

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



# FEMA

Mr. Tom Garrison  
Sparks Fire Department  
1605 Victorian Avenue  
Sparks, Nevada 89431-4822

Re: Grant No.EMW-2011-FO-03571

Dear Mr. Garrison:

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 \$504,739.00. The Federal share is 80 percent or \$403,792.00 of the approved amount and your share of the costs is 20 percent or \$100,947.00.

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.

As 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

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## AGREEMENT ARTICLES

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

**GRANTEE:** Sparks Fire Department

**PROGRAM:** Operations and Safety

**AGREEMENT NUMBER:** EMW-2011-FO-03571

**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	\$19,680.00
Fringe Benefits	\$0.00
Travel	\$0.00
Equipment	\$482,947.00
Supplies	\$0.00
Contractual	\$0.00
Construction	\$0.00
Other	\$2,112.00
Indirect Charges	\$0.00
Total	\$504,739.00

#### **NEGOTIATION COMMENTS IF APPLICABLE**

Any questions pertaining to your award package, please contact your GPD Grants Management Specialist : Earl Davis  
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:** Jane Early 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>1. AGREEMENT NO.</b> EMW-2011-FO-03571		<b>2. AMENDMENT NO.</b> 0		<b>3. RECIPIENT NO.</b> 88-6000202		<b>4. TYPE OF ACTION</b> AWARD
<b>5. CONTROL NO.</b> W482946N		<b>6. RECIPIENT NAME AND ADDRESS</b> Sparks Fire Department 1605 Victorian Avenue Sparks Nevada, 89431-4822		<b>7. ISSUING OFFICE AND ADDRESS</b> Grant Programs Directorate 500 C Street, S.W. Washington DC, 20528-7000 POC: Jane Early		<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> Tom Garrison		<b>PHONE NO.</b> 7753531618		<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
<b>15. DESCRIPTION OF ACTION</b>						
a. (Indicate funding data for awards or financial changes)						
<b>PROGRAM NAME ACRONYM</b>	<b>CFDA NO</b>	<b>ACCOUNTING DATA (ACCS CODE)</b> XXXX-XXX-XXXXXX-XXXXX-XXXX-XXXX-X	<b>PRIOR TOTAL AWARD</b>	<b>AMOUNT AWARDED THIS ACTION + OR (-)</b>	<b>CURRENT TOTAL AWARD</b>	<b>CUMMULATIVE NON-FEDERAL COMMITMENT</b>
AFG	97.044	2012-M1-3007RG-10000000-4101-D	\$0.00	\$403,792.00	\$403,792.00	\$100,947.00
<b>TOTALS</b>			\$0.00	\$403,792.00	\$403,792.00	\$100,947.00
b. To describe changes other than funding data or financial changes, attach schedule and check here. N/A						
<p><b>15a. FOR NON-DISASTER PROGRAMS: RECIPIENT IS REQUIRED TO SIGN AND RETURN THREE (3) COPIES OF THIS DOCUMENT TO FEMA (see Block 7 for address)</b></p> <p>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.</p> <p><b>15b. FOR DISASTER PROGRAMS: RECIPIENT IS NOT REQUIRED TO SIGN</b></p> <p>This assistance is subject to terms and conditions attached to this award notice or by incorporated reference in program legislation cited above.</p>						
<b>17. RECIPIENT SIGNATORY OFFICIAL (Name and Title)</b> N/A						<b>DATE</b> N/A
<b>18. FEMA SIGNATORY OFFICIAL (Name and Title)</b> Jane Early						<b>DATE</b> 08-DEC-11

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