

GA-5-17

GRANT BRIEFING DOCUMENT

rev. 2/13/13

From:

Name: David Mandell Dept: Fire/OEM Phone: 410-216-9167

This is a request to

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

Grant title: FY 2016 State Homeland Security Grant Program (SHSG)

Grantor: U.S. Department of Homeland Security Amount: \$ 137,500

Attestation:

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

I attest that this asset has been approved/appropriated in

Handwritten signature, Dept: OEM, Date: 8-26-16

Routing table with columns: Routing, Initials, In, Date, Out, Comments. Includes rows for originating Dept Director, Grants Coordinator, Finance Director, City Attorney, City Manager, Mayor, City Clerk, Finance Committee, 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		

This FY 2016 State Homeland Security Grant Program Sub-Recipient Agreement is being generated to reflect funds provided to the City of Annapolis in order to better prevent, deter, respond to, and recover from environmental threats and incidents of terrorism. These grant funds will be used to enhance the capabilities of responders and the Annapolis Emergency Operations Center (EOC). This funding will also be used to facilitate the creation or update of plans, provide equipment, support costs related to Department of Homeland Security associated exercises, training, and conferences.

The performance period for this grant is 09/01/2016 through 08/31/2018.

The total amount awarded to the City of Annapolis is \$137,500.00.

Please note that \$50,000.00 is specifically allotted to the Annapolis Police Department for a representative that is sent to the Maryland Coordination and Analysis Center (MCAC), an entity that coordinates the efforts of federal, state and local agencies to gather, analyze, and share intelligence information with law enforcement, public health, and emergency responder personnel.

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

<sup>2</sup> 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  
8/10/2016

<b>1. Sub-Recipient Name and Address</b>		<b>2. Prepared by:</b> Moncrieffe-Kee, Janet	<b>3. Award Number:</b> 16-SR 8844-02
Deputy Director David Mandell Annapolis Office of Emergency Preparedness 199 Taylor Avenue Annapolis, MD 21401		<b>4. Federal Grant Information</b>	
		Federal Grant Title:	Homeland Security Grant Program
		Federal Grant Award Number:	
		Federal Granting Agency:	Office of Grants and Training U.S. Department of Homeland Security

**5. Award Amount and Grant Breakdowns**

<b>Total Award Amount</b> \$137,500.00	<b>2016 State Homeland Security Program</b>  Performance Period: FROM Sep 1, 2016 – Aug 31, 2018
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**6. Statutory Authority for Grant:** This project is supported under Public Law 109-90, the Department of Homeland Security Appropriations Act of 2006.

**7. Method of Payment:** Primary method is reimbursement. See the enclosed instructions for the process to follow in the submission of invoices.


**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:	Signature of SAA Official:
	Date:

**10. Sub-Recipient Acceptance**

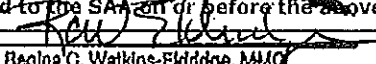
**I have read and understand the attached Terms and Conditions.**

Type name and title of Authorized Sub-Recipient official:	Signature of Sub-Recipient Official:
	 Acting Mayor 8/11/16

<b>11. Enter Employer Identification Number (EIN) / Federal Tax Identification Number:</b> 52-6000764	<b>12. Date Signed :</b> 8/4/16
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**13. DUE DATE:** 8/26/2016

Signed award and Direct Deposit Form (if applicable) must be returned to the SAA on or before the above due date.

**ATTEST**  
  
Regina C. Watkins-Eldridge, MMQ  
City Clerk



Grant Title State Homeland Security Grant Program FY 2016

Grant Award (\$) 137,500.00

Originating Department(s): Fire/OEM

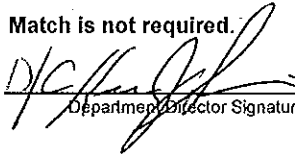
Dept Contact (Name/Phone): David Mandell (410) 216-9167

Expenditure Account	Revenue Source				Total per Expend. Type	Comments
	Federal	State	Local (Matching)	Other		
Salaries	30,000.00				30,000.00	OEM Planner Salary & Benefits
Benefits					0.00	
Overtime					0.00	
Supplies					0.00	
Telephone					0.00	
Electricity					0.00	
Fuel and Oil					0.00	
Training & Education	12,000.00				12,000.00	For: OEM training/exercises
EOC Equipment	15,500.00				15,500.00	EOC/DOC Equipment/Special Projects
Special Programs					0.00	
Contract Services					0.00	
Capital Outlay					0.00	
Law Enforcement (APD)	50,000.00				50,000.00	MCAC
Radio Comm. System	15,000.00				15,000.00	For use of trunked 800 MHz radio system
Public Emergency Preparedness Outreach Materials	5,000.00				5,000.00	Preparedness Materials
Shelter	10,000.00				10,000.00	To maintain shelter capability
other (fill-in)					0.00	
other (fill-in)					0.00	
<b>Total</b>	<b>137,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>137,500.00</b>	

TOTAL EXPENDITURES\*: **137,500.00**

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

Match is not required.

  
Department Director Signature/Date

OEM  
Department

Match is required. Match will be met in the form of <sup>(1)</sup> \_\_\_\_\_

I attest that this asset has been approved/appropriated in <sup>(2)</sup> \_\_\_\_\_

\_\_\_\_\_  
Department Director Signature/Date

Fire/OEM  
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.

## Agreement Articles

Thu Sep 01 00:00:00 GMT 2016

Maryland Emergency Management Agency  
5401 Rue Saint Lo Drive  
Reisterstown, MD 21136

### AGREEMENT ARTICLES Homeland Security Grant Program

**GRANTEE:** Maryland Emergency Management Agency  
**PROGRAM:** Homeland Security Grant Program  
**AGREEMENT NUMBER:** EMW-2016-SS-00008-S01

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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 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.

may not transfer funds among direct cost categories, programs, functions, or activities without prior written approval from MEMA where the cumulative amount of such transfers exceeds or is expected to exceed ten percent (10%) of the total budget MEMA last approved. You must report any deviations from your MEMA approved budget in the first Federal Financial Report (SF-425) you submit following any budget deviation, regardless of whether the budget deviation requires prior written approval.

**Article XXXIX - Disposition of Equipment Acquired Under the Federal Award** When original or replacement equipment acquired under this award by the recipient or its sub-recipients is no longer needed for the original project or program or for other activities currently or previously supported by MEMA, you must request instructions from MEMA to make proper disposition of the equipment pursuant to 2 C.F.R. Section 200.313.

#### **Article XL - Summary Description of Award**

The purpose of the FY 2016 HSGP is to support state and local efforts to prevent terrorism and other catastrophic events and to prepare the Nation for the threats and hazards that pose the greatest risk to the security of the United States. The HSGP provides funding to implement investments that build, sustain, and deliver the 32 core capabilities essential to achieving the National Preparedness Goal (the Goal) of a secure and resilient Nation. The building, sustainment, and delivery of these core capabilities are not exclusive to any single level of government, organization, or community, but rather, require the combined effort of the whole community. This HSGP award consists of State Homeland Security Program (SHSP) funding in the amount of \$6,153,500 and Urban Areas Security Initiative (UASI) funding in the amount of \$2,962,000.