

GA-31-18

GRANT BRIEFING DOCUMENT

rev. 2/13/13

From:

Name: JEANNE S. COUGHLIN

Dept: FIRE

Phone: 410-263-7975 X6740

This is a request to

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

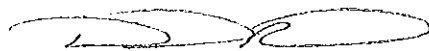
Grant title: STATE HOMELAND SECURITY GRANT PROGRAM

Grantor: THROUGH MEMA AND MIEMSS

Amount: \$ 5000.00

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 _____

Department Director signature

FIRE

Dept

1.5.18


Date

Routing

Initials

Date

Comments

☒ originating Dept Director

In

Out

1.5.18

1.5.18

☒ Grants Coordinator

MP

1/8

1/8

TO LAW FOR REVIEW

☒ Finance Director

BJM

1/9

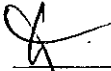
☒ City Attorney

AGJ

1/3/18

1/3/18

Returned to Rikki

☒ City Manager

1/11/18

1/11/18

☒ Mayor

SB

☒ 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		

MIEMSS (Maryland Institute of Emergency Medical Services Systems and MEMA (Maryland Emergency Management Agency) have offered us a grant award through the Active Shooter/Mass Casualty Incidents/Emergency Medical Services Grant Application Program funded through the State Homeland Security Grant Program.

This program is to enhance the EMS (Emergency Medical Services) readiness of our jurisdiction. The purpose is to build capabilities to protect against, prevent, respond to and recover from emergencies or disasters with a nexus to terrorism.

This was a very competitive grant award process and requests were prioritized first at the regional and then at the state level before these awards were announced.

We are requesting approval to accept this award in support of the Fire Department's Active Assailant Plan. This has been requested to be returned as soon as possible.

Once the award is accepted and we receive back from MIEMSS the executed agreement and applicable Purchase order, we will need the account set up in MUNIS. The funding will require that all activity on the grant be completed by April 1, 2018. This includes the purchasing and reimbursement of all items.

We have been awarded these funds to purchase two bags and supplies needed to restock the Active Shooter vests or to supply a casualty collection point required for the support of Active Shooter and Mass Casualty Incidents. These will allow our medical and rescue personnel who are properly trained and equipped to enter the scene of an active assailant incident which maximizes the survival of the victims. We have already received funds from other grants to begin this process and these funds would complete the requirements of this planned Program at this time. The policy for this program has been completed and we have already had one drill to test our readiness in this skill.

The breakdown of our use of the funds follows:

2 EMS Bags @ \$375 each = \$750
Medical Supplies to include: \$4250
Tourniquets, Bandages, chest
seals and quick clot gauze

TOTAL Awarded = \$5,000.00

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

1/5/2018

Grant Title STATE HOMELAND SECURITY GRANT PROGRAM THROUGH MEMA AND MIEMSS

Grant Award (\$) 5,000.00

Originating Department(s): FIRE Department

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

Expenditure Account	Revenue Source				Total per Expend. Type	Comments
	Federal	State	Local (Matching)	Other		
Salaries					0.00	
Benefits					0.00	
Overtime					0.00	
Supplies		5,000.00			5,000.00	
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	5,000.00	0.00	0.00	5,000.00	

TOTAL EXPENDITURES*: 5,000.00

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

☒ Match is not required.


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⁾

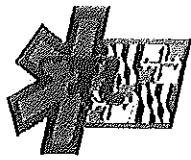
Department Director Signature/Date

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.



MIEMSS

SUBAWARD AGREEMENT
Between MIEMSS and
Annapolis Fire Department
under the
State Homeland Security Grant Program
United States Department of Homeland Security
Federal Grant Number EMW-SS-00008-S01
CFDA 97.067
Through MEMA and MIEMSS

SHSGP-2016-04

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: Active Shooter/Mass Casualty Incidents

Subrecipient (include street address): 1790 Forest Drive, Annapolis, MD 21401

2. Fund Recipient (include street address and Federal I.D number): Same as above, FID #

4. Subaward Project Director:

Name: Aaron Edwards

Title: Captain

Phone No: 410-263-7978

E-mail Address: asedwards@annapolis.gov

Signature

Date:

5. Authorizing Official:

Name: Gavin Buckley

Title: Mayor, City of Annapolis

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: April 1, 2018

7. Amount of Funds Obligated from MIEMSS: \$5,000.00

8. MIEMSS Approval: _____ Date: _____



Expression of Interest
State Homeland Security Grant Program
United States Department of Homeland Security Federal Grant
Through MEMA and MIEMSS

For MIEMSS Use Only
Region: _____
Control #: _____

Applicant Information

Agency Name	Annapolis Fire Department
Address	1790 Forest Drive
City and Zip	Annapolis, MD 21401
Federal ID Number	52-6000764
Primary Project Manager/Contact	Captain Daniel A. Grimes
Email	dagrimes@annapolis.gov
Desk Phone	410-263-7978
Cell Phone	
Secondary Project Manager/Contact	Deputy Chief Douglas M. Remaley
Email	dremaley@annapolis.gov
Desk Phone	410-263-7975
Cell Phone	
Financial/Admin Contact	Jeanne S. Coughlin
Email	jscoughlin@annapolis.gov
Desk Phone	410-263-7975
Cell Phone	

Funding Request

Type of Funds	Amount Requested
Planning	\$
Equipment	\$ 5,000.00
Training	\$
Exercise	\$
Total Project Request	\$ 5,000.00

DHS Mission Area

Please check any that apply. Additional information on DHS Mission Areas can be found at www.fema.gov/national-preparedness-goal.

- | | |
|--|--|
| <input type="checkbox"/> Prevention | <input checked="" type="checkbox"/> Response |
| <input checked="" type="checkbox"/> Protection | <input type="checkbox"/> Recovery |
| <input checked="" type="checkbox"/> Mitigation | |

DHS Core Capability

Please check any that apply. Detailed descriptions of the DHS Core Capabilities can be found at: www.fema.gov/core-capabilities.

- | | |
|--|---|
| <input type="checkbox"/> Planning | <input type="checkbox"/> Public information and warning |
| <input type="checkbox"/> Operational coordination | <input type="checkbox"/> Intelligence and information sharing |
| <input type="checkbox"/> Community resilience | <input type="checkbox"/> Long-term vulnerability |
| <input type="checkbox"/> Risk and disaster resilience assessment | <input type="checkbox"/> Threats and hazards identification |
| <input type="checkbox"/> Critical transportation | <input type="checkbox"/> Operational communication |
| <input checked="" type="checkbox"/> Public health, healthcare, and EMS | <input checked="" type="checkbox"/> Situational assessment |
| <input type="checkbox"/> Health and social services | <input type="checkbox"/> Other: .. |

Needs Assessment

Please describe the current gap or need your project will address. Be as specific as possible, to include applicable needs assessment, literature references, and/or data.



Expression of Interest
State Homeland Security Grant Program
United States Department of Homeland Security Federal Grant
Through MEMA and MIEMSS

The City of Annapolis must be prepared to respond to AS/MCI's. In addition to developing the necessary LE response capabilities, we must build sufficient public safety resources and capabilities to quickly triage, treat and evacuate victims located within or near an AS/MCI area. Providing the fire and EMS teams with proper BPE, requisite training and supplies is essential for the safety of first responders, who may be called on to support LE teams during an active shooter incident, and enter an unsecured active shooter area (warm or hot zone). Although traditionally, fire/rescue and EMS personnel who are not members of a tactical LE response team have not entered an active shooter area until the "all clear sign" was given by the Incident Commander (IC), expert analysis of recent AS/MCI incidents revealed the value of having medical and rescue personnel who are properly trained and equipped to enter the warm zone to maximize victim survival. FEMA therefore encourages first responder agencies to develop this capability. We have received funding for the BPE needed and now are requesting the funding to complete the anticipated supplies needed for treatment of victims.

Project Description

Please describe how your project will address the gap or needs cited above. Questions to consider include:

- Is the project regional or agency specific?
- If it is a multi-agency project, who will be the lead?
- Describe maintenance or sustainability for training or equipment projects.
- If training or exercising, how many persons will be trained/participate and to what level? How will that improve readiness for the mission area and core capability selected?
- Include any cost analysis information.

EXHIBIT A

We are requesting funds to purchase two (2) EMS bags and the pertinent medical supplies (to include: Tourniquets, Israeli Bandages, Hyfin Chest Seals and Quick Clot LE Gauze) to stock them for support of Active Shooter and/or Mass Casualty Incidents (AS/MCI). All of our personnel have already been trained in our Active Assailant procedures and we continue to train with other agencies in these skills.

Project Timeline and Milestones

Applications must include information that supports the benchmarks of the project deliverables. Information required in this section must include anticipated dates of project initiation, significant deliverables completed, timely draws of funds, and project closure. (Additional rows may be added as necessary. Please use July 1, 2016, as a start time.)

Task/Action	Date/Time Frame to Complete	Result of Action
Request Funding Approval	3 weeks	Funding is available for Purchase
Purchase Requisitions for Supplies	4-5 weeks	Delivery of Supplies
Distribution of Supplies	1 week	Items in field ready for use

Equipment List



Expression of Interest
State Homeland Security Grant Program
United States Department of Homeland Security Federal Grant
Through MEMA and MIEMSS

EXHIBIT B

If the project does not require equipment, please leave this section blank.

Equipment Item	Authorized Equipment List Code	Quantity	Unit Cost	Total Cost
EMS Bags	09ME-01-BAGM	2	400.00	800.00
Israeli Bandages	03OE-03-KTFA	50	7.00	350.00
Tourniquet	03OE-03-KTFA	50	28.00	1400.00
Hyfin Chest Seals	09MS-02-THOR	50	14.00	700.00
Quick Clot E Gauze	09MS-02-HSBN	50	35.00	1750.00
Equipment Subtotal				5000.00

Applicant Signatures

This application must be signed by an agency official and by the respective Local Emergency Management Director.

Authorized Signatory	Agency Applicant	Emergency Manager www.mema.maryland.gov/Pages/emmgrs.aspx
Name	Chief David L. Stokes, Sr.	OEM Deputy Director David Mandell
Address	1790 Forest Dr Annapolis, MD 21401	199 Taylor Ave, OEM, Annapolis, MD 21401
Phone	410-263-7975	410-216-9167
Email	afdlinfo@annapolis.gov	dsmandell@annapolis.gov
Federal ID		
Signature		

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

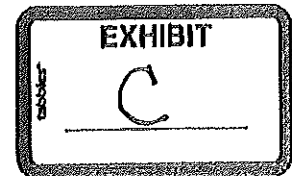


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Article XXIII	Activities Conducted Abroad

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.