

GA-30-1B

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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 Nicole Queon Phone (410) 216-9167Department OEM/FireThis grant is ☐ New ☒ Annual/Repeating

This is a request to:

☒ Review, approve, and/or sign a grant agreement/award☐ Other _____Grant title 2017-18 Hazardous Materials Emergency Preparedness (HMEP) Grant ProgramGrantor U.S. Department of Homeland Security Amount \$ 11,712.00

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/Cash

Director's signature _____ Date _____

Department OEM/Fire

Routing

	Initials	Date In	Date Out	Comments
<input type="checkbox"/> Originating Dept Director	<u>[Signature]</u>	<u>1-4-18</u>	<u>1-4-18</u>	
<input checked="" type="checkbox"/> Grants Coordinator	<u>NSP</u>	<u>1/8/18</u>	<u>1/8/18</u>	<u>TO LAW FOR REVIEW</u>
<input checked="" type="checkbox"/> Finance Director	<u>[Signature]</u>	<u>1/8/18</u>		
<input checked="" type="checkbox"/> City Attorney	<u>[Signature]</u>	<u>1/8/18</u>	<u>1/8/18</u>	<u>Return to Nikki</u>
<input checked="" type="checkbox"/> City Manager	<u>[Signature]</u>	<u>1/8/18</u>	<u>1/8/18</u>	
<input checked="" type="checkbox"/> Mayor	<u>[Signature]</u>			
<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 9/1/2016 - 9/30/2018 Amount of request or award \$11,712.00
 Due dates 9/26/2016 to OEM, 1/31/2018 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.

The Hazardous Materials Emergency Preparedness (HMEP) encompasses both year 1 (\$5,512.00) and year 2 (\$6,200.00) into its Grant Adjustment Notice (GAN) extension hence the total of \$11,712.00. Year 1 was completed in 2017 and sent four firefighters to the Hampton Roads Marine Firefighting School in Virginia. Year 2 will be used to host the HazMat IQ Course and to send four firefighters to the HazMat Response Team Conference in 2018.

The City of Annapolis proposes to host the HazMat IQ course during FY 2017-18. The vendor Federal Resources establishes the cost of the course and has quoted a price of \$5,950.00. Conference registration and parking fees are expected to be about \$450 in 2018 as estimated based on the 2017 Conference. The City will also be sending four firefighters to the International Hazardous Materials Response Teams Conference. This conference provides nearly four days of training opportunities that cover every aspect hazardous materials operation.

This grant program requires a 25% local match in the amount of \$1,550.00. The match will be obtained through the Annapolis Fire Department personnel salaries and cash.

The performance period for this grant is from September 1, 2016- September 30, 2018.

Total Federal Share Amount: \$6,200.00 (Year 2)

Total Match Amount: \$1,550.00 (Personnel Salaries/Cash)

Total Award Amount: \$11,712.00 (Year 1 & 2 combined total)

Total Amount Reimbursable: \$5,512.00 (Year 1, previously approved and completed) GA-13-17

Total Amount Reimbursable: \$6,200.00 (Year 2)



City of Annapolis
160 Duke of Gloucester St.
Annapolis, MD 21401

GRANT BUDGET FORM

1/4/2018

Grant Title 2017-18 Hazardous Materials Emergency Preparedness (HMEP) Grant Program

Grant Award (\$) 6,200.00

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	6,200.00		6,200.00	6,200.00	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	6,200.00		6,200.00	6,200.00	
LOCAL MATCH					
Total	6,200.00	0.00	6,200.00	6,200.00	
TOTAL EXPENDITURES*:				6,200.00	

* 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⁾ Cash/Personnel Salary

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

D/C Kevin Simmons
Department Director Signature/Date

OEM/Fire
Department

COMMENTS:

The match amount is \$1,550.00. The total project value is \$11,712.00

⁽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.



2017 Grant Adjustment Notice
for
Annapolis Office of Emergency Preparedness

Date of Award
10/17/2017

1. Sub-Recipient Name and Address	2. Prepared by: Moncrieffe-Kee, Janet	3. MEMAGMS Award Number: 17-GA 8844-03
Annapolis Office of Emergency Preparedness	4. Federal Grant Information	
	Federal Grant Title:	Hazardous Materials Emergency Preparedness
	Federal Grant Award Number/CFDA Number:	HM-HMP-0546-16-01-00 / 20.703
	Federal Granting Agency:	U.S. Department of Transportation Pipeline and Hazardous Materials Safety Administration

5. Award Amount and Grant Breakdowns	
Total Federal Award Amount \$11,712.00 25% of Award Match Required	2016 Hazardous Materials Emergency Preparedness Grant Program Performance Period: FROM Sep 30, 2016 – Sep 30, 2018

6. Statutory Authority for Grant:
Authorizing Authority for Program: Federal Hazardous Materials Transportation Law 49 USC 5101 et seq
Appropriation Authority for Program:
Consolidated and Further Continuing Appropriations Act of 2016 (P.L. 113-235), Public Law 103-272 & 311, 49 U.S.C. 5101.


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 at <https://www.sam.gov/portal/SAM/>

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

10. This award supercedes all previous awards. Sub-Recipient Acceptance

I have read and understand the attached Agreement Articles.

Type name and title of Authorized Sub-Recipient official: Mayor Gavin Buckley	Signature of Sub-Recipient Official: 
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11. Enter Federal Employer Identification Number (FEIN) and DUNS number: 526000764	12. Date Signed :
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13. DUE DATE: **12/1/2017**
Signed award must be returned to the SAA on or before the above due date.

2016-2017 HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS GRANT PROGRAM

Pipeline and Hazardous Materials Safety Administration

CFDA # 20.703

GRANT # HM-HMP-0546-16-01-00

Agreement Articles

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.

I. CHANGES TO THE APPROVED APPLICATION AND BUDGET

Sub-recipients must report whenever there is a deviation from the budget or project scope or objective. Approval from PHMSA must be requested for the following reasons:

1. Change in the scope or the objective of the project or program (even if there is no associated budget revision requiring prior written approval)
2. Request for approval to engage in programmatic activities that were not detailed in the budget narrative and project narrative
3. The transfer of funds among direct cost categories or programs, functions and activities in which the Federal share of the project exceeds the Simplified Acquisition Threshold (\$150,000).

II. COST SHARE/MATCH REQUIREMENT

The cost share for this project is 80% federal/20% recipient. The types of contributions allowed are listed in 49 CFR § 110.60. Matching costs and contributions also must meet the requirements of 2 CFR § 200.306, including that the costs must meet the same requirements of allowability as apply to HMEP funds. Sub-recipients are required to maintain documentation of how the matching requirements have been met. Federal funds may be expended before non-Federal matching funds, provided that total program costs at completion of the program year reflect the 80 percent Federal/20 percent non-Federal allocation of costs. The matching requirement is in addition to the maintenance of effort required of Sub-recipients of HMEP awards under 49 U.S.C. § 5116(a)(2)(A) and (b)(2)(A) and 49 CFR § 110.30(b)(2) and (c)(2).

III. 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.

IV. ALLOWABLE COSTS

The allowability of costs incurred by the Recipient will be determined using the OMB cost principles located at 2 CFR Part 200 – Subpart E.

V. Procurement Standards

The Sub-recipient will follow the 2 CFR 200.318 General procurement standards through 200.326 Contract provisions.

VI. Contracting with Small and Minority Firms, Women's Business Enterprises, Veteran Owned, and HubZone Area Firms

In keeping with 2 CFR 200.321 the Sub-recipient must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps include:

- Placing qualified small and minority-disadvantaged businesses, women owned business enterprises, veteran-owned and HUBZone business firms on solicitation lists
- Ensuring that small and minority business, women's business enterprises, veteran-owned and HUBZone business firms are solicited whenever they are potential sources
- Dividing total requirements, when economically feasible into small tasks or quantities to permit maximum participation by small and minority businesses, women's business enterprises, veteran-owned, and HUBZone business firms
- Establishing delivery schedules, when economically feasible, into small tasks or quantities to permit maximum participation by small and minority business, women's business enterprises, veteran-owned, and HUBZone business firms
- Using the services and assistance of the Small Business Administration and the DOT Office of Small and Disadvantaged Business Utilization, as appropriate.

VII. 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.

VIII. 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. As required by 2 CFR 200.501 Audit Requirements, Sub-recipients that expend \$750,000 or more during the fiscal year in Federal awards must have a single or program-specific audit conducted for that year.

IX. 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 XIII below.

X. 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: Wilson Low, HMEP Program Manager
Wilson.Low@maryland.gov
Camp Fretterd Military Reservation
5401 Rue Saint Lo Drive
Reisterstown MD 21136

XI. 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.

XII. OTHER TERMS AND CONDITIONS

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

1. Governing Statutes and Regulations

- Authorizing language of 49 U.S.C. 5116
- Program Regulations of 49 CFR 110

- Administrative Regulations at 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- Cost Principles in 2 CFR 225, Cost Principles for State, Local and Tribal Government
- 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)"

XIII. GENERAL PROVISIONS

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

XIV. 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:

Mr. Wilson Low
Maryland Emergency Management Agency
Camp Fretterd Military Reservation
5401 Rue Saint Lo Drive
Reisterstown MD 21136
(410) 517-3614
Wilson.Low@maryland.gov

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

ATTEST:

CITY OF ANNAPOLIS

Regina C. Watkins-Eldridge, MMC,
City Clerk

By: _____
Gavin Buckley, Mayor (Seal)

APPROVED FOR FINANCIAL SUFFICIENCY:

REVIEWED AND APPROVED BY:

Bruce T. Miller, Director
Finance Department

Thomas C. Andrews, City Manager

REVIEWED AND APPROVED BY:

Kevin Simmons, Director
Office of Emergency Management

APPROVED FOR FORM AND LEGAL SUFFICIENCY:

Shelly Leonard 01/03/2013
OFFICE OF THE CITY ATTORNEY