

**BUDGET CHANGE FORM**

Type of Change	From		To	
	Account	Amount	Account	Amount
Check one:				
<input checked="" type="checkbox"/> Budget Appropriation	100-3558	\$107,140	100-821-4221	\$48,000
<input type="checkbox"/> Budget Transfer			100-821-4503	59,140

**Explain the reason for the budget change:**

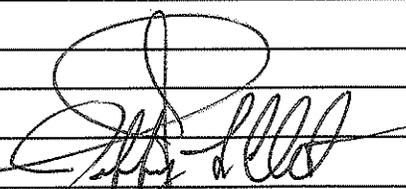
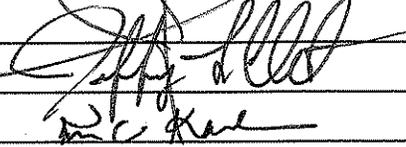
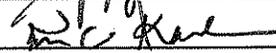
**Background:** The City of Milpitas submitted a grant application to the Assistance to Firefighters Fire Prevention and Safety Grant program for the purchase of arson/fire investigation equipment as well as to fund advanced regional arson investigation training, in October 2009. The grant was awarded by the Department of Homeland Security in April 2010. The Assistance to Firefighters Fire Prevention and Safety Grant provides funding directly to organizations to support projects that enhance the safety of the public and firefighters from fire and related hazards. This grant will support the City of Milpitas' joint Fire Department/Police Department Arson Investigation Program.

**Fiscal Impact:** The 2009 Assistance to Firefighters- Fire Prevention and Safety Grant is a 100% grant, without a City matching funds requirement. The total project cost is \$107,140. This grant will fund the purchase of essential arson investigation equipment as well as fund advanced training to fire/arson investigators from around the region. The advanced training, program development, and equipment supplied by this grant are designed to work towards regional prevention, identification and prosecution of arsonists at a time when our arson crime rates are on the rise.

**Recommendation:**

- 1) It is staff recommendation that Council accept the grant from the Department of Homeland Security.
- 2) Appropriate the \$107,140 grant to the Fire Department operating budget to purchase necessary equipment and to fund advanced training.

Check if City Council Approval required. Meeting Date: May 18, 2010

Itemization of funds, if needed:			Amount
Requested by:	Division Head:		Date: 5/5/10
	Department Head:		Date: 5/5/10
Reviewed by:	Finance Director:		Date: 5/5/2010
Approved by:	City Manager:		Date:
Date approved by City Council, if required:			Confirmed by:

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



# FEMA

Mr. Geoffrey Maloon  
City of Milpitas  
455 E. Calaveras Boulevard  
Milpitas, California 95035-5322

Re: Grant No.EMW-2009-FP-01079

Dear Mr. Maloon:

On behalf of the Federal Emergency Management Agency (FEMA) and the Department of Homeland Security (DHS), I am pleased to inform you that your grant application submitted under the FY 2009 Assistance to Firefighters Grant Program - Fire Prevention and Safety Grants has been approved. FEMA's Grant Programs Directorate (GPD), in consultation with the U.S. Fire Administration (USFA), carries out the Federal responsibilities of administering your grant. The approved project costs total to \$107,140.00. The Federal share is \$107,140.00 of the approved amount and your share of the costs is \$0.00.

As part of your award package, you will find Grant Agreement Articles. Please make sure you read and understand the articles as they outline the terms and conditions of your grant award. Maintain a copy of these documents for your official file. **You establish acceptance of the grant and Grant Agreement Articles when you request and receive any of the Federal grant funds awarded to you.** By accepting the grant, you agree not to deviate from the approved scope of work without prior written approval from FEMA.

If your SF 1199A has been reviewed and approved, you will be able to request payments online. Remember, you should request funds when you have an immediate cash need. If you have any questions or concerns regarding the process to request your grant funds, please call the helpdesk at 1-866-274-0960.

Sincerely,

A handwritten signature in black ink, appearing to read "Timothy W. Manning".

Timothy W. Manning  
Deputy Administrator for National Preparedness and Protection

## Agreement Articles



# FEMA

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

## AGREEMENT ARTICLES

### ASSISTANCE TO FIREFIGHTERS GRANT PROGRAM - FIRE PREVENTION AND SAFETY

**GRANTEE:** City of Milpitas

**PROGRAM:** Fire Prevention

**AGREEMENT NUMBER:** EMW-2009-FP-01079

**AMENDMENT NUMBER:**

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#### Article I - Project Description

The purpose of the Assistance to Firefighters – Fire Prevention and Safety Grants is to provide funds to national, State, local or community organizations that are recognized for their experience and expertise with respect to fire prevention or fire safety programs and activity. After careful consideration, FEMA has determined that the grantee's project submitted as part of the grantee's application, and detailed in the project narrative as well as the request details section of the application – including budget information – was consistent with the program's purpose and worthy of award. Therefore, the grantee shall perform the work described in the approved grant application as itemized in the request details section of the application and further described in the approved grant application's narrative. That narrative is made a part of these grant agreement articles by reference. These sections of the application are made a part of the approved scope of work outlined in the above referenced sections of the application without prior written approval from FEMA.

#### 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. By receiving funds under this grant, grantees agree that they will use the funds provided through the Fiscal Year 2009 Assistance to Firefighters Grant Program in accordance with these Articles of Agreement and the program guidelines provided in the Fiscal Year 2009 Assistance to Firefighters program guidance. 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 29-MAR-10 to 28-MAR-11.

### **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	\$0.00
Fringe Benefits	\$0.00
Travel	\$0.00
Equipment	\$48,180.00
Supplies	\$7,135.00
Contractual	\$0.00
Construction	\$0.00
Other	\$51,825.00
Indirect Charges	\$0.00
Total	\$107,140.00

### **NEGOTIATION COMMENTS IF APPLICABLE** (max 4000 characters)

### **Article V - Financial Guidelines**

The grantee and any subgrantee shall comply with the most recent version of the Administrative Requirements, Cost Principles, and Audit Requirements. A non-exclusive list of regulations commonly applicable to FEMA grants are listed below:

#### *A. Administrative Requirements*

1. 44 CFR Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
2. 2 CFR Part 215, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations (OMB Circular A-110)

#### *B. Cost Principles*

1. 2 CFR Part 225, Cost Principles for State, Local, and Indian Tribal Governments (OMB Circular A-87)
2. 2 CFR Part 220, Cost Principles for Educational Institutions (OMB Circular A-21)
3. 2 CFR Part 230, Cost Principles for Nonprofit Organizations (OMB Circular A-122)
4. Federal Acquisition Regulations (FAR), Part 31.2 Contract Cost Principles and Procedures, Contracts with Commercial Organizations

#### *C. Audit Requirements*

1. OMB Circular A-133, Audits of States, Local Governments, and Nonprofit Organizations

### **Article VI - Prohibition on Using Federal Funds**

Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of FEMA.

#### **Article VII - GPD Allocations**

The recipient agrees that all allocations and use of funds under this grant will be in accordance with the Assistance to Firefighters Grant Program - Fire Prevention and Safety Grants Program and Application Guidance and application kit.

#### **Article VIII - Financial Reporting**

The grantee must complete an on-line, semiannual financial status report to meet FEMA requirements. Semiannual financial reports are due within 30 days of the end of every six month period for the life of the grant. At the end of the performance period, or upon completion of the grantee's final program narrative, the grantee must complete an on-line final financial status report that is required to close out the grant. 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:** Catherine Patterson is the Program Officer for the Fire Prevention and Safety Grants. 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:** Bertram Mckeithen Jr 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.

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

1a. AGREEMENT NO. EMW-2009-FP-01079	2. AMENDMENT NO. 0	3. RECIPIENT NO. 94-6019192	4. TYPE OF ACTION AWARD	5. CONTROL NO. W468972N
6. RECIPIENT NAME AND ADDRESS City of Milpitas 455 E. Calaveras Blvd Milpitas California, 95035-5322	7. ISSUING OFFICE AND ADDRESS Grant Programs Directorate 500 C Street, S.W. Washington DC, 20472 POC: Bertram Mckeithen Jr	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 Geoffrey Maloon	PHONE NO. 4085862820	10. NAME OF PROJECT COORDINATOR Catherine Patterson	PHONE NO. 1-866-274-0960	
11. EFFECTIVE DATE OF THIS ACTION 29-MAR-10	12. METHOD OF PAYMENT SF-270	13. ASSISTANCE ARRANGEMENT Cost Sharing	14. PERFORMANCE PERIOD From:29-MAR-10 To:28-MAR-11  Budget Period From:01-OCT-09 To:30-SEP-10	

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
FPS	97.044	2010-M9-3120GF-25000000-4101-D	\$0.00	\$107,140.00	\$107,140.00	\$0.00
TOTALS			\$0.00	\$107,140.00	\$107,140.00	\$0.00

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 - Fire Prevention and Safety 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/A

DATE  
N/A

18. FEMA SIGNATORY OFFICIAL (Name and Title)  
Bertram Mckeithen Jr

DATE  
26-MAR-10

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Entire Application

Preparer Information

Preparer Information

Prefix or Title	Mr.
*First Name	Eric
Middle Initial	M
*Last Name	Emmanuele
Organization Name	City of Milpitas
*Address 1	455 E. Calaveras Blvd
*City	Milpitas
*State	California
*Zip	95035 -
*Business Phone	408-586-3383 Ext.
*Home Phone	925-373-1066
Mobile Phone/Pager	408-309-1056
*Email	eemmanuele@ci.milpitas.ca.gov

\* Is there a grant-writing fee associated with the preparation of this request? No

If you answered yes above, what is the fee? \$

\* Are you the person to be contacted on matters involving this application? No

If no, please specify who should be contacted: Primary Contact

**Contact Information**Primary Contact Information

* Title	City Manager
Prefix	Mr.
* First Name	Thomas
Middle Initial	C
* Last Name	Williams
* Business Phone	408-586-3050 Ext.
* Home Phone	408-586-3051 Ext.
Mobile Phone/Pager	
Fax	
* Email	twilliams@ci.milpitas.ca.gov

Alternate Contact Information

* Title	Detective
Prefix	Mr.
* First Name	Eric
Middle Initial	M
* Last Name	Emmanuele
* Business Phone	408-586-3383 Ext.
* Home Phone	925-373-1066 Ext.
Mobile Phone/Pager	408-309-1056
Fax	
* Email	eeemmanuele@ci.milpitas.ca.gov

**Applicant Information**

EMW-2009-FP-01079

Originally submitted on 10/23/2009 by Geoffrey Maloon (Userid: rbethke)

**Contact Information:**

Address: 777 South Main Street

City: Milpitas

State: California

Zip: 95035

Day Phone: 4085862820

Evening Phone: 8316888534

Cell Phone: 8312772198

Email: gmaloon@ci.milpitas.ca.gov

**Application number is EMW-2009-FP-01079**

* Organization Name	City of Milpitas
* Type of Applicant	Municipal
If other, please enter the type of Applicant	
* Are you a Fire Department?	No
If yes, what type of department do you represent?	Career
If you answered combination, above, what is the percentage of career members in your organization?	
* Are you a non-fire based EMS?	No
* Type of community served?	Urban
* <u>Employer Identification Number</u>	94-6019192
* What is your <u>DUNS Number</u> ?	038142624

The City of Milpitas is set between the foothills of Silicon Valley at the southern tip of the historic San Francisco Bay, in Santa Clara County, California. Santa Clara County is the 17th largest county in the nation and Milpitas sits on the North border of San Jose, the 10th largest city in the United States. We are within eyeshot of the majestic redwood forests of the Santa Cruz Mountains, and a short driving distance to the Pacific Ocean. Our location places us central to six professional baseball, football, soccer, and hockey teams. Three regional, international airports (San Jose, Oakland, and San Francisco) provide air service to our community.

Milpitas boasts a bustling high-technology community, with a new-world international flavor, yet retains its old-world agricultural roots. Our latest census reveals that over 51% of Milpitanians are of Asian ancestry (Filipino,

Chinese, Japanese, Vietnamese, Laotian, Cambodian, or Asian Indian). Milpitas also boasts a significant Hispanic and African-American population. Milpitas is proud to have collected a qualified team of public employees who speak a large percent of not only the multiple dialects of the language spoken in these listed Asian countries, but multiple languages from Middle Eastern countries as well as many Pacific Islander dialects (currently 83 different languages/dialects are spoken in Milpitas).

The City's posted residential population is 70,000, but our daytime population exceeds 110,000. Our community is in the process of increasing mid-rise and high-rise high-density residential developments, adding approximately 30,000 residents over the next eight years. This will increase our population by approximately 46%. At the completion of this project, Milpitas will be home to a unique transit hub, the only one in Northern California to merge a light-rail, a high-speed regional transit line, and a statewide railroad.

• Please describe your organization and/or community that you serve

The City of Milpitas is responsible for providing a myriad of rescue, suppression, prevention and law enforcement challenges including hazardous materials and toxic-gas use in the high-tech industry, commuter and freight rail lines, raised light-rail commuter trains, three major highways, a large wildland-urban interface area, high-value light and medium industry and the largest enclosed mall in Northern California, with approximately 1.1 million square feet of retail and entertainment operations.

We employ career police officers and fire fighters to protect the lives and property of the citizens, employees, visitors and infrastructure in the City of Milpitas. The Fire Department actively assists neighboring agencies under mutual aid response agreements and is a leading agency in regional prevention associations and programs. Currently, our Arson Investigator is the Vice President of the Santa Clara County Fire Investigation Task Force and the President of the Santa Clara County Fire Chief's Association Public Education Section.

Our features, coupled with our aging infrastructure and continued budget constraints, demand a cutting-edge approach to adequately address our increasing arson related challenges. One feature of our community is that it consistently supports a progressive mindset that encourages creativity, cost-effectiveness, and regional leadership.

Budget constraints have forced the City to attempt to improve efficiencies while operating with fewer overall staff. The City is still facing an uncertain financial future as a result of the economic downturn that hit Silicon Valley several years ago. Recently ranked one of the most expensive areas in the nation to live, the Silicon Valley economy is still somewhat unstable, which is exacerbated by state and national economic uncertainty. Unemployment remains high and housing, fuel and other staples have increased exponentially. The result is vacant office and industrial space and higher demands on social services and other municipal functions.

Property tax revenues have steadily declined over the last several years as high-tech companies fold up or move on. In addition, the California Public Employee Retirement System has levied significant additional employer contribution premiums for the last six years. PERS rate increases alone accounted for 7.1% of the City's total general fund budget in 2008.

Medical insurance premium costs have risen steadily in recent years with an overall cost increase from \$478.00 per month in 2000 to over \$1,000.00 per month in 2008, per employee. Supplies and services, equipment maintenance and repair costs and fuel have also increased substantially over the same period.

These cost increases are still outpacing projected revenues. The following is excerpted from the 2008-2009 budget documents:

The General Fund budget is \$72,609,087, an increase of 1.4% compared to FY 2007-08. Salaries and Benefits show an increase of 1.8% from last year due to negotiated wage

assistance.

increases, anticipated increase of medical insurance premiums of 10% and a required annual contribution for retiree medical benefits of approximately 6.6%. The employer pension contribution percentages for FY 08-09 are 15.367% and 22.875% for the Miscellaneous Employees group and Public Safety Employees group, respectively.

The General Fund budget anticipates an overall 0.4% revenue decrease in FY 08-09 compared to FY 07-08 original estimate. Similar to other parts of the country, local economy has been impacted by sub-prime mortgages and the slow down of the housing market. The economic outlook is not encouraging in the short term especially when the City has been challenged with structural budget deficits for a few years. Due to the dot-com bust affecting the local economy, General Fund revenue experienced significant decreases between FY 2002 and 2004.

Expenditures, however, continued to increase thus creating a situation where expenditures began to outpace revenue growth. In January 2008, staff presented the goals and objectives of a Long-Term Strategic Plan which the City Council conceptually approved. In the next twelve to eighteen months, city management staff will develop strategies to address the long-term fiscal health of the City while maintaining the quality of services for the community. In the meantime, to balance FY 08-09 budget without using any General Fund reserves, the adopted budget includes cost saving measures and other funding strategies as follows:

Continue the allocation of resources including staffing at an optimal level. This strategy includes a hiring freeze on some of the vacant positions as employees leave the employment of the City due to retirement or termination.

Review all the capital equipment inventory and eliminate outdated and surplus equipment thus saving approximately \$425,000 in replacement costs from the eliminated equipment.

Demand a loan payment of \$6 million from the Redevelopment Agency. The Agency purchased several properties

from the City for redevelopment purposes. Simultaneously, the Agency entered into a loan agreement with the City for the cost of the properties which amounted to \$26.3 million including interest on an unpaid balance. The City has the right to demand payments when needed. Prior to FY 07-08, the Agency had not made any payments to the City.

\* What is the permanent resident population of your Primary/First-Due Response Area or jurisdiction served?

70000

Note: If you are **not** a fire department or EMS organization, you may enter a zero.

#### Headquarters Physical Address

\* Physical Address 1

455 E. Calaveras Blvd

Physical Address 2

\* City

Milpitas

\* State

California

\* Zip

95035 - 5322

#### Mailing Address

\* Mailing Address1

455 E. Calaveras Blvd

Mailing Address2

\* City

Milpitas

\* State

California

\* Zip

95035 - 5322

#### Account information

\* Type of bank account

Checking

\* Bank routing number - 9 digit number on the bottom left hand corner of your check

121000248

\* Your account number

4050010628

#### Additional Information

\* This fiscal year, are you receiving Federal funding from any other grant program for the same purpose for which you are applying for this grant?

No

\* This fiscal year, are you receiving Federal funding from any other grant program regardless of purpose?

No

\* Is the applicant delinquent on any federal debt?

No

If you answered yes to any of the additional questions above, please provide an explanation in the space provided below:

**Request Information**

\* 1. Select one of the choices listed below. You can apply for a maximum of 3 projects within an activity.  
 (If you modify your selection, you will lose data entered under the original activity.)

Program Name

Fire Prevention and Safety

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**Request Details**

The number of projects and cost for the activity **Fire Prevention and Safety** are listed in the table below.

Activity	Number of Projects	Total Cost
Fire Prevention and Safety	1	\$ 107,140

**View Project**

**Fire & Arson Investigation Project Information**

\*1. Project Fire & Arson Investigation

\*If you selected other, above, please specify

\*2. Who is the target audience for the planned project? High risk group  
 Other Juveniles under 18

\*3. What is your estimated size of the target audience? 1731281

\* 4. How was this target audience determined? Informal Assessment

Briefly describe method used (required if selected "None of the above" above)

Our target audience is the juvenile population of Santa Clara County, as a high percentage of our arson fires are started by juveniles. In an informal assessment, we learned that Santa Clara County reported to the California Department of Justice 672 arson fires in 2006 (the last year DOJ stats are available). Milpitas' contribution to the 2006 total was on average with the rest of the cities in the county, where 89% of our suspects were juveniles, as compared to a national average of approximately 51%. Although reported arson incidents decreased nationally 5.6% in 2008, the City of Milpitas' reported arson fires more than doubled in the same time frame. 56% of these 2008 arson fires were committed by juveniles, with an additional 20% that the suspect's age could not be determined.

Santa Clara County reported to the California Department of Justice 672 arson fires in 2006 (the

\*5. Briefly describe (or provide) the appropriate statistics that correspond to your project and target audience (i.e. injury statistics, # of fires/arsons, firefighter fatalities, etc).

last year DOJ stats are available). Milpitas' contribution to the 2006 total was on average with the rest of the cities in the county, where 89% of our suspects were juveniles, as compared to a national average of approximately 51%. Although reported arson incidents decreased nationally 5.6% in 2008, the City of Milpitas' reported arson fires more than doubled in the same time frame. 56% of these 2008 arson fires were committed by juveniles, with an additional 20% that the suspect's age could not be determined.

\*6. Describe the steps or methods that will be used to achieve the goal and objectives of this project.

The City of Milpitas has assigned a police detective to the fire department to conduct arson investigations. This detective is cross-trained in fire cause and origin investigations, eliminating the need for two investigators. He is a professor in Criminal Justice at a local college. With his training, education, and experience, he will create investigative and training partnerships throughout the county. FEMA funding will provide necessary investigations equipment and training to better identify that segment of the juvenile firesetting community that public education campaigns have not reached. Arson identification education will be provided to new fire fighters and police officers at our regional academies.

\*7. Will your organization periodically evaluate the project's impact on the community? Yes

If you answered Yes to question 7 above, please specify: One goal of our program is to lower the number of juvenile arson fires within the city as well as increase our arson clearance rate as a result of thorough investigations and prosecutions with our defined partners. Statistics will be available in January 2011 as to whether we reached this goal for 2010. A second goal is to provide innovative fire/arson investigation training to investigators region wide. This program will be evaluated via the number of classes we will present as well as the number of investigators that successfully complete them. Our ultimate goal is to have every police officer and fire fighter in the region assisting in the accurate reporting, identification of arson crime scenes, and faster intervention with the juvenile arsonist.

\*8. Is it the applicant's intention to continue delivering this program after the grant year? Yes

\*9. In the space provided below, please provide a brief synopsis of the proposed project:

Our cross-trained Arson Detective will work towards regional prevention, identification and prosecution of juvenile arsonists. We will present investigator training, sharing the programs and training opportunities with investigators throughout the San Francisco Bay area. By providing education to fire fighters and police officers at our regional academies, we will multiply the numbers of those locating and reporting arson fires county-wide. We will also present a training course for Deputy District Attorneys on fire science, litigation practices, and defense strategies to assist our criminal justice system in the successful prosecution of the arsonist, should that be the only alternative. All juvenile arsonists will be referred to our county-wide Juvenile Firesetter Intervention program.

\*10. In the space provided below, please explain the experience you have in managing the type of project you are proposing:

The City of Milpitas' has not recieved AFG funding, but our Police and Fire Departments have a proven track

record of timely project completion and superior performance with federal grants. The administration of this program will be assigned to Fire Chief Grijalva. Grijalva has extensive experience in the design and implementation of large scale programs, at both the local and state levels.

\*11. The narrative portion of the application should contain supporting information that allows for evaluation of this project. If you are applying for a grant in the **Fire Prevention and Safety Activity**, your Narrative Statement must address the evaluation elements outlined in the Program Guidance ().

Keep in mind that the evaluation of your application will also be based on a clear understanding of your proposal, your ability to meet the objectives of the program, and your probability of successfully delivering your project to the population targeted. You need to fully explain how the funds will be used to accomplish the goals of your project. To that end be sure to include descriptions/justification for all budgeted items - items not justified may be disallowed.

Your narrative may **not** exceed **five** pages of text. You may type your project narrative in the space provided below however, due to the built in "time out" feature, we recommend you create the narrative text in your word processing system and then copy it into the space provided below. Images, attachments, and special characters or formatting (i.e.: quote marks, bold print, bullet points, symbols, etc.) are not allowed.

This grant will allow the City of Milpitas to create an unprecedented partnership with agencies that historically had interrelated, yet independent public safety goals, and have them work towards the common objective of identifying the juvenile arsonist, holding them accountable, and providing appropriate assessment and intervention. Our overall intention is to prevent injuries to our juvenile community by educating those stakeholders with a duty to prevent arson.

#### Vulnerability-

The City of Milpitas, as well as Santa Clara County, is extremely vulnerable to devastating damage, and the loss of life at the hands of a juvenile arsonist. We currently possess little capability to address this vulnerability. Magnifying our plight is our rapid residential growth rate. While the death or permanent disfigurement of a child due to arson fire is haunting enough, our location makes us vulnerable to massive casualties at the hands of an arsonist. In addition, without an effective juvenile intervention plan, juvenile fire setting may progress into adult fire setting, increasing the probability of larger, more expensive fires.

In an informal assessment, we learned that Santa Clara County reported to the California Department of Justice 672 arson fires in 2006 (the last year DOJ stats are available). Milpitas' contribution to the 2006 total was on average with the rest of the cities in the county, yet 89% of our suspects were juveniles, as compared to a national average of approximately 51%.

Although reported arson incidents decreased nationally 5.6%, Milpitas' reported arsons more than doubled in 2008. 56% of these arson fires were committed by juveniles. The suspect's age could not be determined in an additional 20%, bringing the total to as high as 76%. As our high-technology community becomes integrated with our residential areas through public transportation at our planned residential transit areas, the probability of increased juvenile arson activity in our technological centers increases exponentially.

Milpitas is within miles of many of the top technology companies in the world (Adobe Systems, Advanced Micro Devices, Apple Inc, Applied Materials, eBay, Google, Hewlett-Packard, Intel, National Semiconductor, Yahoo, and Oracle.) Several top technology companies have buildings within the city limits (Cisco Systems, Juniper Networks, LSI Logic, Maxtor, SanDisk, Sun Microsystems, Symantec and Flextronics.) Collectively, these technology giants comprise billions of dollars of technology infrastructure critical to our nation's economy and national defense. This makes the potential for arson a credible regional concern. The consequences of a strategically placed arson fire in our region could be devastating to the entire national economy.

Milpitas is the home of the Northern California Rail Transfer Station for Union Pacific Railroad. It commonly holds rail tankers filled with chemicals destined for our Hi-Tech communities. The area is unsecured and is known to have juveniles trespassing through it. The consequences of an arson fire at this rail yard could result in a hazardous material fire and an associated chemical cloud from a chlorine tanker being taken by prevailing winds into downtown San Jose. The death tolls could be massive.

In 2004, we believe approximately 62.5% of our fires were started by juveniles. In one case, security officers arrested a juvenile after he lit a chair on fire inside the Great Mall of the Bay Area. At the time, this 1.1 million square foot mall was operating and occupied by thousands. Had this crime not been caught on surveillance

camera by security, countless lives and millions of dollars in merchandise would have been in jeopardy.

Milpitas realized a 60% increase in arson fires between 2004 and 2005, yet investigators were only able to provide the resources to clear one case by arrest. In 2006, arson numbers remained steady, but 33% of these cases were cleared by arrest. In 2007, our arson rate remained stable, but only 11% were cleared by arrest. While these clearance statistics are dismal, it was interesting to note that 100% of the 2006 and 2007 arrests involved juvenile suspects. In 2008, our arson totals more than doubled, with juveniles identified as suspects in our only three serial arson cases.

Due to staffing shortages, neither the fire nor police departments had the investigative resources to follow up on most of our arson cases, even though our rates were growing exponentially. We needed to immediately focus our efforts on the juvenile population responsible for such a large percentage of them. This resulted in our staffing of the full-time investigator. As we researched the issue throughout the county, we found that our aggressive public education and Juvenile Firesetter Intervention campaigns had not eliminated our juvenile arson issues. We need to develop a program that will target those juveniles that chose not to heed the law or take advantage of our public education efforts. If these arson fire rates continue to climb, the odds of a juvenile arsonist or a fire fighter suffering serious injury or death increases exponentially.

#### Implementation

Our implementation plan includes a multidimensional approach to address our juvenile arson vulnerability. In an attempt to improve efficiencies and operate with fewer overall staff, the City of Milpitas combined resources from our fire and police departments to form one investigator, responsible for fire cause and origin and arson investigations. This seasoned criminal investigator, possesses an accumulation of training, experience, and education that makes him an effective member of the Fire Prevention team. This police investigator is assigned to the Milpitas Fire Department's Fire Prevention Division, working along side fire prevention specialists, inspectors, and the Fire Marshal.

The goal of this program is to bring a skill set and knowledge base historically not immediately available to fire prevention staff. With a fire department assignment, this police detective will be dedicated to implementing programs, conducting training, and completing thorough juvenile arson investigations. He will also have the technical support of the fire prevention staff.

Detective Emmanuele has 19 years of experience in conducting criminal investigations and complex interviews, as well as a Master's degree in Organization Development. He is an adjunct professor in Criminal Justice at a local post-secondary education facility. He has a skill set and knowledge base ideal for a project of this magnitude, plus the experience to present law enforcement, fire cause, and arson training to vast audiences.

Program direction was provided by Assistant Chief Clare Frank, of the (CA) Office of the State Fire Marshal and the grant will be administered by Interim Fire Chief Ruben Grijalva, retired Director of the California Department of Forestry and Fire Protection (CAL FIRE).

The City of Milpitas is so committed to the concept behind this pilot program, that we will not seek reimbursement for salaries associated with this project. City management is excited to advance this technically proficient and innovative program. The program's concept is supported by the Milpitas City Council and Police Chief Dennis Graham.

To magnify our resources, we will present training to all Milpitas firefighters in fire investigation, arson detection, crime scene management and case preparation. This will assist our investigator in his goal to conduct follow-up investigation in 100% of our arson cases that have leads. Local lesson plans will be adapted and constantly improved for presentation to firefighter and law enforcement regional academies.

The City of Milpitas recognizes that effectively addressing juvenile firesetting requires identifying the suspect, holding the youth and family accountable, and providing appropriate assessment and intervention. This requires a partnership between Fire, Police, the District Attorney's office, the Crime Lab, School Districts, Mental Health, Coroner's investigators, and Juvenile Probation throughout the region. Based upon solid principles of multidiscipline, our investigator will be assigned to the Santa Clara County Fire Investigation Taskforce and will act as liaison with all of our identified partners.

Sharing this valuable investigative resource with fire investigators throughout the region will help facilitate Milpitas' duty to protect the billions of dollars in technology infrastructure within our entire county. Through this

partnership, all of the training opportunities requested in this grant will be NFPA 921 compliant and will be provided to fire investigators throughout the region. Additionally, any specialized equipment purchased by grant funding will be shared county-wide. By the very nature of this program, we are expanding the solution to our city's needs to address a regional need, essentially acting as host to a regional grant. Due to our close proximity with other cities and complex public transportation system, a regional approach is the only option for us to address our vulnerability.

Our investigator will organize monthly advanced fire cause and investigations related classes for all stakeholders in our goal. This will yield a training standard never before realized in this region. These monthly training courses will not only address basic and advanced fire cause investigations, but will address the law enforcement/prosecutorial issues such as evidence preservation and collection, crime scene photography, and report writing for prosecutions (co-developed with the Santa Clara County District Attorney's office).

We intend to establish bedrock policy and procedures by melding law enforcement and fire prevention. Our investigator will be tasked with developing a county-wide Field Training Program for fire investigators, similar to those programs used with new police officers. This program, developed in partnership with the county fire investigation task force, will set a minimum standard of education and training beyond that of state standards and NFPA 1033.

We recognize that by offering specialized equipment and training to all of our stakeholders, we have a better chance of realizing our ultimate goal. To that end, our Investigator will develop lesson plans for presentation at our regional Police Academy, Joint Fire Academy, and regional Fire Officers' Academy. The training sessions will include topics such as basic fire cause and origin investigation, evidence identification and preservation (including during suppression), overhaul to protect evidence, spoliation, and arson red flags. This lesson plan can also be presented by the Task Force at shift trainings or police briefings throughout the county. With the implementation of this training, we expect a permanent paradigm shift in arson recognition and investigation county-wide.

Equipment purchased with this grant will take full advantage of the technology and forensic processes that is now available within our new, state-of-the-art District Attorney's Crime Lab. A portion of this new facility is dedicated to the forensic examination of physical evidence in arson cases. By offering and receiving training, this partnership will take full advantage of the Crime Lab's capabilities. The Lab's Criminalists were consulted throughout this grant writing process to guarantee that all arson investigative tools and evidence collection supplies requested through this grant will be compatible with and augment the technology available in the Crime Lab.

#### Evaluation

As part of our evaluation plan, each project described above has their own, obvious milestones and easily recognized goals. We will recognize the first milestone with the purchase of and training with the specialized equipment associated with this grant (cameras, hydrocarbon detector, portable x-ray machine.)

Our next major milestone will be the completion of each monthly training. Our goal is to provide training to all investigators or other partners in the region that wish to attend.

The next milestone will be the development of training programs for our Fire, Police and Fire Officer's academies. This will standardize procedures in identifying and apprehending the arsonist. The final milestone will be the development and presentation of a training course for Deputy District Attorneys. Each training course we provide will be presented in cooperation with the Santa Clara County Fire Investigation Task Force, to guarantee regional participation.

The overall objective of this program is to lower the number of arson fires within the city as well as increase our arson arrest rate as a result of thorough investigations with our new partners. Statistics will be available in January 2011 as to whether we reached this goal for 2010.

#### Cost-Benefit

It should be noted that we made every effort to keep costs low. We are not requesting funding to pay for the personnel involved in this venture. This program is limited in scope and is focused on the goal of providing training and the necessary equipment to mitigate our juvenile arson problem. Because it is necessary in most jurisdictions in our county to rely upon mutual aid cooperation on a significant arson fire, the true financial benefit of having this equipment and training will materialize in the county-wide reduction in juvenile arson fires and the potential for associated firefighter injuries.

Our financial need is clear and compelling. This program is worthwhile and the benefits to our target audience are considerable. For a fraction of available funding, FEMA can significantly expand the juvenile arson detection capabilities of an already established arson investigation taskforce in one of the most important economic regions of our country, starting a paradigm shift within arson intervention, and helping to protect our nation's economy.

FEMA will have a difficult time finding a more cost-effective project for funding. Early preparation and intervention strategies are obligatory with our projected 46% population increase. The development of our regional transit hub will bring our increased juvenile population within a short ride of the Great Mall of the Bay Area and billions of dollars of technology infrastructure critical to our nation's economy and national defense. Proactive, early identification also increases the likelihood that a juvenile firesetter intervention will take place before the juvenile is responsible for taking a life, be it theirs, a family member's, or one of our firefighter's.

#### Sustainability

The sustainability of this program is built into its design. Additionally, our City Council has approved the continued funding of our investigator position. The equipment cost is a one time expense. The training we will provide to the regional arson investigators will provide us with a generation of employees prepared to locate those juvenile arsonist not reachable through educational means. The development and implementation of the academy training programs are entirely achievable within the one-year grant period, and once executed, will be institutionalized within our future public safety training.

Our investigator currently holds the positions of Vice President of the Santa Clara County Fire Investigation Task Force and President of the Santa Clara County Fire Chief's Association Public Education Section. As a result, our investigator and the Juvenile Firesetter Intervention Specialist are the same person.

We are simply looking for federal assistance with the implementation of this program. The start up costs involved with large scale training, technology, evidence collection supplies, and surveillance equipment are out of our reach. A nominal investment by FEMA now will provide regional dividends that will far exceed your primary goal of targeting high-risk populations and mitigating high incidences of death and injury.

#### Financial need

Budget constraints have forced the City to attempt to improve efficiencies while operating with fewer overall staff. The City is still facing an uncertain financial future as a result of the economic downturn that hit Silicon Valley several years ago. Recently ranked one of the most expensive areas in the nation to live, the Silicon Valley economy is still somewhat unstable, which is exacerbated by state and national economic uncertainty. Unemployment remains high and housing, fuel and other staples have increased exponentially. The result is vacant office/ industrial space and higher demands on social services and other municipal functions.

Property tax revenues have steadily declined over the last several years as high-tech companies fold up or move on. In addition, the California Public Employee Retirement System has levied significant additional employer contribution premiums for the last six years. PERS rate increases alone accounted for 7.1% of the City's total General Fund budget.

Medical insurance premium costs have risen steadily in recent years with an overall cost increase from \$478 per month in 2000 to over \$1,000 per month in 2008, per employee. Supplies and services, equipment maintenance and repair costs and fuel have also increased substantially over the same period.

These cost increases are still outpacing projected revenues. The General Fund budget has increased 1.4% over FY 2007-08. The primary component of this increase is in the category of Salaries and Benefits. Salaries and Benefits show an increase of 1.8% from last year due to negotiated wage increases in accordance with the labor contracts and an increase of 10% in medical insurance premiums. The Salaries and Benefits budget also includes required annual contribution for retiree medical benefits (approximately 6.6% of payroll). The employer contribution percentages for FY 08-09 are 15.367% and 22.875% for the Miscellaneous Employees group and Public Safety Employees group, respectively.

The General Fund budget anticipates an overall 0.4% revenue decrease in FY 08-09 compared to FY 07-08 original estimate. Similar to other parts of the country, local economy has been impacted by sub-prime mortgages and the slow down of the housing market. The economic outlook is not encouraging in the short term, especially when the City has been challenged with structural budget deficits for a few years. Due to the dot-com bust affecting local economy, General Fund revenue experienced significant decreases between FY 2002 and

2004.

Expenditures however continued to increase, thus creating a situation where expenditures began to outpace revenue growth. The recent recovery of the General Fund revenues was not sufficient to reverse this trend.

City management staff is developing strategies to address the long-term fiscal health of the City while maintaining the quality of services for the community. To balance FY 08-09 budget without using any General Fund reserves, the budget included a hiring freeze on some vacant positions as employees leave the employment of the City.

**Performance**

The City of Milpitas" has not recieved AFG funding, but our Police and Fire Departments have a proven track record of timely project completion and superior performance with federal grants. The administration of this program will be assigned to Fire Chief Grijalva. Grijalva has extensive experience in the design and implementation of large scale programs, at both the local and state levels

**Budget Item**

\*Item Camera Lens  
 \*Select Object Class Equipment  
 If you selected other above, please specify  
 \* Number of units 1 (Whole number only)  
 \* Cost per unit \$ 1200 (Whole dollar amounts only)  
 \* Description  
 The space to the right should be used to provide further clarification and details on the costs (i.e. personnel costs: number of hours/rate/staff; meeting costs: number of meetings/days/attendees; travel costs, etc.) and types of items that you are requesting. Budget justification should be included in the project narrative.  
 70-200 f/2.8L USM camera lens

**Budget Item**

\*Item Camera Lens  
 \*Select Object Class Equipment  
 If you selected other above, please specify  
 \* Number of units 1 (Whole number only)  
 \* Cost per unit \$ 1200 (Whole dollar amounts only)  
 \* Description  
 The space to the right should be used to provide further clarification and details on the costs (i.e. personnel costs: number of hours/rate/staff; meeting costs: number of meetings/days/attendees; travel costs, etc.) and types of items that you are requesting. Budget justification should be included in the project narrative.  
 24-70mm f/2.8L USM lens

**Budget Item**

\*Item Camera Lens  
 \*Select Object Class Equipment  
 If you selected other above, please specify  
 \* Number of units 1 (Whole number only)  
 \* Cost per unit \$ 500 (Whole dollar amounts only)

**\* Description**

The space to the right should be used to provide further clarification and details on the costs (i.e. personnel costs: number of hours/rate/staff; meeting costs: number of meetings/days/attendees; travel costs, etc.) and types of items that you are requesting. Budget justification should be included in the project narrative.

100mm Macro f/2.8 USM lens

**Budget Item****\*Item**

Camera Flash

**\*Select Object Class**

Equipment

If you selected other above, please specify

**\* Number of units**

1 (Whole number only)

**\* Cost per unit**

\$ 250 (Whole dollar amounts only)

**\* Description**

The space to the right should be used to provide further clarification and details on the costs (i.e. personnel costs: number of hours/rate/staff; meeting costs: number of meetings/days/attendees; travel costs, etc.) and types of items that you are requesting. Budget justification should be included in the project narrative.

Camera Flash

**Budget Item****\*Item**

Surveillance Binocular

**\*Select Object Class**

Equipment

If you selected other above, please specify

**\* Number of units**

1 (Whole number only)

**\* Cost per unit**

\$ 1000 (Whole dollar amounts only)

**\* Description**

The space to the right should be used to provide further clarification and details on the costs (i.e. personnel costs: number of hours/rate/staff; meeting costs: number of meetings/days/attendees; travel costs, etc.) and types of items that you are requesting. Budget justification should be included in the project narrative.

Adjustable, long range Surveillance Binocular

**Budget Item****\*Item**

Video camcorder case

**\*Select Object Class**

Equipment

If you selected other above, please specify

**\* Number of units**

1 (Whole number only)

**\* Cost per unit**

\$ 150 (Whole dollar amounts only)

**\* Description**

The space to the right should be used to provide further clarification and details on the costs (i.e. personnel costs: number of hours/rate/staff; meeting costs: number of meetings/days/attendees; travel costs, etc.) and types of items that you are requesting. Budget justification should be included in the project narrative.

Hard side protective case with foam insert

**Budget Item**

\*Item Night Vision Monocular  
 \*Select Object Class Equipment  
 If you selected other above, please specify  
 \* Number of units 1 (Whole number only)  
 \* Cost per unit \$ 400 (Whole dollar amounts only)  
 \* Description  
 The space to the right should be used to provide further clarification and details on the costs (i.e. personnel costs: number of hours/rate/staff; meeting costs: number of meetings/days/attendees; travel costs, etc.) and types of items that you are requesting. Budget justification should be included in the project narrative.  
 Night vision monocular with 5x magnification

**Budget Item**

\*Item Evidence Packaging  
 \*Select Object Class Supplies  
 If you selected other above, please specify  
 \* Number of units 4 (Whole number only)  
 \* Cost per unit \$ 100 (Whole dollar amounts only)  
 \* Description  
 The space to the right should be used to provide further clarification and details on the costs (i.e. personnel costs: number of hours/rate/staff; meeting costs: number of meetings/days/attendees; travel costs, etc.) and types of items that you are requesting. Budget justification should be included in the project narrative.  
 50- 12-18" nylon fire evidence bags

**Budget Item**

\*Item Evidence Packaging  
 \*Select Object Class Supplies  
 If you selected other above, please specify  
 \* Number of units 4 (Whole number only)  
 \* Cost per unit \$ 70 (Whole dollar amounts only)  
 \* Description  
 The space to the right should be used to provide further clarification and details on the costs (i.e. personnel costs: number of hours/rate/staff; meeting costs: number of meetings/days/attendees; travel costs, etc.) and types of items that you are requesting. Budget justification should be included in the project narrative.  
 50-6-12" Nylon fire evidence bags

**Budget Item**

\*Item Camera Flash  
 \*Select Object Class Equipment  
 If you selected other above, please specify  
 \* Number of units 1 (Whole number only)  
 \* Cost per unit \$ 650 (Whole dollar amounts only)  
 \* Description  
 The space to the right should be used to provide

further clarification and details on the costs (i.e. personnel costs: number of hours/rate/staff; meeting costs: number of meetings/days/attendees; travel costs, etc.) and types of items that you are requesting. Budget justification should be included in the project narrative.

Macro ring flash

**Budget Item**

\*Item Camera Lens Filter

\*Select Object Class Equipment

If you selected other above, please specify

\* Number of units 1 (Whole number only)

\* Cost per unit \$ 125 (Whole dollar amounts only)

\* Description

The space to the right should be used to provide further clarification and details on the costs (i.e. personnel costs: number of hours/rate/staff; meeting costs: number of meetings/days/attendees; travel costs, etc.) and types of items that you are requesting. Budget justification should be included in the project narrative.

77mm Circular polarized filter

**Budget Item**

\*Item Camera Lens Filter

\*Select Object Class Equipment

If you selected other above, please specify

\* Number of units 1 (Whole number only)

\* Cost per unit \$ 35 (Whole dollar amounts only)

\* Description

The space to the right should be used to provide further clarification and details on the costs (i.e. personnel costs: number of hours/rate/staff; meeting costs: number of meetings/days/attendees; travel costs, etc.) and types of items that you are requesting. Budget justification should be included in the project narrative.

77mm UV Haze Filter

**Budget Item**

\*Item Camera Lens Filter

\*Select Object Class Equipment

If you selected other above, please specify

\* Number of units 1 (Whole number only)

\* Cost per unit \$ 35 (Whole dollar amounts only)

\* Description

The space to the right should be used to provide further clarification and details on the costs (i.e. personnel costs: number of hours/rate/staff; meeting costs: number of meetings/days/attendees; travel costs, etc.) and types of items that you are requesting. Budget justification should be included in the project narrative.

58mm UV haze filter

**Budget Item**

\*Item Camera Compact Flash Card

\*Select Object Class Equipment

If you selected other above, please specify .

\* Number of units 2 (Whole number only)

\* Cost per unit \$ 80 (Whole dollar amounts only)

\* Description  
The space to the right should be used to provide further clarification and details on the costs (i.e. personnel costs: number of hours/rate/staff; meeting costs: number of meetings/days/attendees; travel costs, etc.) and types of items that you are requesting. Budget justification should be included in the project narrative.

8GB Compact flash cards

**Budget Item**

\*Item Camera

\*Select Object Class Equipment

If you selected other above, please specify

\* Number of units 1 (Whole number only)

\* Cost per unit \$ 2000 (Whole dollar amounts only)

\* Description  
The space to the right should be used to provide further clarification and details on the costs (i.e. personnel costs: number of hours/rate/staff; meeting costs: number of meetings/days/attendees; travel costs, etc.) and types of items that you are requesting. Budget justification should be included in the project narrative.

Digital crime scene camera

**Budget Item**

\*Item Camera Case

\*Select Object Class Equipment

If you selected other above, please specify

\* Number of units 1 (Whole number only)

\* Cost per unit \$ 150 (Whole dollar amounts only)

\* Description  
The space to the right should be used to provide further clarification and details on the costs (i.e. personnel costs: number of hours/rate/staff; meeting costs: number of meetings/days/attendees; travel costs, etc.) and types of items that you are requesting. Budget justification should be included in the project narrative.

Hard side camera protective case with foam inserts

**Budget Item**

\*Item Camera Tripod

\*Select Object Class Equipment

If you selected other above, please specify

\* Number of units 1 (Whole number only)

\* Cost per unit \$ 175 (Whole dollar amounts only)

\* Description  
The space to the right should be used to provide further clarification and details on the costs (i.e. personnel costs: number of hours/rate/staff; meeting

costs: number of meetings/days/attendees; travel costs, etc.) and types of items that you are requesting. Budget justification should be included in the project narrative.

3-D head camera tripod

**Budget Item**

\*Item Camera tax and shipping

\*Select Object Class Other

If you selected other above, please specify tax and shipping charges

\* Number of units 1 (Whole number only)

\* Cost per unit \$ 575 (Whole dollar amounts only)

\* Description

The space to the right should be used to provide further clarification and details on the costs (i.e. personnel costs: number of hours/rate/staff; meeting costs: number of meetings/days/attendees; travel costs, etc.) and types of items that you are requesting. Budget justification should be included in the project narrative.

Tax for camera and supplies- \$475  
Shipping \$100

**Budget Item**

\*Item Video camcorder

\*Select Object Class Equipment

If you selected other above, please specify

\* Number of units 1 (Whole number only)

\* Cost per unit \$ 750 (Whole dollar amounts only)

\* Description

The space to the right should be used to provide further clarification and details on the costs (i.e. personnel costs: number of hours/rate/staff; meeting costs: number of meetings/days/attendees; travel costs, etc.) and types of items that you are requesting. Budget justification should be included in the project narrative.

40 megapixel camcorder

**Budget Item**

\*Item Evidence Packaging

\*Select Object Class Supplies

If you selected other above, please specify

\* Number of units 10 (Whole number only)

\* Cost per unit \$ 25 (Whole dollar amounts only)

\* Description

The space to the right should be used to provide further clarification and details on the costs (i.e. personnel costs: number of hours/rate/staff; meeting costs: number of meetings/days/attendees; travel costs, etc.) and types of items that you are requesting. Budget justification should be included in the project narrative.

4-pack - one quart solid evidence containers

**Budget Item**

\*Item Evidence Packaging

\*Select Object Class Supplies

If you selected other above, please specify

\* Number of units 10 (Whole number only)  
 \* Cost per unit \$ 55 (Whole dollar amounts only)

\* Description

The space to the right should be used to provide further clarification and details on the costs (i.e. personnel costs: number of hours/rate/staff; meeting costs: number of meetings/days/attendees; travel costs, etc.) and types of items that you are requesting. Budget justification should be included in the project narrative.

4-pack one gallon solid evidence containers

**Budget Item**

\*Item Evidence Packaging

\*Select Object Class Supplies

If you selected other above, please specify

\* Number of units 10 (Whole number only)  
 \* Cost per unit \$ 75 (Whole dollar amounts only)

\* Description

The space to the right should be used to provide further clarification and details on the costs (i.e. personnel costs: number of hours/rate/staff; meeting costs: number of meetings/days/attendees; travel costs, etc.) and types of items that you are requesting. Budget justification should be included in the project narrative.

4 pack- two gallon solid evidence containers

**Budget Item**

\*Item Surveillance Camera

\*Select Object Class Equipment

If you selected other above, please specify

\* Number of units 4 (Whole number only)  
 \* Cost per unit \$ 400 (Whole dollar amounts only)

\* Description

The space to the right should be used to provide further clarification and details on the costs (i.e. personnel costs: number of hours/rate/staff; meeting costs: number of meetings/days/attendees; travel costs, etc.) and types of items that you are requesting. Budget justification should be included in the project narrative.

Wireless cameras to send surveillance footage to desk top computer

**Budget Item**

\*Item evidence product tax and shipping

\*Select Object Class Other

If you selected other above, please specify tax and shipping charges

\* Number of units 1 (Whole number only)  
 \* Cost per unit \$ 2000 (Whole dollar amounts only)

\* Description

The space to the right should be used to provide further clarification and details on the costs (i.e. personnel costs: number of hours/rate/staff; meeting costs: number of meetings/days/attendees; travel

Tax and shipping for evidence and surveillance items

costs, etc.) and types of items that you are requesting. Budget justification should be included in the project narrative.

**Budget Item**

\*Item Wireless camera microwave repeater  
 \*Select Object Class Equipment

If you selected other above, please specify

\* Number of units 1 (Whole number only)  
 \* Cost per unit \$ 6000 (Whole dollar amounts only)

**\* Description**

The space to the right should be used to provide further clarification and details on the costs (i.e. personnel costs: number of hours/rate/staff; meeting costs: number of meetings/days/attendees; travel costs, etc.) and types of items that you are requesting. Budget justification should be included in the project narrative.

Microwave repeater for wireless surveillance cameras. Used to send footage to computer desktops

**Budget Item**

\*Item Cordless power tool kit  
 \*Select Object Class Equipment

If you selected other above, please specify

\* Number of units 1 (Whole number only)  
 \* Cost per unit \$ 950 (Whole dollar amounts only)

**\* Description**

The space to the right should be used to provide further clarification and details on the costs (i.e. personnel costs: number of hours/rate/staff; meeting costs: number of meetings/days/attendees; travel costs, etc.) and types of items that you are requesting. Budget justification should be included in the project narrative.

Heavy duty cordless power tool kit for evidence collection (1/2 in drill/driver, trim saw and reciprocating saw

**Budget Item**

\*Item High density portable lighting  
 \*Select Object Class Equipment

If you selected other above, please specify

\* Number of units 3 (Whole number only)  
 \* Cost per unit \$ 550 (Whole dollar amounts only)

**\* Description**

The space to the right should be used to provide further clarification and details on the costs (i.e. personnel costs: number of hours/rate/staff; meeting costs: number of meetings/days/attendees; travel costs, etc.) and types of items that you are requesting. Budget justification should be included in the project narrative.

hand held, high density , portable lighting

**Budget Item**

\*Item High density, portable lighting  
 \*Select Object Class Equipment

If you selected other above, please specify

\* Number of units 2 (Whole number only)  
 \* Cost per unit \$ 3500 (Whole dollar amounts only)

\* Description

The space to the right should be used to provide further clarification and details on the costs (i.e. personnel costs: number of hours/rate/staff; meeting costs: number of meetings/days/attendees; travel costs, etc.) and types of items that you are requesting. Budget justification should be included in the project narrative.

hard case, high density, battery powered, portable lighting system

**Budget Item**

\*Item hydrocarbon detector

\*Select Object Class Equipment

If you selected other above, please specify

\* Number of units 1 (Whole number only)  
 \* Cost per unit \$ 400 (Whole dollar amounts only)

\* Description

The space to the right should be used to provide further clarification and details on the costs (i.e. personnel costs: number of hours/rate/staff; meeting costs: number of meetings/days/attendees; travel costs, etc.) and types of items that you are requesting. Budget justification should be included in the project narrative.

Hand-held hydrocarbon detector

**Budget Item**

\*Item Hydrocarbon Detector Training

\*Select Object Class Other

If you selected other above, please specify Training

\* Number of units 1 (Whole number only)  
 \* Cost per unit \$ 250 (Whole dollar amounts only)

\* Description

The space to the right should be used to provide further clarification and details on the costs (i.e. personnel costs: number of hours/rate/staff; meeting costs: number of meetings/days/attendees; travel costs, etc.) and types of items that you are requesting. Budget justification should be included in the project narrative.

Training for hydrocarbon detector use

**Budget Item**

\*Item Portable X-ray Machine

\*Select Object Class Equipment

If you selected other above, please specify

\* Number of units 1 (Whole number only)  
 \* Cost per unit \$ 15000 (Whole dollar amounts only)

\* Description

The space to the right should be used to provide further clarification and details on the costs (i.e. personnel costs: number of hours/rate/staff; meeting costs: number of meetings/days/attendees; travel

Portable X-ray machine for examining fire damaged electrical equipment

costs, etc.) and types of items that you are requesting. Budget justification should be included in the project narrative.

**Budget Item**

\*Item X-Ray machine training  
 \*Select Object Class Other  
 If you selected other above, please specify Training  
 \* Number of units 1 (Whole number only)  
 \* Cost per unit \$ 1000 (Whole dollar amounts only)  
 \* Description  
 The space to the right should be used to provide further clarification and details on the costs (i.e. personnel costs: number of hours/rate/staff; meeting costs: number of meetings/days/attendees; travel costs, etc.) and types of items that you are requesting. Budget justification should be included in the project narrative.  
 Training class for portable X-ray machine

**Budget Item**

\*Item Debris sifting screen  
 \*Select Object Class Equipment  
 If you selected other above, please specify  
 \* Number of units 1 (Whole number only)  
 \* Cost per unit \$ 140 (Whole dollar amounts only)  
 \* Description  
 The space to the right should be used to provide further clarification and details on the costs (i.e. personnel costs: number of hours/rate/staff; meeting costs: number of meetings/days/attendees; travel costs, etc.) and types of items that you are requesting. Budget justification should be included in the project narrative.  
 18x18" fire debris sifting screens

**Budget Item**

\*Item Forensic photo documentation kit  
 \*Select Object Class Equipment  
 If you selected other above, please specify  
 \* Number of units 1 (Whole number only)  
 \* Cost per unit \$ 250 (Whole dollar amounts only)  
 \* Description  
 The space to the right should be used to provide further clarification and details on the costs (i.e. personnel costs: number of hours/rate/staff; meeting costs: number of meetings/days/attendees; travel costs, etc.) and types of items that you are requesting. Budget justification should be included in the project narrative.  
 100 tent markers, tape measures, photo evidence scales, adhesive numbers, photo rulers

**Budget Item**

\*Item Latent fingerprint kit  
 \*Select Object Class Equipment

If you selected other above, please specify

\* Number of units 1 (Whole number only)  
 \* Cost per unit \$ 365 (Whole dollar amounts only)

\* Description

The space to the right should be used to provide further clarification and details on the costs (i.e. personnel costs: number of hours/rate/staff; meeting costs: number of meetings/days/attendees; travel costs, etc.) and types of items that you are requesting. Budget justification should be included in the project narrative.

contains powder and chemical fingerprint locator and collection supplies for collecting prints from wood, wet, and paper surfaces, including ninhydrin spray, small particle reagent, and silver nitrate.

**Budget Item**

\*Item Cast impression collection kit  
 \*Select Object Class Equipment

If you selected other above, please specify

\* Number of units 1 (Whole number only)  
 \* Cost per unit \$ 320 (Whole dollar amounts only)

\* Description

The space to the right should be used to provide further clarification and details on the costs (i.e. personnel costs: number of hours/rate/staff; meeting costs: number of meetings/days/attendees; travel costs, etc.) and types of items that you are requesting. Budget justification should be included in the project narrative.

Silicon rubber and plaster casting kit for footprint, tool marks and tire evidence casting

**Budget Item**

\*Item Evidence bad heat sealer  
 \*Select Object Class Equipment

If you selected other above, please specify

\* Number of units 1 (Whole number only)  
 \* Cost per unit \$ 220 (Whole dollar amounts only)

\* Description

The space to the right should be used to provide further clarification and details on the costs (i.e. personnel costs: number of hours/rate/staff; meeting costs: number of meetings/days/attendees; travel costs, etc.) and types of items that you are requesting. Budget justification should be included in the project narrative.

16" heat sealer for nylon fire evidence bags

**Budget Item**

\*Item Power inverter  
 \*Select Object Class Equipment

If you selected other above, please specify

\* Number of units 1 (Whole number only)  
 \* Cost per unit \$ 380 (Whole dollar amounts only)

\* Description

The space to the right should be used to provide further clarification and details on the costs (i.e. personnel costs: number of hours/rate/staff; meeting costs: number of meetings/days/attendees; travel

1750 watt power inverter to power heat sealer

costs, etc.) and types of items that you are requesting. Budget justification should be included in the project narrative.

**Budget Item**

\*Item Training Classes  
 \*Select Object Class Other  
 If you selected other above, please specify Training  
 \* Number of units 12 (Whole number only)  
 \* Cost per unit \$ 4000 (Whole dollar amounts only)  
 \* Description One class each month , consisting of Fire Investigations 1a, Fire Investigations 1b, Fire Investigations 2a, Fire Investigations 2b, Vehicle Fire Investigations, Arson Scene Photography, Building Construction for Fire Investigators,advanced arson investigations, interview and interrogations, prosecutorial report writing, and additional training to address regional juvenile arson developments. We will also provide a Deputy District Attorney Training  
The space to the right should be used to provide further clarification and details on the costs (i.e. personnel costs: number of hours/rate/staff; meeting costs: number of meetings/days/attendees; travel costs, etc.) and types of items that you are requesting. Budget justification should be included in the project narrative.

**Budget Item**

\*Item NFPA 921 Manual  
 \*Select Object Class Supplies  
 If you selected other above, please specify  
 \* Number of units 7 (Whole number only)  
 \* Cost per unit \$ 75 (Whole dollar amounts only)  
 \* Description NFPA 921- Guide for Fire and Explosion Investigation publication  
The space to the right should be used to provide further clarification and details on the costs (i.e. personnel costs: number of hours/rate/staff; meeting costs: number of meetings/days/attendees; travel costs, etc.) and types of items that you are requesting. Budget justification should be included in the project narrative.

**Budget Item**

\*Item Fire Findings News letter  
 \*Select Object Class Supplies  
 If you selected other above, please specify  
 \* Number of units 1 (Whole number only)  
 \* Cost per unit \$ 550 (Whole dollar amounts only)  
 \* Description Fire Findings Newsletter (all back issues and 1 year subscription)  
The space to the right should be used to provide further clarification and details on the costs (i.e. personnel costs: number of hours/rate/staff; meeting costs: number of meetings/days/attendees; travel costs, etc.) and types of items that you are requesting. Budget justification should be included in the project narrative.

**Budget Item**

\*Item Kirks Fire Investigation Text  
 \*Select Object Class Supplies

If you selected other above, please specify

\* Number of units 5 (Whole number only)  
 \* Cost per unit \$ 75 (Whole dollar amounts only)

\* Description

The space to the right should be used to provide further clarification and details on the costs (i.e. personnel costs: number of hours/rate/staff; meeting costs: number of meetings/days/attendees; travel costs, etc.) and types of items that you are requesting. Budget justification should be included in the project narrative.

Kirks Fire Investigation Text, sixth edition

**Budget Item**

\*Item Kirks Fire Investigation Text  
 \*Select Object Class Supplies

If you selected other above, please specify

\* Number of units 5 (Whole number only)  
 \* Cost per unit \$ 60 (Whole dollar amounts only)

\* Description

The space to the right should be used to provide further clarification and details on the costs (i.e. personnel costs: number of hours/rate/staff; meeting costs: number of meetings/days/attendees; travel costs, etc.) and types of items that you are requesting. Budget justification should be included in the project narrative.

Kirks Fire Investigation Text, Second edition

**Budget Item**

\*Item Investigation of Motor Vehicle Fire Text  
 \*Select Object Class Supplies

If you selected other above, please specify

\* Number of units 5 (Whole number only)  
 \* Cost per unit \$ 75 (Whole dollar amounts only)

\* Description

The space to the right should be used to provide further clarification and details on the costs (i.e. personnel costs: number of hours/rate/staff; meeting costs: number of meetings/days/attendees; travel costs, etc.) and types of items that you are requesting. Budget justification should be included in the project narrative.

Investigation of Motor Vehicle Fire Text, Fourth edition

**Budget Item**

\*Item Ignition Handbook Text  
 \*Select Object Class Supplies

If you selected other above, please specify

\* Number of units 1 (Whole number only)  
 \* Cost per unit \$ 230 (Whole dollar amounts only)

\* Description

The space to the right should be used to provide further clarification and details on the costs (i.e. personnel costs: number of hours/rate/staff; meeting costs: number of meetings/days/attendees; travel

Ignition Handbook Text

costs, etc.) and types of items that you are requesting. Budget justification should be included in the project narrative.

**Budget Item**

\*Item Ignition Database

\*Select Object Class Supplies

If you selected other above, please specify

\* Number of units 1 (Whole number only)

\* Cost per unit \$ 50 (Whole dollar amounts only)

**\* Description**

The space to the right should be used to provide further clarification and details on the costs (i.e. personnel costs: number of hours/rate/staff; meeting costs: number of meetings/days/attendees; travel costs, etc.) and types of items that you are requesting. Budget justification should be included in the project narrative.

Ignition Database CD

**Budget Item**

\*Item Wildland Investigation Kits

\*Select Object Class Equipment

If you selected other above, please specify

\* Number of units 5 (Whole number only)

\* Cost per unit \$ 125 (Whole dollar amounts only)

**\* Description**

The space to the right should be used to provide further clarification and details on the costs (i.e. personnel costs: number of hours/rate/staff; meeting costs: number of meetings/days/attendees; travel costs, etc.) and types of items that you are requesting. Budget justification should be included in the project narrative.

Wildland Investigation tool kits with marking flags, tape measures, magnifying glass, and disposable cameras.

**Budget Item**

\*Item Building supplies

\*Select Object Class Supplies

If you selected other above, please specify

\* Number of units 1 (Whole number only)

\* Cost per unit \$ 2500 (Whole dollar amounts only)

**\* Description**

The space to the right should be used to provide further clarification and details on the costs (i.e. personnel costs: number of hours/rate/staff; meeting costs: number of meetings/days/attendees; travel costs, etc.) and types of items that you are requesting. Budget justification should be included in the project narrative.

building supplies to form disposable burn cells for training (2X6 studs, sheet rock, nails, etc)

**Budget Item**

\*Item ladder

\*Select Object Class Equipment

If you selected other above, please specify

- \* Number of units 1 (Whole number only)
- \* Cost per unit \$ 500 (Whole dollar amounts only)

\* Description

The space to the right should be used to provide further clarification and details on the costs (i.e. personnel costs: number of hours/rate/staff; meeting costs: number of meetings/days/attendees; travel costs, etc.) and types of items that you are requesting. Budget justification should be included in the project narrative.

foldable, storable ladder

**Budget Item**

- \*Item Air purifying respirators
- \*Select Object Class Equipment

If you selected other above, please specify

- \* Number of units 10 (Whole number only)
- \* Cost per unit \$ 200 (Whole dollar amounts only)

\* Description

The space to the right should be used to provide further clarification and details on the costs (i.e. personnel costs: number of hours/rate/staff; meeting costs: number of meetings/days/attendees; travel costs, etc.) and types of items that you are requesting. Budget justification should be included in the project narrative.

PPE for scene investigations

**Budget Item**

- \*Item Individual Multigas monitors
- \*Select Object Class Equipment

If you selected other above, please specify

- \* Number of units 5 (Whole number only)
- \* Cost per unit \$ 400 (Whole dollar amounts only)

\* Description

The space to the right should be used to provide further clarification and details on the costs (i.e. personnel costs: number of hours/rate/staff; meeting costs: number of meetings/days/attendees; travel costs, etc.) and types of items that you are requesting. Budget justification should be included in the project narrative.

Individual Multigas monitors (CO, and poison gas detectors)

**Budget**

Budget Object Class

Budget Amount

<u>Personnel</u>	0
<u>Benefits</u>	0
<u>Travel</u>	0
<u>Equipment</u>	48,180
<u>Supplies</u>	7,135

<u>Contractual</u>	0
<u>Construction</u>	0
<u>Other</u>	51,825
<u>Indirect Charges</u>	0

Indirect Cost Details (complete this section only if you have a Federally approved Indirect Cost Rate agreement). Please note you must add the Indirect Costs as a line item within the Request Details section as they are not automatically calculated.

Agency Indirect Cost Agreement with

Indirect Cost Rate %

Agreement Summary

Total Federal and Applicant Share

Federal Share	\$ 107,140
Applicant Share	\$ 0
Federal Rate Sharing (%)	100/0

\* Non-Federal Resources (The combined Non-Federal Resources must equal the Applicant Share of \$ 0)

a. Applicant	\$ 0
b. State	\$ 0
c. Local	\$ 0
d. Other Sources	\$ 0

If you entered a value in Other Sources other than zero (0), include your explanation below. You can use this space to provide information on the project, cost share match, or if you have an indirect cost agreement with a federal agency.

<b>Total Budget</b>	<b>\$ 107,140</b>
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**Narrative Statement**

The narrative for Fire Prevention and Safety is provided when adding Fire Prevention and Safety Projects under the **Request Details** section.

## Assurances and Certifications

### FEMA Form 20-16A

**You must read and sign these assurances by providing your password and checking the box at the bottom of this page.**

**Note:** Fields marked with an \* are required.

#### Assurances Non-Construction Programs

**Note:** Certain of these assurances may not be applicable to your project or program. If you have any questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. Section 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration) 5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. Sections 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290-dd-3 and 290-ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Acts of 1968 (42 U.S.C. Section 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Title II and III of the Uniform

Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or Federally assisted programs. These requirements apply to all interest in real property acquired for project purposes regardless of Federal participation in purchases.

8. Will comply with provisions of the Hatch Act (5 U.S.C. Sections 1501-1508 and 7324-7328), which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. Sections 276a to 276a-7), the Copeland Act (40 U.S.C. Section 276c and 18 U.S.C. Sections 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. Sections 327-333), regarding labor standards for federally assisted construction sub agreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. Section 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. Section 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. Section 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. Section 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.
19. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act (29 U.S.C. 201), as they apply to employees of institutions of higher education, hospitals, and other non-profit organizations.

Signed by **Geoffrey Maloon** on 10/23/2009

**Form 20-16C**

**You must read and sign these assurances by providing your password and checking the box at the bottom of this page.**

**Note:** Fields marked with an \* are required.

Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibilities Matters; and Drug-Free Workplace Requirements.

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 44 CFR Part 18, "New Restrictions on Lobbying; and 44 CFR Part 17, "Government-wide Debarment and suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Federal Emergency Management Agency (FEMA) determines to award the covered transaction, grant, or cooperative agreement.

**1. LOBBYING**

A. As required by the section 1352, Title 31 of the US Code, and implemented at 44 CFR Part 18 for persons into a grant or cooperative agreement over \$100,000, as defined at 44CFR Part 18, the applicant certifies that:

(a) No federal appropriated funds have been paid or will be paid by or on behalf of the undersigned to any person for influencing or attempting 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 the making of any federal grant, the entering into of any cooperative agreement and extension, continuation, renewal amendment or modification of any Federal Grant or cooperative agreement.

(b) If any other funds than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting 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 this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities", in accordance with its instructions.

(c) The undersigned shall require that the language of this certification be included in the award documents for all the sub awards at all tiers (including sub grants, contracts under grants and cooperative agreements and sub contract(s)) and that all sub recipients shall certify and disclose accordingly.

**2. Debarment, Suspension and Other Responsibility Matters (Direct Recipient)**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 44CFR Part 67, for prospective participants in primary covered transactions, as defined at 44 CFR Part 17, Section 17.510-A, the applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency.

(b) Have not within a three-year period preceding this application been convicted of or had a civilian judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or perform a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

(c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification: and

(d) have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

### 3. Drug-Free Workplace (Grantees other than individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 44CFR Part 17, Subpart F, for grantees, as defined at 44 CFR part 17, Sections 17.615 and 17.620:

(A) The applicant certifies that it will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug free awareness program to inform employees about:

- (1) The dangers of drug abuse in the workplace;
- (2) The grantees policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant to be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:

- (1) Abide by the terms of the statement and
- (2) Notify the employee in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

(e) Notifying the agency, in writing within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to the applicable FEMA awarding office, i.e. regional office or FEMA office.

(f) Taking one of the following actions, against such an employee, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement or other appropriate agency.

(g) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

(B) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

## Place of Performance

Street

City

State

Zip

Action

**If your place of performance is different from the physical address provided by you in the Applicant Information, click on Add Place of Performance button above to ensure that the correct place of performance has been specified. You can add multiple addresses by repeating this process multiple times.**

Section 17.630 of the regulations provide that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for FEMA funding. States and State agencies may elect to use a Statewide certification.

Signed by **Geoffrey Maloon** on **10/23/2009**

**Standard Form LLL**

Only complete if applying for a grant for more than \$100,000 and have lobbying activities. See Form 20-16C for lobbying activities definition.

**This form is not applicable**