

GRANT BRIEFING DOCUMENT

rev. 2/13/13

From:

Name: JEANNE COUGHLIN Dept: FIRE Phone: 410-263-7975 X6740

This is a request to

- review, approve, and/or sign a grant agreement/award
- other

Grant title: STATE HOMELAND SECURITY GRANT PROGRAM EMS GRANT SUB-AWARD


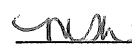
Grantor: MIEMSS-MD INSTITUTE EMERGENCY MEDICAL SERVICES Amount: \$ 17,490.00

Attestation:

- Match is *not* required.
- Match is required. Match will be met in the form of ¹ _____

I attest that this asset has been approved/appropriated in ² _____

 Fires 7-8-15
 Department Director signature Dept Date

Routing	Initials	Date		Comments
		In	Out	
<input checked="" type="checkbox"/> originating Dept Director	<u></u>	<u>7-8-15</u>	<u>7-8-15</u>	<u>NEED BACK BY 8-1-15</u>
<input checked="" type="checkbox"/> Grants Coordinator	<u>NJP</u>		<u>7/14</u>	
<input checked="" type="checkbox"/> Finance Director	<u></u>	<u>7/14/15</u>	<u>7/14/15</u>	
<input checked="" type="checkbox"/> City Attorney				
<input checked="" type="checkbox"/> City Manager				
<input checked="" type="checkbox"/> Mayor				
<input checked="" type="checkbox"/> City Clerk				
<input checked="" type="checkbox"/> Finance Committee				<u>FOR 7/21/15</u>
<input checked="" type="checkbox"/> Finance Dept				

Return to Originating Department

GRANT Briefing Document, continued

Provide a short narrative. Include:

-program description	- purpose of funds	- due dates
-grant period	-amount of request or award	
-special features, e.g., environmental impact implications, notarization required		

MIEMSS (Maryland Institute for Emergency Medical Services Systems) and MEMA (Maryland Emergency Management Agency) are awarding the Annapolis Fire Department \$17,490 in the Mass Casualty/Emergency Medical Services Grant Program funded through the State Homeland Security Grant Program.

The purpose of the program is to enhance the capability to prepare for, respond to or recover from a mass casualty incident.

We are requesting approval to accept the \$17,490.00 awarded to us in support of the Fire Department's Active Assailant Plan. This needs to be signed by the Authorizing Official please. The deadline to return the signed Subaward Agreement is August 1, 2015.

All purchases will need to be completed by December 1, 2015 and reimbursed by December 15, 2015.

We will purchase Ballistic Protective Equipment to include: Tactical Vests, Tactical Helmets and Tactical Response Kits with this funding. These will support our Active Shooter and Mass Casualty Incidents in allowing our medical and rescue personnel who are properly trained and equipped to enter the scene of an active assailant incident which maximizes the survivability of the victims.

¹ Examples: cash match, equipment loan, staff salaries, volunteer time, contribution from non-City agency.

² Examples: FY__ Operating Budget, a memorandum of understanding, City Council resolution/ordinance.



GRANT BUDGET FORM

Grant Title MIEMSS State Homeland Security Grant Program - EMS

Grant Award (\$) 17,490.00

Originating Department(s): FIRE

Dept Contact (Name/Phone): Jeanne Coughlin / 410-263-7975 x 6740

Expenditure Account	Revenue Source				Total per Expend. Type	Comments
	Federal	State	Local (Matching)	Other		
Salaries					0.00	
Benefits					0.00	
Overtime					0.00	
Supplies		17,490.00			17,490.00	Grant Funding
Telephone					0.00	
Electricity					0.00	
Fuel and Oil					0.00	
Training & Education					0.00	
R & M - Equipment					0.00	
Special Programs					0.00	
Contract Services					0.00	
Capital Outlay					0.00	
other (fill-in)					0.00	
other (fill-in)					0.00	
other (fill-in)					0.00	
other (fill-in)					0.00	
other (fill-in)					0.00	
other (fill-in)					0.00	
Total	0.00	17,490.00	0.00	0.00	17,490.00	

TOTAL EXPENDITURES*: 17,490.00

* May be different from Grant Award \$ if there is a match requirement.

Match is not required.

Don't Ask 7-8-15
Department Director Signature/Date

FIRE
Department

Match is required. Match will be met in the form of ⁽¹⁾ _____

I attest that this asset has been approved/appropriated in ⁽²⁾ _____

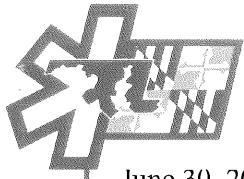
Department Director Signature/Date

Department

COMMENTS:

⁽¹⁾ Examples (include dollar amounts if applicable): Cash match, equipment loan, staff salaries, volunteer time, contribution from non-City agency.

⁽²⁾ Examples: FY __ operating budget, a memorandum of understanding, City Council resolution/ordinance.



June 30, 2015

State of Maryland
Maryland
Institute for
Emergency Medical
Services Systems

653 West Pratt Street
Baltimore, Maryland
21201-1536

Larry Hogan
Governor

Donald L. DeVries, Jr., Esq.
Chairman
Emergency Medical
Services Board

Kevin G. Seaman, MD
Executive Director

410-706-5074
FAX 410-706-4768

Chief David L. Stokes
City of Annapolis Fire Department
1790 Forest Drive
Annapolis, MD 21401

State Homeland Security Grant Program: Emergency Medical Services Grant Sub-award \$28,000.00

Dear Chief Stokes,

The Maryland Institute for Emergency Medical Services Systems (MIEMSS), on behalf of the United States Department of Homeland Security (DHS) and the Maryland Emergency Management Agency (MEMA) is pleased to inform you that the proposed Emergency Medical Services (EMS) project for Mass Casualty Support Services, has been selected for funding as a Subaward and included in the planned State Homeland Security Grant Program.

Funding in the amount shown above has been obligated to your project (also shown under Item 7 on the Project Agreement cover page). Attached is your Subaward Agreement. The Project Director as well as the Authorizing Official should sign the Agreement and return the signed document to MIEMSS. MIEMSS will execute the agreement and return to you along with a purchase order obligating the funds. Upon receipt of the Executed Agreement you may proceed with your project. All project agreements need to be signed and returned to Sherry Alban by August 1, 2015. All projects must be completed by December 1, 2015 and reimbursed no later than December 15, 2015. Reimbursement will be made with a letter submitted on the EMSOP's letterhead requesting reimbursement along with copies of paid invoices which support the project award. Please make certain to include proof of payment (canceled check or credit card statement). Submit the reimbursement request to Sherry Alban at 653 West Pratt St, Baltimore, MD. 21201 or Salban@Miemss.org

The Subaward is subject to federal regulations and policies associated with awards from DHS. Some of the basic policies and requirements are described in "Exhibit C Agreement Articles" which is part of the Subaward agreement form. As provided in Exhibit C, there are additional regulations and policies which apply to use of the Subaward. These additional regulations can be found at <http://www.fema.gov/fy-2013-homeland-security-grant-program-hsgp-0>. The individual in charge of managing this Subaward should become familiar with these materials in order to insure compliance.

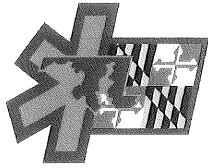
Please note that if the City of Annapolis expends more than \$500,000 or more in federal awards in a single year, the City of Annapolis is required to have an audit in accordance with OMB Circular No. A-133, Audits of States, Local Governments, and Non-Profit Organizations. A copy is of which is available online at <http://www.whitehouse.gov/omb/circulars/a133/a133.html>

Another important item is the requirement that you institute and maintain required inventory records to ensure that equipment and other tangible non-expendable personal property purchased with funds from the Subaward is used in this project, similar future projects, and thereafter for SHSGP related purposes. Equipment must be inventoried and reported annually to MIEMSS.

Should you have any questions, or require further information, please contact Sherry Alban at 410-706-3145 or Salban@Miemss.org

Sincerely,

Kevin G. Seaman, M.D., FACEP
Executive Director



MIEMSS

SUBAWARD AGREEMENT
 Between MIEMSS and
 City of Annapolis Fire Department
 under the
State Homeland Security Grant Program
 United States Department of Homeland Security
 Federal Grant Number EMW-2014-SS-00007-S01 & EMW-2014-
 SS-00007-S01/UASI
 CFDA 97.067
 Through MEMA and MIEMSS

SHSGP-2014-05

The Maryland Institute for Emergency Medical Services Systems (MIEMSS) hereby awards a cost reimbursable subaward to Sub-recipient as described herein. This agreement is effective on the date of MIEMSS approval shown in item 8 below. The undersigned agree that the Subrecipient (Item 2) will carry out the Project set forth in Exhibit A, **within the Subaward Period (Item 6)**, in accordance with the Estimated Subaward Expenditures shown in Exhibit B, and in compliance with the Subaward Conditions stated in Exhibit C, for which reimbursement will be made for actual reimbursable expenditures, the amount of which is not to exceed the Amount of Funds Obligated (Item 7).

1. Subaward Title: Ambulance Strike Team Formation and Support

Subrecipient (include street address):
 City of Annapolis Fire Department
 1790 Forest Drive
 Annapolis, MD 21401

2. Fund Recipient (*include street address and Federal I.D number*): Same as above, FID #
 Maryland Institute for Emergency Medical Services Systems – 52-6002033

4. Subaward Project Director:

Name: David L. Stokes

Title: Chief

Phone No: 410 263-7975

E-mail Address: jscoughlin@annapolis.gov

Signature

Date:

5. Authorizing Official:

Name: Michael Pantelides

Title: Mayor

Phone No: 410-263-7997

E-mail Address mayor@annapolis.gov

Signature

Date:

This Section to be completed by MIEMSS Only

6. Subaward Period: Start _____ End: December 31, 2015

7. Amount of Funds Obligated from MIEMSS: \$ 17,490.00

8. MIEMSS Approval: _____ Date: _____

Exhibit A: Work Statements (Page 1 of 3)

A1. Problem Identification: (Describe the problem to be addressed, needs assessment, etc.)

The City of Annapolis jurisdiction is uniquely located as the Capital of the State of Maryland, Seat of Anne Arundel County and home of the United States Naval Academy. Inherent to the concerns of terrorism and unrest, the City of Annapolis Fire and Emergency Medical Services as prepared by the State of Maryland Guidance to First Responders must be prepared to respond in support of Active Assailant Incidents. As per Healthcare Preparedness Capabilities we need to enhance our Responder Health and Safety to ensure our personnel are able to quickly triage, treat and evacuate victims in or near an Active Shooter/Mass Casualty Incident. This includes providing Fire and EMS teams with proper Ballistic Protective Equipment as well as detailed training to support this critical capability. Recent expert analysis of these types of incidents has revealed that having medical and rescue personnel who are properly trained and equipped enter the scene while it is ongoing greatly maximizes victim survival.

A2. Project Description (Describe the problems to be addressed)

The City of Annapolis Fire and Emergency Medical Services needs to purchase the Ballistic Protective Equipment for our personnel to wear before entering an unsecured Active Assailant incident. This is referred to as a warm or hot zone. We would need to develop a detailed Operating Policy Manual Section to outline the procedures as well as supply our personnel with Tactical Vests, Tactical Helmets and Tactical Response Kits as allowed in the DHS Authorized Equipment List (AEL).

The Department is currently working with local Annapolis Police as well as surrounding jurisdictions to complete a Standard Operating Procedure for response to these types of incidents.

At this time we do not have the budget required to purchase the Ballistic Protective Equipment.

A3. Project Objectives (Identify how objectives reference Governor's Core Goals for Homeland Security)

The Active Assailant Incident would potentially fall under two of the Governor's Core Goals.

First it is Personal Protective Equipment for First Responders to ensure the safety of our personnel who respond to these incidents.

Secondly it potentially could be a Mass Casualty Incident.

FEMA also encourages first responder agencies to develop The Active Assailant Program.

AGREEMENT ARTICLES

Homeland Security Grant Program

GRANTEE: Maryland Emergency Management Agency

PROGRAM: Homeland Security Grant Program

AGREEMENT NUMBER: EMW-2014-SS-00007-S01 & EMW-2014-SS-00007-S01/UASI

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Article I - Summary Description of Award

The FY 2014 HSGP plays an important role in the implementation of the National Preparedness System (NPS) by supporting the building, sustainment, and delivery of core capabilities essential to achieving the National Preparedness Goal of a secure and resilient Nation. HSGP funding shall be used for statutorily eligible costs related to the planning, organization, equipment, training, and exercise needs that prevent, protect against, mitigate, respond to, and recover from acts of terrorism and other catastrophic events. This HSGP award consists of State Homeland Security Program (SHSP) funding in the amount of \$6,125,000 and Urban Areas Security Initiative (UASI) funding in the amount of \$5,500,000. These programs provide an integrated mechanism that builds and sustains core capabilities to support the Nation's Preparedness against terrorist attacks, major disasters and other emergencies.

Article XI - Federal Debt Status

All recipients are required to be non-delinquent in their repayment of any Federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. See OMB Circular A-129 and form SF-424B, item number 17 for additional information and guidance.

Article XII - Fly America Act of 1974

All recipients must comply with Preference for U.S. Flag Air Carriers: (air carriers holding certificates under 49 U.S.C. § 41102) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974 (49 U.S.C. § 40118) and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B138942.

Article XIII - Hotel and Motel Fire Safety Act of 1990

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

Article XIV - Lobbying Prohibitions

All recipients must comply with 31 U.S.C. § 1352, which provides that none of the funds provided under an award may be expended by the recipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any Federal action concerning the award or renewal.

Article XV - Non-supplanting Requirement

Recipients who receive awards made under programs that prohibit supplanting by law must ensure that Federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-Federal sources. Where federal statutes for a particular program prohibits supplanting, applicants or recipients may be required to demonstrate and document that a reduction in non-Federal resources occurred for reasons other than the receipt of expected receipt of Federal funds.

Article XVI - Trafficking Victims Protection Act of 2000

All recipients must comply with the requirements of the government-wide award term which implements Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. § 7104), located at 2 CFR Part 175. This is implemented in accordance with OMB Interim Final Guidance, Federal Register, Volume 72, No. 218, November 13, 2007. In accordance with the statutory requirement, each agency award under which funding is provided to a private entity, Section 106(g) of the TVPA, as amended, requires the agency to include a condition that authorizes the agency to terminate the award, without penalty, if the recipient or a subrecipient — (a) Engages in severe forms of trafficking in persons during the period of time that the award is in effect;

(b) Procures a commercial sex act during the period of time that the award is in effect; or

(c) Uses forced labor in the performance of the award or subawards under the award.

Full text of the award term is provided at 2 CFR § 175.15.

Article XVII - USA Patriot Act of 2001

All recipients must comply with the requirements of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act (USA PATRIOT Act), which amends 18 U.S.C. §§ 175–175c. Among other things, the USA PATRIOT Act prescribes criminal penalties for possession of any biological agent, toxin, or delivery system of a type or in a quantity that is not reasonably justified by a prophylactic, protective, bona fide research, or other peaceful purpose.

Article XVIII - Use of DHS Seal, Logo and Flags

All recipients must obtain DHS's approval prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

Article XIX - DHS Specific Acknowledgements and Assurances

All recipients must acknowledge and agree—and require any sub-recipients, contractors, successors, transferees, and assignees acknowledge and agree—to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff.

1. Recipients must cooperate with any compliance review or complaint investigation conducted by DHS.
2. Recipients must give DHS access to and the right to examine and copy records, accounts, and other documents and sources of information related to the grant and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by DHS regulations and other applicable laws or program guidance.
3. Recipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports.
4. Recipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

Article XXVIII - Title IX of the Education Amendments of 1975 (Equal Opportunity in Education Act)

All recipients must comply with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), which provides that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance. These regulations are codified at 6 CFR Part 17 and 44 CFR Part 19.

Article XXIX - Rehabilitation Act of 1973

All recipients of must comply with the requirements of Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794, as amended, which provides that no otherwise qualified handicapped individual in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. These requirements pertain to the provision of benefits or services as well as to employment.