non-Federal Amount
\$498,800.00	\$166,267.00
<b>Combined Total Project Costs</b>	
	\$667,091.00

## FY 2020 PSGP Sample Budget Detail Worksheet

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Name/Position	Computation	Cost
Mike Sand/EM Coordinator	Base Salary per year at \$90,463 at .154 FTE, 2 years	\$27,837
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Overtime for Firefighters & Police Officers attending port related training and exercise	Average combined OT rate = \$50.39 at average of 10 hours per training for an anticipated 30 people over the 3 years	\$15,117
<b>Total Personnel</b>		\$83,655.00

**B. Fringe Benefits.** Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project.

Name/Position	Computation	Cost
Mike Sand/EM Coordinator	Fringes per year at \$39,182 at .15 FTE, 2 years	\$11,755
Mike Aspnes/MART Fire Captain	Fringes per year at \$32,179 at .15 FTE, 3 years	\$14,481
<b>Total Fringe Benefits</b>		\$26,235

**C. Travel.** Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to three-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation	Cost
<b>Total Travel</b>				

**C. Equipment.** List non-expendable items that are to be purchased. Non-expendable

equipment is tangible property having a useful life of more than one year. (Note: Organization's own capitalization policy and threshold amount for classification of equipment may be used). Identify the Authorized Equipment List number (AEL #) for items requested. Expendable items should be included either in the "Supplies" category or in the "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used. For CBRNE Vessels or Vehicles, list the specific CBRNE equipment that will be installed on the vessel or vehicle, including equipment already owned by the applicant.

**Budget Narrative:** A narrative budget justification must be provided for each of the budget items identified.

Item	Computation	Cost
<b>Inter-Comm System (ICS) Extender -</b> Currently, all communication between rescuers outside of the aircraft when in a water setting must be head and hand signals as current radio technology does not support surface water rescue operations. This communication system would allow pilots and rescuers to maintain 2-way communications during all surface water rescue operations.	\$100,000 – 1 item needed	\$100,000
<b>Twin Transport Trailer -</b> Single Transport source for two watercrafts, simplifies transport & storage and doubles response capabilities.	\$10,810	\$10,810
<b>Shallow Bottom Connector Boat -</b> For enhancement of open-water S&R capabilities and better protection for the community during times of high-water flood risk; Apparatus to shuttle LE & other personnel/resources for maritime-based tactical advantage.	2 boats @\$25,690	\$51,380
<b>Tactical Rappel Belt –</b> To use for rescue and recovery operations	7 harnesses @ \$216	\$1,512

<b>MDA Risk Assessment software package -</b> The requested software is currently used by the Port of Saint Paul response and planning officials to provide multi-source information integration, data analytics, and threat and risk analysis on CI/KR assets within the port area. This software allows us to quantify and monitor risks from natural and man-made threats, and to direct resources based on threat and risk priorities.	2-year subscription to risk assessment software	\$75,000
		\$238,702

**Total Equipment**

**E. Supplies.** List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. (Note: Organization's own capitalization policy and threshold amount for classification of supplies may be used). Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Item	Computation	Cost
Training materials – Flip Chart paper, easels, power strips, markers, name tents, name badges, etc	\$500	\$500
		\$500

**Total Supplies**

**F. Consultants/Contracts.** Indicate whether applicant's procurement policy follows standards found in 2 C.F.R. § 200.318(a).

**Consultant Fees:** For each consultant enter the name, if known, service to be provided, reasonable daily or hourly (8-hour day), and estimated time on the project to include M&A.

**Budget Narrative:** A narrative budget justification must be provided for each of the budget items identified.

Name of Consultant	Service Provided	Computation	Cost
Wiland & Associates	Planning and facilitating NIMS training for Port response agencies. Wiland Associates is a reputable consulting firm used by response and planning organizations within the port area for basic ICS/EOC/exercise planning activities.	\$200/hour for 150 hours of NIMS training, planning and facilitation time;	\$30,000
<b>Subtotal – Consultant Fees</b>			<b>\$30,000</b>

**Consultant Expenses:** List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging, etc.)

**Budget Narrative:** A narrative budget justification must be provided for each of the budget items identified.

Item	Location	Computation	Cost
Subtotal – Consultant Expenses			

**Contracts:** Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. Any sole source contracts must follow the requirements set forth in applicable state and local laws and regulations, as well as applicable Federal regulations at 2 CFR Part 200.

**Budget Narrative:** A narrative budget justification must be provided for each of the budget items identified.

Item	Cost
Subtotal – Contracts	\$

Total Consultants/Contracts \$30,000

**G. Other Costs.** List items (e.g., reproduction, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

**Budget Narrative:** Provide a narrative budget justification for each of the budget items identified.

**Important Note:** If applicable to the project, construction costs should be included in this section of the budget detail worksheet.

Description	Computation	Cost
	Total Other	

**H. Indirect Costs.** Indirect costs are allowable only as described in 2 C.F.R. § 200.414. With the exception of recipients who have never received a negotiated indirect cost rate as described in 2 C.F.R. § 200.414(f), recipients must have an approved indirect cost rate agreement with their cognizant Federal agency to charge indirect costs to this award. A copy of the approved rate (a fully executed, agreement negotiated with the applicant's cognizant Federal agency) must be attached.

Description	Computation	Cost
		\$
		\$



**Budget Summary** - When the budget detail worksheet has been completed, applicants should transfer the total for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal funds requested and the amount of non-Federal funds that will support the project.

Budget Category	Federal Amount	Non-Federal Amount
A. Personnel	\$15,117	\$68,538
B. Fringe Benefits		\$26,235
C. Travel		
D. Equipment	\$238,702	
E. Supplies	\$500	
F. Consultants/Contracts	\$30,000	
G. Other		
H. Indirect Costs		

Total Requested Federal Amount	Total Non-Federal Amount
\$284,319	\$94,075
<b>Combined Total Project Costs</b>	
	\$378,394.00