

GA-12-17



City of Annapolis
Office of the Mayor
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Annapolis, MD 21401-2517

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Grant Briefing Document

From:

Name David Mandell Phone (410) 216-9167

Department OEM/Fire

This grant is New Annual/Repeating

This is a request to:

Review, approve, and/or sign a grant agreement/award

Other _____

Grant title 2016 Emergency Management Performance Grant (EMPG) Program

Grantor U.S. Department of Homeland Security Amount \$ 73,221.00

Attestation:

Match is *not* required.

Match is required. Match will be met in the form of e.g. cash match, equipment loan, staff salaries, volunteer time, contribution from non-City agency. Personnel Salaries

Director's signature _____ Date _____

Department OEM/Fire

Routing

	Initials	Date In	Date Out	Comments
<input checked="" type="checkbox"/> Originating Dept Director	<u>[Signature]</u>	<u>9-22-16</u>	<u>9-22-16</u>	
<input checked="" type="checkbox"/> Grants Coordinator	<u>NDP</u>	<u>9/22/16</u>		
<input checked="" type="checkbox"/> Finance Director				
<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				
<input checked="" type="checkbox"/> Finance Dept				
<input type="checkbox"/> Return to Originating Department				

Grant period 10/1/2015 - 6/30/2017 Amount of request or award \$73,221.00
Due dates 9/29/2016 to OEM, 9/30/2016 to MEMA

Provide a short narrative, including program description, purpose of funds and special features, e.g., environmental impact implications, notarization required.

The FY 2016 Emergency Management Performance Grant (EMPG) is a grant program offered by the Department of Homeland Security/Federal Emergency Management Agency to enhance and sustain emergency management capabilities at the local level. The EMPG program provides resources to local government emergency management agencies, an all-hazards approach to emergency response, including the development of a comprehensive program of planning, training, and exercises, as well as staffing/EOC upgrades. This program facilitates effective and consistent response to disasters and emergencies, regardless of the cause.

This grant program requires a 100% local match. The match will be obtained through the Office of Emergency Management personnel salary. Currently, our match capability will exceed the amount required.

The EMPG Program supports the Office of Emergency Management's Operating Budget.

The performance period for this grant is from October 1, 2015- June 30, 2017.

Total Award Amount: \$73,221.00

Total Match Amount: \$73,221.00 (100% Personnel Salary)

Total Award/Match Amount: \$146,442.00

Total Amount Reimbursable: \$73,221.00



Grant Title FY 2016 Emergency Management Performance Grant (EMPG)

Grant Award (\$) 73,221.00

Originating Department(s): OEM

Dept Contact (Name/Phone): D/C Simmons 410-216-9167

Expenditure Account	Grant Award	Budgeted Grant Appropriation	Variance	Total per Expend. Type	Comments
Salaries			-	-	
Benefits			-	-	
Overtime	5,000.00		5,000.00	5,000.00	
Supplies	20,000.00		20,000.00	20,000.00	
Telephone			-	-	
Electricity			-	-	
Fuel and Oil			-	-	
Training & Education	10,000.00		10,000.00	10,000.00	
R & M - Equipment			-	-	
Special Programs			-	-	
Contract Services	16,000.00		16,000.00	16,000.00	
Capital Outlay			-	-	
Equipment	22,221.00	72,437.00	(50,216.00)	22,221.00	
other (fill-in)			-	-	
other (fill-in)			-	-	
other (fill-in)			-	-	
other (fill-in)			-	-	
other (fill-in)			-	-	
Sub- Total	73,221.00	72,437.00	784.00	73,221.00	
LOCAL MATCH		73,221.00			
Total	73,221.00	145,658.00	784.00	73,221.00	
TOTAL EXPENDITURES*:				73,221.00	

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

Match is not required.

Department Director Signature/Date

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:

Match made through Personnel expenses/Salaries

(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.



Grant Title 2016 Emergency Management Performance Grant (EMPG) Program

Grant Award (\$) 73,221.00

Originating Department(s): OEM/Fire

Dept Contact (Name/Phone): D/C Kevin Simmons 410-216-9167

Expenditure Account	Grant Award	Budgeted Grant Appropriation	Variance	Total per Expend. Type	Comments
Salaries			-	-	
Benefits			-	-	
Overlime	5,000.00		5,000.00	5,000.00	EOC Activations
Supplies	20,000.00		20,000.00	20,000.00	
Telephone			-	-	
Electricity			-	-	
Fuel and Oil			-	-	
Training & Education	10,000.00		10,000.00	10,000.00	
R & M - Equipment			-	-	
Special Programs			-	-	
Contract Services	16,000.00		16,000.00	16,000.00	
Capital Outlay			-	-	
other (fill-in)	22,221.00		22,221.00	22,221.00	Equipment
other (fill-in)			-	-	
other (fill-in)			-	-	
other (fill-in)			-	-	
other (fill-in)			-	-	
other (fill-in)			-	-	
Sub- Total	73,221.00	-	73,221.00	73,221.00	
LOCAL MATCH					
Total	73,221.00	0.00	73,221.00	73,221.00	
TOTAL EXPENDITURES*:				73,221.00	

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

Match is not required.

D/C [Signature] 9-22-16
Department Director Signature/Date

OEM
Department

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

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

Department Director Signature/Date

Department

COMMENTS:

The match from the grant is utilized to supplement the Office of Emergency Management Operating

budget.

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

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



2016 Sub-Recipient Agreement
for
Annapolis Office of Emergency Preparedness

Date of Award

7/26/2016

1. Sub-Recipient Name and Address	2. Prepared by: <i>Cosden, Toni</i>	3. MEMAGMS Award Number: 16-SR 8844-01
Annapolis Office of Emergency Preparedness	4. Federal Grant Information	
	Federal Grant Title:	Emergency Management Performance Grant
	Federal Grant Award Number/CFDA Number:	EMW-2016-EP-00008-S01 / 97.042
	Federal Granting Agency:	U.S. Department of Homeland Security Federal Emergency Management Agency

5. Award Amount and Grant Breakdowns

Total Award Amount \$73,221.00 100% Match Required	2016 Emergency Management Performance Grant Performance Period: FROM Oct 1, 2015 – Jun 30, 2017
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6. Statutory Authority for Grant:
Authorizing Authority for Program National Flood Insurance Act of 1968 (42 U.S.C. 4001 et seq.); Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 et seq.); Earthquake Hazards Reduction Act of 1977 (42 U.S.C. 7701 et seq.); Reorganization Plan No. 3 of 1978 (5 U.S.C. App.); and, Section 662 of the *Post-Katrina Emergency Management Reform Act of 2006 (PKEMRA)*, Public Law 109-295, as amended, (6 U.S.C. § 762). **Appropriation Authority for Program** *The Department of Homeland Security Appropriations Act, 2016*

7. Method of Payment: Primary method is reimbursement.

8. Debarment/Suspension Certification: The Sub-Recipient certifies that the subgrantee and its' contractors/vendors are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded by any federal department or agency and do not appear in the Excluded Parties List System at <http://www.epls.gov>.

9. Agency Approval

Approving SAA Official: Russell Strickland, Executive Director Maryland Emergency Management Agency	Signature of SAA Official:
	Date:

10. Sub-Recipient Acceptance

I have read and understand the attached Agreement Articles.

Type name and title of Authorized Sub-Recipient official:	Signature of Sub-Recipient Official:
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11. Enter Federal Employer Identification Number (FEIN) and DUNS number: 52-6000764	12. Date Signed :
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13. DUE DATE: 9/9/2016
Signed award must be returned to the SAA on or before the above due date.

AGREEMENT ARTICLES

Emergency Management Performance Grant

GRANTEE: Maryland Emergency Management
Agency

PROGRAM: Emergency Management Performance
Grant

AGREEMENT NUMBER: EMP-2016-EP-00008-S01

TABLE OF CONTENTS

Article I Payment

Article II Whistleblower Protection Act

Article III Use of DHS Seal, Logo and Flags

Article IV USA Patriot Act of 2001

Article V Universal Identifier and System of Award Management
(SAM)

Article VI Reporting of Matters Related to Recipient Integrity and
Performance

Article VII Rehabilitation Act of 1973

Article VIII Trafficking Victims Protection Act of 2000

Article IX Terrorist Financing

Article X SAFECOM

Article XI Reporting Subawards and Executive Compensation

Article XII Procurement of Recovered Materials

Article XIII Patents and Intellectual Property Rights

Article XIV Notice of Funding Opportunity Requirements

Article XV Non-supplanting Requirement

Article XVI Lobbying Prohibitions

Article XVII Limited English Proficiency (Civil Rights Act of 1964, Title VI)

Article XVIII Hotel and Motel Fire Safety Act of 1990

Article XIX Fly America Act of 1974

Article XX Best Practices for Collection and Use of Personally
Identifiable Information (PII)

Article XXI Americans with Disabilities Act of 1990

Article XXII Age Discrimination Act of 1975

All recipients are required to comply with the requirements set forth in the government-wide Award Term regarding the System for Award Management and Universal Identifier Requirements located at 2 C.F.R. Part 25, Appendix A, the full text of which is incorporated here by reference in the terms and conditions of your award.

Article VI - Reporting of Matters Related to Recipient Integrity and Performance

If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal assistance office exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, you must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated here by reference in the terms and conditions of your award.

Article VII - Rehabilitation Act of 1973

All recipients must comply with the requirements of Section 504 of the *Rehabilitation Act of 1973*, 29 U.S.C. section 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.

Article VIII - 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 of 2000*, (TVPA) as amended (22 U.S.C. section 7104). The award term is located at 2 CFR section 175.15, the full text of which is incorporated here by reference in the terms and conditions of your award.

Article IX - Terrorist Financing

All recipients must comply with E.O. 13224 and U.S. law that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of recipients to ensure compliance with the Order and laws.

Article X - SAFECOM

All recipients who receive awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

Article XI - Reporting Subawards and Executive Compensation

All recipients are required to comply with the requirements set forth in the government-wide Award Term on Reporting Subawards and Executive Compensation located at 2 C.F.R. Part 170, Appendix A, the full text of which is incorporated here by reference in the terms and conditions of your award.

Article XII - Procurement of Recovered Materials

All recipients must comply with Section 6002 of the *Solid Waste Disposal Act*, as amended by the *Resource Conservation and Recovery Act*. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.

Article XIII - Patents and Intellectual Property Rights

Unless otherwise provided by law, recipients are subject to the Bayh-Dole Act, Pub. L. No. 96-517, as amended, and codified in 35 U.S.C. section 200 et seq. All recipients are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from financial assistance awards located at 37 C.F.R. Part 401 and the standard patent rights clause located at 37 C.F.R. section 401.14.

Article XIV - Notice of Funding Opportunity Requirements

All of the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in the terms and conditions of your award. All recipients must comply with any such requirements set forth in the program NOFO.

Article XXIV - Acknowledgment of Federal Funding from DHS

All recipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with Federal funds

Article XXV - Federal Leadership on Reducing Text Messaging while Driving

All recipients are encouraged to adopt and enforce policies that ban text messaging while driving as described in E.O. 13513, including conducting initiatives described in Section 3(a) of the Order when on official Government business or when performing any work for or on behalf of the federal government.

Article XXVI - 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.

Article XXVII - False Claims Act and Program Fraud Civil Remedies

All recipients must comply with the requirements of 31 U.S.C. section 3729 - 3733 which prohibits the submission of false or fraudulent claims for payment to the Federal Government. See 31 U.S.C. section 3801-3812 which details the administrative remedies for false claims and statements made.

Article XXVIII - Energy Policy and Conservation Act

All recipients must comply with the requirements of 42 U.S.C. section 6201 which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

Article XXIX - Education Amendments of 1972 (Equal Opportunity in Education Act) - Title IX

All recipients must comply with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. section 1681 *et seq.*), which provide 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. DHS implementing regulations are codified at 6 C.F.R. Part 17 and 44 C.F.R. Part 19

Article XXX - Duplication of Benefits

Any cost allocable to a particular Federal award provided for in 2 C.F.R. Part 200, Subpart E may not be charged to other Federal awards to overcome fund deficiencies, to avoid restrictions imposed by Federal statutes, regulations, or terms and conditions of the Federal awards, or for other reasons. However, this prohibition would not preclude a recipient from shifting costs that are allowable under two or more Federal awards in accordance with existing Federal statutes, regulations, or the terms and conditions of the Federal award.

Article XXXI - Drug-Free Workplace Regulations

All recipients must comply with the *Drug-Free Workplace Act of 1988* (41 U.S.C. section 701 *et seq.*), which requires all organizations receiving grants from any Federal agency agree to maintain a drug-free workplace. DHS has adopted the Act's implementing regulations at 2 C.F.R Part 3001.

Article XXXII - Debarment and Suspension

All recipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, and 2 C.F.R. Part 180. These regulations restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

Article XXXIII - Copyright

All recipients must affix the applicable copyright notices of 17 U.S.C. sections 401 or 402 and an acknowledgement of Government sponsorship (including award number) to any work first produced under Federal financial assistance awards.

Article XXXIV - Civil Rights Act of 1968

DHS financial assistance recipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at 2 C.F.R. Part 200, and adopted by

DHS at 2 C.F.R. Part 3002.