

**BUDGET CHANGE FORM**

Type of Change	From		To	
	Account	Amount	Account	Amount
Check one:				
<input checked="" type="checkbox"/> Budget Appropriation	100-3558	\$44,536	100-812-4225	\$44,536
<input type="checkbox"/> Budget Transfer				

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

**Background:** The Fire Department submitted an Assistance to Firefighter's Grant application in May 2009 requesting new wild land personal protection equipment including shelters, goggles, coats, pants, gloves, boots and headlamps (complete ensemble). The grant was awarded by the Department of Homeland Security in June 2010 with slightly reduced numbers as detailed in the attached award documents. The Assistance to Firefighter's Grant provides funding directly to fire departments to enhance operational response capabilities and firefighter safety.

**Fiscal Impact:** None. The 2009 Assistance to Firefighter's Grant is an 80/20 grant with a total project cost of \$55,670, of which \$44,536 is Federal dollars and \$11,134 is the local cost match. Fiscal year 2010/11 Fire Department operating budget has sufficient funding to cover the local match. It is important to note that this is an essential purchase of firefighter personal protective equipment. The grant funding will result in a significant cost savings for the city.

**Recommendation:** It is staff recommendation that Council accept the grant from the Department of Homeland Security and appropriate funding totaling \$44,536 to Fire Department operating budget.

Check if City Council Approval required. Meeting Date: December 7, 2010

Itemization of funds, if needed:	Amount

Requested by:	Division Head:	Date:
	Department Head: <i>Brian St. Laurent</i>	Date: <i>11-29-10</i>
Reviewed by:	Finance Director: <i>Flora Yang for C.K.</i>	Date: <i>11/24/2010</i>
Approved by:	City Manager:	Date:

Date approved by City Council, if required: \_\_\_\_\_ Confirmed by: \_\_\_\_\_



FEMA

Mr. Geoffrey Maloon  
Milpitas Fire Department  
777 S. MAIN ST  
Milpitas, California 95035-5322

Re: Grant No.EMW-2009-FO-02309

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 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 \$55,670.00. The Federal share is 80 percent or \$44,536.00 of the approved amount and your share of the costs is 20 percent or \$11,134.00.

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 awards process or how to request your grant funds, please call the helpdesk at 1-866-274-0960.

A handwritten signature in blue ink that reads "Elizabeth M. Harman".

Elizabeth M. Harman  
Assistant Administrator  
Grant Programs Directorate



**FEMA**

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

**AGREEMENT ARTICLES**

**ASSISTANCE TO FIREFIGHTERS GRANT PROGRAM - Operations and Safety program**

**GRANTEE: Milpitas Fire Department**

**PROGRAM: Operations and Safety**

**AGREEMENT NUMBER: EMW-2009-FO-02309**

**AMENDMENT NUMBER:**

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**Article I - Project Description**

The purpose of the Assistance to Firefighters Program is to protect the health and safety of the public and firefighting personnel against fire and fire-related hazards. 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 grant application's narrative. These sections of the application are made a part of these grant agreement articles by reference. The grantee may not change or make any material deviations from 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 Grants 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 **11-JUN-10 to 10-JUN-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 each object classes of this grant (including Federal share plus grantee match):

Personnel	\$0.00
Fringe Benefits	\$0.00
Travel	\$0.00
Equipment	\$50,015.00
Supplies	\$0.00
Contractual	\$0.00
Construction	\$0.00
Other	\$5,655.00
Indirect Charges	\$0.00
Total	\$55,670.00

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

The Program Office has made the following reductions to your grant:  
Gloves and Helmets will not be funded for this project.  
Therefore, they have recommended the award at this level:

Total budget \$ 55,670  
Federal share \$44,536  
Applicant Share \$11,134

**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 FY 2009 Assistance to Firefighters Grant Program 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:** Tom Harrington is the Program Officer for the Assistance to Firefighters Grant Program. The Program Officer is responsible for the technical monitoring of the stages of work and technical performance of the activities described in the approved grant application.

**Grants Assistance Officer:** Andrea Gordon 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**

<b>1a. AGREEMENT NO.</b> EMW-2009-FO-02309	<b>2. AMENDMENT NO.</b> 0	<b>3. RECIPIENT NO.</b> 94-6019192	<b>4. TYPE OF ACTION</b> AWARD	<b>5. CONTROL NO.</b> W468977N
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<b>6. RECIPIENT NAME AND ADDRESS</b> Milpitas Fire Department 777 S. MAIN ST Milpitas California, 95035-5322	<b>7. ISSUING OFFICE AND ADDRESS</b> Grant Programs Directorate 500 C Street, S.W. Washington DC, 20528-7000 POC: Andrea Gordon	<b>8. PAYMENT OFFICE AND ADDRESS</b> FEMA, Financial Services Branch 500 C Street, S.W., Room 723 Washington DC, 20472
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<b>9. NAME OF RECIPIENT PROJECT OFFICER</b> Geoffrey Maloon	<b>PHONE NO.</b> 4085862820	<b>10. NAME OF PROJECT COORDINATOR</b> Tom Harrington	<b>PHONE NO.</b> 1-866-274-0960
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<b>11. EFFECTIVE DATE OF THIS ACTION</b> 11-JUN-10	<b>12. METHOD OF PAYMENT</b> SF-270	<b>13. ASSISTANCE ARRANGEMENT</b> Cost Sharing	<b>14. PERFORMANCE PERIOD</b> From:11-JUN-10 To:10-JUN-11  Budget Period From:01-OCT-09 To:30-SEP-10
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**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-XXXX-XXXX-XXXX-X	PRIOR TOTAL AWARD	AMOUNT AWARDED THIS ACTION + OR (-)	CURRENT TOTAL AWARD	CUMMULATIVE NON-FEDERAL COMMITMENT
AFG	97.044	2010-M9-3120GF-25000000-4101-D	\$0.00	\$44,536.00	\$44,536.00	\$11,134.00
<b>TOTALS</b>			<b>\$0.00</b>	<b>\$44,536.00</b>	<b>\$44,536.00</b>	<b>\$11,134.00</b>

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

**16a. 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 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.

<b>17. RECIPIENT SIGNATORY OFFICIAL (Name and Title)</b> N/A	<b>DATE</b> N/A
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<b>18. FEMA SIGNATORY OFFICIAL (Name and Title)</b> Andrea Gordon	<b>DATE</b> 07-JUN-10
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