

GA-13-17



City of Annapolis
Office of the Mayor
160 Duke of Gloucester Street
Annapolis, MD 21401-2517

Mayor@annapolis.gov • 410-263-7997 • Fax 410-216-9284 • TDD use MD Relay or 711 • www.annapolis.gov

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 2016-17 Hazardous Materials Emergency Preparedness (HMEP) Grant Program

Grantor U.S. Department of Homeland Security Amount \$ 5,512.00

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 *[Signature]* Date 9-22-16

Department OEM/Fire

Routing

	Initials	Date In	Date Out	Comments
<input checked="" type="checkbox"/> Originating Dept Director	<i>[Signature]</i>	9-22-16	9-22-16	
<input checked="" type="checkbox"/> Grants Coordinator	KDP	9/22	9/22	
<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 10/1/2016 - 9/30/2019 Amount of request or award \$5,512.00
Due dates 9/26/2016 to OEM, 9/27/2016 to MEMA

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

Hazardous Materials Emergency Preparedness (HMEP) Grant funds are provided to increase State and local effectiveness in safely and efficiently handling hazardous materials accidents and incidents, enhance implementation of Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA), and encourage a comprehensive approach to emergency training and planning.

This is the first time the City of Annapolis has applied for this grant. Funds are intended for use to send firefighters to the Hampton Roads Marine Firefighting Seminar.

This grant program requires a 20% local match in the amount of \$1,378.00. The match will be obtained through the Annapolis Fire Department personnel salaries.

The performance period for this grant is from October 1, 2016- September 30, 2019.

Total Award Amount: \$5,512.00

Total Match Amount: \$1,378.00 (Personnel Salaries)

Total Award/Match Amount: \$6,890.00

Total Amount Reimbursable: \$5,512.00



Grant Title 2016-7 Hazardous Materials Emergency Preparedness (HMEP) Grant Program

Grant Award (\$) 5,512.00

Originating Department(s): OEM

Dept Contact (Name/Phone): D/C Simmons

Expenditure Account	Grant Award	Budgeted Grant Appropriation	Variance	Total per Expend. Type	Comments
Salaries			-	-	
Benefits			-	-	
Overtime			-	-	
Supplies			-	-	
Telephone			-	-	
Electricity			-	-	
Fuel and Oil			-	-	
Training & Education	5,512.00		5,512.00	5,512.00	Fire Department Training
R & M - Equipment			-	-	
Special Programs			-	-	
Contract Services			-	-	
Capital Outlay			-	-	
other (fill-in)			-	-	
other (fill-in)			-	-	
other (fill-in)			-	-	
other (fill-in)			-	-	
other (fill-in)			-	-	
other (fill-in)			-	-	
Sub- Total	5,512.00	-	5,512.00	5,512.00	

LOCAL MATCH		1,378.00			
Total	5,512.00	1,378.00	5,512.00	5,512.00	
TOTAL EXPENDITURES*:				5,512.00	

* 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⁾ FY 2017 Fire Salaries

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.



Grant Title 2016-17 Hazardous Materials Emergency Preparedness (HMEP) Grant Program

Grant Award (\$) 5,512.00

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			-	-	
Overtime			-	-	
Supplies			-	-	
Telephone			-	-	
Electricity			-	-	
Fuel and Oil			-	-	
Training & Education	5,512.00		5,512.00	5,512.00	Fire Department Training
R & M - Equipment			-	-	
Special Programs			-	-	
Contract Services			-	-	
Capital Outlay			-	-	
other (fill-in)			-	-	
other (fill-in)			-	-	
other (fill-in)			-	-	
other (fill-in)			-	-	
other (fill-in)			-	-	
other (fill-in)			-	-	
Sub- Total	5,512.00		5,512.00	5,512.00	
LOCAL MATCH					
Total	5,512.00	0.00	5,512.00	5,512.00	
TOTAL EXPENDITURES*:				5,512.00	

* 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

X 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 amount is \$1,378.00. The total project value is \$6,890.00.

(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.

**MEMORANDUM OF AGREEMENT BETWEEN
MARYLAND EMERGENCY MANAGEMENT AGENCY
AND ANNAPOLIS CITY REGARDING
2016-2017 HAZARDOUS MATERIALS EMERGENCY
PREPAREDNESS GRANT PROGRAM
CFDA # 20.703
GRANT # HM-HMP-0546-16-01-00**

This Memorandum of Agreement (the "Agreement") is entered into this 20th day of September 2016, by and between Annapolis City (the "Sub-recipient") and the Maryland Emergency Management Agency (the "Agency").

I. PROGRAM DESCRIPTION

Hazardous Materials Emergency Preparedness (HMEP) Grant funds are provided to increase State and local effectiveness in safely and efficiently handling hazardous materials accidents and incidents, enhance implementation of Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA), and encourage a comprehensive approach to emergency training and planning.

II. PERFORMANCE PERIOD

The project performance period will be 36 months from October 1, 2016 to September 30, 2019. The Federal funding period will be 12 months, from October 1, 2016 to September 30, 2017. The Sub-recipient will not incur costs or obligate funds for any purpose pertaining to the operation of the project, program, or activities beyond the expiration date of the period of performance. Should the Sub-recipient incur costs or obligate funds beyond the expiration of the performance period, the Agency is under no obligation to reimburse the Sub-recipient.

III. AMOUNT OF AWARD

With the execution of this Agreement, the Agency awards to the Sub-recipient:

Category	Federal Award	Required Match	Total Project Value
Planning and Training Total	\$5,512.00	\$1,378.00	\$6,890.00

Funds awarded under this Agreement are to be utilized in accordance with the program narrative and budget detail submitted as part of the Sub-recipient's application and made part of this agreement.

IV. COST SHARE/MATCH REQUIREMENT

The cost share for this project is 80% federal/20% recipient.

V. NON-SUPPLANTING OF FUNDS

Funds awarded as part of this Agreement are to be used to increase the level of effort by the Sub-recipient and will be used to supplement, not supplant, funds that have been appropriated or budgeted for the same purpose.

VI. ACCOUNTING FOR FUNDS

The Sub-recipient agrees that adequate accounting systems and practices are in place and will be utilized to ensure fund accountability consistent with federal and State requirements. All expenditure, revenue, asset and liability transactions associated with the Agreement will be accounted for separately from other projects and programs. The Sub-recipient shall retain all records relating to the Agreement for (3) years and (3) months after the end of the performance period.

VII. AUDIT REQUIREMENT

Funds received as part of this Agreement are subject to federal and State audit. The Sub-recipient is to retain and provide access to all pertinent financial and programmatic records for a period of three (3) years and (3) months after the end of the performance period.

VIII. PAYMENT OF FUNDS

The Agency will distribute payment to the Sub-recipient, not to exceed the amount awarded, for eligible costs incurred for goods and/or services specified by this Agreement. The Agency will process payment upon receipt of a completed SF 425, SF 270, and detailed support documentation (copies of paid invoices and financial system schedules detailing expenditures). The Sub-recipient may also request an advance of funds to the extent funds have been obligated or are to be liquidated within 30 days. Sub-recipients are expected to submit reimbursement requests on a quarterly basis. The final reimbursement request is to be submitted no later than 30 days following the end of the award performance period. Requests for reimbursement or advance are to be submitted to the address specified in Section IX below.

IX. REPORTING REQUIREMENTS

The Sub-recipient will submit to the Agency quarterly financial (FFR 425) program progress reports (PPR) in the format specified by the Agency. Reports are due January 15, April 15, July 15, and October 15. Reports are to be emailed or mailed to:

Maryland Emergency Management Agency
Attn: Janet Moncrieffe-Kee
Janet.moncrieffe-kec@maryland.gov
Camp Fretterd Military Reservation
5401 Rue Saint Lo Drive
Reisterstown MD 21136

X. REQUEST FOR EXTENSION

Requests for extension of the subgrant performance period must be submitted in writing to the Program Manager at the above address no later than 45 days prior to the end of the performance period. Extension requests must include a clear explanation and reasonable justification for delays in completing work funded by this award, the amount of additional time needed and the specific projects to be completed during the extension period.

XI. OTHER TERMS AND CONDITIONS

By signing this MOA, the recipient agrees to comply with the following program requirements and regulations.

1. Governing Statues and Regulations

- Authorizing language of 49 CFR U.S.C. 5101 *et seq.*
- Program Regulations of 49 CFR 110
- Administrative Regulations at 49 CFR 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State, Local and Tribal Governments
- Cost Principles in 2 CFR 225, Cost Principles for State, Local and Tribal Government
- OMB A-133, Audit of States, Local Governments, and Non-Profit Organizations
- 49 CFR 20, New Restrictions for Lobbying
- Must Comply with Title VI of Civil Rights Act of 1964
- 49 CFR 21, "Nondiscrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964
- 49 CFR 32, "Government wide Requirements for Drug-Free Workplace (Financial Assistance)"

XII. GENERAL PROVISIONS

Funds are immediately available for agency use contingent upon signature of and compliance with the requirements of this MOA.

XIII. POINTS OF CONTACT

The designated MEMA program manager is responsible for monitoring the performance and completion of this grant. The program manager for this award is:

Ms. Janet Moncrieffe-Kee
Maryland Emergency Management Agency
Camp Fretterd Military Reservation
5401 Rue Saint Lo Drive
Reisterstown MD 21136
(410) 517-3622
Janet.moncrieffe-kee@maryland.gov

XIV. This Agreement will remain in effect until superseded or terminated upon mutual agreement of the Sub-recipient and Agency.

Signed: _____

Date: _____

Signed: _____

Russell Strickland, Executive Director
Maryland Emergency Management Agency

Date: _____