

*STAFF REPORT**CITY OF OCEANSIDE*

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DATE: February 1, 2012

TO: Honorable Mayor and City Councilmembers

FROM: Fire Department

SUBJECT: **APPROVAL TO ACCEPT \$47,800 IN GRANT FUNDS FROM THE FEDERAL EMERGENCY MANAGEMENT AGENCY AWARDED TO THE OCEANSIDE FIRE DEPARTMENT UNDER THE ASSISTANCE TO FIREFIGHTERS GRANT PROGRAM FOR HAZARD ZONE COMMAND TRAINING AND "BLUE CARD" CERTIFICATION**

**SYNOPSIS**

Staff recommends that the City Council accept \$47,880 in grant funds from the Federal Emergency Management Agency (FEMA) awarded to the City of Oceanside through the Assistance to Firefighters Grant Program (AFG) for a "Blue Card" training program and approval to transfer these funds to the Fire Department.

**BACKGROUND**

A comprehensive analysis by the Oceanside Training Division recently identified that command and control training for hazard zone incidents was lacking. Recent retirements took years of experience and left a gap in command training. In September 2011, the Fire Department applied for an AFG grant to fund a hazard zone training program for all Fire Department personnel. The department intends on utilizing the Blue Card training program to certify each member as Incident Commanders for type IV and V incidents (which account for 99% of all incidents run by the OFD). On December 18<sup>th</sup> we were informed that our grant had been approved by the AFG staff.

**ANALYSIS**

The AFG program is a very competitive grant process that has applicants from across the nation. The Fire Department feels very fortunate to receive such a large grant to implement this training program. Every safety member of the department from rookie firefighter to senior battalion chief will go through the same command training. This will provide for a much safer approach to all fires, and other large scale incidents that the department responds to on a daily basis. It will provide the training and knowledge to every member to start off each incident in a standard manner to provide the safest and most effective mitigation to the problem. Blue Card is NIMS compliant and was recently approved by the International Fire Service Accreditation Congress (IFSAC).

**FISCAL IMPACT**

FEMA, through the AFG program has awarded the Oceanside Fire Department \$47,880 in grant money to fund the Blue Card Training certification program. The Blue Card Training program is the only NIMS compliant certifying training program of its kind. OFD will be required to provide \$11,970 in matching funds to comply with the 80/20 matching fund requirement, bringing the total program cost to \$59,850. OFD's expenditure portion of the award will be charged to Fire Personnel Training business unit 550553101; the subledger account number S100629 has been assigned to track the matching portion of the grant.

The appropriations by general ledger account number are detailed below. Full details of the grant can be seen in the Award Package (attachment A).

The revenue received from the grantor, \$47,880, will be deposited into general ledger account 9221246000272.4676. As we spend the grant money, a reimbursement request will be filed through the online grant management program and the funds will be paid out by FEMA

<b>AFG Program</b>		<b>General Ledger Account</b>
<b>Expenditures</b>		
Personnel cost	<b>\$10,590</b>	550553101.5105 S100629
Fringe Benefit Burden-WC	840	550553101.5206 S100629
Fringe Benefit Burden	540	550553101.5207 S100629
Matching Portion	<b>\$11,970</b>	
<b>Appropriation</b>		
Train the Trainer -Travel	<b>\$3,000</b>	922124600274.5345
Train the Trainer - Tuition	12,000	922124600274.5350
Tuition (90 OFD Staff)	32,850	922124600274.5350
Misc Supplies	30	922124600274.5355
<b>Total Grant Award</b>	<b>\$47,880</b>	
<b>Total Grant Expenditures</b>	<b>\$59,850</b>	
<b>Revenue</b>		
Award	<b>\$47,880</b>	922124600274.4382
<b>Total Revenue</b>	<b>\$47,880</b>	

**CITY ATTORNEY'S ANALYSIS**

The referenced documents have been reviewed by the City Attorney and approved as to form.

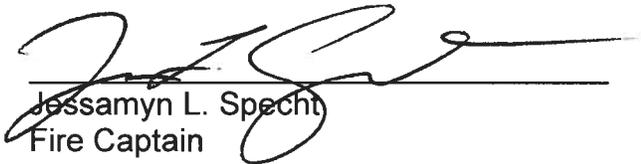
**COMMISSION OR COMMITTEE REPORT**

Presented to Police and Fire Commission on Thursday, January 19 as information-only.

**RECOMMENDATION**

Staff recommends that the City Council accept \$47,880 in grant funds from the Federal Emergency Management Agency (FEMA) awarded to the City of Oceanside through the Assistance to Firefighters Grant Program (AFG) for a "Blue Card" training program and approval to transfer these funds to the Fire Department.

PREPARED BY:

  
\_\_\_\_\_  
Jessamyn L. Specht  
Fire Captain

SUBMITTED BY:

  
\_\_\_\_\_  
Peter Weiss  
City Manager

REVIEWED BY:

Michelle Skaggs Lawrence, Deputy City Manager  
Darryl Hebert, Fire Chief  
Teri Ferro, Financial Services Director



Attachment: A (FEMA Award Package)

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



# FEMA

Mr. Jessamyn Specht  
Oceanside Fire Department  
300 North Coast Hwy  
Oceanside, California 92054-2824

Re: Grant No.EMW-2011-FO-01340

Dear Mr. Specht:

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 2011 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 \$59,850.00. The Federal share is 80 percent or \$47,880.00 of the approved amount and your share of the costs is 20 percent or \$11,970.00.

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 formally receive the award through the AFG online system.** 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 cursive script that reads "Elizabeth M. Harman".

Elizabeth M. Harman  
Assistant Administrator  
Grant Programs Directorate

## Agreement Articles



# FEMA

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

## AGREEMENT ARTICLES

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

**GRANTEE:** Oceanside Fire Department

**PROGRAM:** Operations and Safety

**AGREEMENT NUMBER:** EMW-2011-FO-01340

**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 - is 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 providing the Primary Contact's electronic signature and indicating acceptance of the award, 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. Grantees agree that they will use the funds provided through the Fiscal Year 2011 Assistance to Firefighters Grant Program in accordance with these Articles of Agreement and the program guidelines provided in the Fiscal Year 2011 Assistance to Firefighters Grant 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 **18-DEC-11 to 17-DEC-12**.

**Article IV - Amount Awarded**

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

Personnel	\$12,000.00
Fringe Benefits	\$0.00
Travel	\$3,000.00
Equipment	\$0.00
Supplies	\$0.00
Contractual	\$44,850.00
Construction	\$0.00
Other	\$0.00
Indirect Charges	\$0.00
Total	\$59,850.00

**NEGOTIATION COMMENTS IF APPLICABLE**

Any questions pertaining to your award package, please contact your GPD Grants Management Specialist: Earl Davis at [Earl.Davis@dhs.gov](mailto:Earl.Davis@dhs.gov)

**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 2011 Assistance to Firefighters Grant Program guidance and application kit.

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

Recipients of any Assistance to Firefighters Grants will be required to submit a semi-annual Federal Financial Report (FFR) via the automated system on the Standard Form 425. The FFR is intended to provide Federal agencies and grant recipients with a standard format and consistent reporting requirements throughout the government. The FFR, to be submitted using the online e-grant system, will be due semi-annually based on the calendar year beginning with the period after the award is made. Grant recipients will be required to submit a FFR throughout the entire period of performance of the grant.

The reporting periods for the FFR are January 1 through June 30 (Report due by July 31), and July 1 through December 31 (Report due by January 30).

At the end of the grant's period of performance, all grantees are required to produce a final report on how the grant funding was used and the benefits realized from the award. Grantees must submit a final financial report and a final performance report within 90 days after the end of the period of performance.

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

**Program Officer:** Catherine Patterson 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:** Natalie Romanoff 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-2011-FO-01340	<b>2. AMENDMENT NO.</b> 0	<b>3. RECIPIENT NO.</b> 95-1688570	<b>4. TYPE OF ACTION</b> AWARD	<b>5. CONTROL NO.</b> W482946N
<b>6. RECIPIENT NAME AND ADDRESS</b> Oceanside Fire Department 300 North Coast Hwy Oceanside California, 92054-2824	<b>7. ISSUING OFFICE AND ADDRESS</b> Grant Programs Directorate 500 C Street, S.W. Washington DC, 20528-7000 POC: Natalie Romanoff		<b>8. PAYMENT OFFICE AND ADDRESS</b> FEMA, Financial Services Branch 500 C Street, S.W., Room 723 Washington DC, 20472	
<b>9. NAME OF RECIPIENT PROJECT OFFICER</b> Jessamyn Specht	<b>PHONE NO.</b> 7804354086	<b>10. NAME OF PROJECT COORDINATOR</b> Catherine Patterson	<b>PHONE NO.</b> 1-866-274-0960	
<b>11. EFFECTIVE DATE OF THIS ACTION</b> 18-DEC-11	<b>12. METHOD OF PAYMENT</b> SF-270	<b>13. ASSISTANCE ARRANGEMENT</b> Cost Sharing	<b>14. PERFORMANCE PERIOD</b> From:18-DEC-11 To:17-DEC-12  Budget Period From:31-OCT-11 To:30-SEP-12	

**15. DESCRIPTION OF ACTION**

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

PROGRAM NAME ACRONYM	CFDA NO.	ACCOUNTING DATA (ACCS CODE) XXXX-XXX-XXXXXX-XXXXX- XXXX-XXXX-X	PRIOR TOTAL AWARD	AMOUNT AWARDED THIS ACTION + OR (-)	CURRENT TOTAL AWARD	CUMMULATIVE NON- FEDERAL COMMITMENT
AFG	97.044	2012-M1-3007RG-10000000- 4101-D	\$0.00	\$47,880.00	\$47,880.00	\$11,970.00
<b>TOTALS</b>			<b>\$0.00</b>	<b>\$47,880.00</b>	<b>\$47,880.00</b>	<b>\$11,970.00</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.

**17. RECIPIENT SIGNATORY OFFICIAL (Name and Title)**

N/A

DATE  
N/A

**18. FEMA SIGNATORY OFFICIAL (Name and Title)**

Natalie Romanoff

DATE  
13-DEC-11

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