



# KENAI PENINSULA BOROUGH

## Central Emergency Service Area

### M E M O R A N D U M

DAVID R. CAREY  
BOROUGH MAYOR

**TO:** Gary Knopp, Assembly President  
Members, Kenai Peninsula Borough Assembly

**THRU:** David R. Carey, Mayor *DR Carey*  
Craig Chapman, Finance Director *C Chapman*  
Brenda Ahlberg, Community & Fiscal Projects Manager *B Ahlberg*

**FROM:** Chris Mokracek, CES Fire Chief *CM - Fire Chief*

**DATE:** July 21, 2011

**SUBJECT:** Ordinance 2011-19-03, accepting and appropriating a grant for staff recruitment in the Central Emergency Service Area

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The original grant application in fiscal year 2010, did not include benefits. After the grant application was approved the borough requested an amendment to increase the grant to cover these additional costs, and the U.S. Department of Homeland Security (DHS) approved the borough's request. DHS requires the grantee to fund the third recruitment year. Under current budget conditions a mil rate increase may be required to fund the third year salary costs. The following amendments to Ordinance 2011-19-03 are requested:

- Change the title as follows:

AN ORDINANCE ACCEPTING AND APPROPRIATING A GRANT IN THE AMOUNT OF [\$423,742] **\$587,194** FROM THE U.S. DEPARTMENT OF HOMELAND SECURITY FOR STAFF RECRUITMENT AND APPROPRIATING [\$12,882] **\$17,851** IN THE CENTRAL EMERGENCY SERVICE AREA FOR THE ADMINISTRATIVE FEE

- Amend the 4th Whereas as follows:

**WHEREAS,** CES has received notice of a grant award in the amount of [\$423,742.00] **\$587,194.00** through the 2010 AFG program to hire three firefighters for two years; and

- Amend Section 1 as follows:

**SECTION 1.** That the mayor is authorized to accept a grant from the U.S. Department of Homeland Security in the amount of [\$423,742.00] \$587,194.00 for recruiting “front-line” firefighters in Central Emergency Service Area, and is authorized to execute a grant agreement and any other documents deemed necessary to accept and expend the grant and to fulfill the intents and purposes of this ordinance.

➤ Amend Section 2 as follows:

**SECTION 2.** That funds in the amount of [\$436,742.00] \$587,194.00 are appropriated as follows:

[\$423,742.00] \$587,194.00 to account no. 211.51610.SAFR1.40XXX - project account number;

[\$12,882.00] \$17,851.00 from the CES fund balance to 211.51610.SAFR1.61990 - administrative service fee account.

Attachment: DHS Amendment Letter

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	<u>211.27900 FB</u>
Amount	<u>\$17,851-</u>
<u>UNABLE TO VERIFY ESTIMATED COST TO KPB IN FY2014 OF APPROX. \$315,000</u>	
By:	<u>CBW</u> Date: <u>7/21/11</u>
<u>PERS Liability</u>	

## Amendment Package



U.S. Department of Homeland Security  
Washington, D.C. 20472

Mr. John P Perna  
Kenai Peninsula Borough on behalf of Central Emergency Services  
231 South Binkley Street  
Soldotna, Alaska 99669-8011

Re: Grant No. EMW-2010-FH-01010

Dear Mr. Perna:

This letter is in response to your amendment request regarding a cost change within your grant. Your request was reviewed by the Program and Grants Office and is hereby approved. Additional funding has been approved by the Program Office. Salary will be increased to \$50,663; benefits will increase to 88%; and projected increase will be 5.5%. Total increase of \$163,452.10 for a new total budget of \$587,194.

If you have any further questions and/or concerns please contact me at 202-786-9542.

Sincerely,

Jane Early  
Grant Management Specialist

### Agreement Articles



U.S. Department of Homeland Security  
Washington, D.C. 20472

#### **AGREEMENT ARTICLES**

#### **STAFFING FOR ADEQUATE FIRE AND EMERGENCY RESPONSE**

**GRANTEE: Kenai Peninsula Borough on behalf of Central Emergency Services**

**PROGRAM: Hiring**

**AGREEMENT NUMBER: EMW-2010-FH-01010**

**AMENDMENT NUMBER: 1**

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**Article I - Project Description**

The grantee shall perform the work described in the approved grant application's program narrative. That narrative is made a part of these grant agreement articles by reference. The SAFER program is to award grants directly to volunteer, combination, and career fire departments to help the departments increase their cadre of firefighters. After careful consideration, FEMA has determined that the grantee's project, as detailed in submitted project narrative and budget information, submitted as part of the grantee's application (and considered part of this agreement by reference), was consistent with the program's purpose and worthy of award. As such, any material deviation from the approved program narrative must have prior written approval.

**Article II - Grantee Concurrence**

By requesting and receiving Federal grant funds provided by this grant program, the grantee accepts and agrees to abide by the terms and conditions of the grant as set forth in this document and the documents identified below. All documents submitted as part of the application are made a part of this agreement by reference.

**Article III - Period of Performance**

The period of performance shall be from 05-JUN-11 to 04-JUN-13.

Grantees under the Hiring of Firefighters Activity must commit to a five-year period of performance during which the Federal contribution toward the costs of the salaries will diminish over the course of the performance period. Grantees under the Recruitment and Retention Activity will have a period of performance up to four years depending on the scope of work outlined in their original grant application.

The grant funds are available to the grantee for obligation only during the period of performance of the grant award. A "recruitment period" of ninety (90) days will be provided for all grantees under both activities. Under the Hiring of Firefighters Activity as well as the Recruitment and Retention Activity, the five-year period of performance will start after this recruitment period. Under the Hiring of Firefighters Activity, if an awardee fills their awarded firefighter positions during the 90-day recruiting period, they will be afforded credit toward the final 12 months of the grant performance period, when the grantee must fund the entire salary. There will be no extensions to any SAFER grants. Award expenditures are for the purposes detailed in the approved grant application only. The grantee cannot transfer funds or assets purchased with grant funds to other agencies or departments without prior written approval from FEMA.

**Article IV - Amount Awarded**

The amount of the award is detailed on the Obligating Document for Award attached to these articles. Following are the budgeted estimates for object classes for this grant (including Federal share plus grantee match):

Personnel	\$312,337.00
Fringe Benefits	\$274,857.00
Travel	\$0.00
Equipment	\$0.00
Supplies	\$0.00

Contractual	\$0.00
Other	\$0.00
Indirect Charges	\$0.00
Total	\$587,194.00

#### **Article V - Requests for Advances or Reimbursements**

Grant payments under the SAFER grants are made on a reimbursement basis only. Awardees will draw the Federal share of the awarded amount on a reimbursement basis, i.e., grant funds will reimburse the grantee for actual expenses incurred in the previous quarter. When the grantee needs grant funds and has obtained a user account, the grantee fills out the on-line Request for Reimbursement. There will be no extensions to any SAFER grants. Award expenditures are for the purposes detailed in the approved grant application only. The grantee cannot transfer funds or assets purchased with grant funds to other agencies or departments without prior written approval from FEMA.

#### **Article VI - Budget Changes**

Occasionally, due to successful competitive bid processes, breaks in service etc, some grantees have funds remaining after the completion of their obligations outlined above. Grantees awarded under the Hiring of Firefighters Activity that completes the approved scope of work and still has grant funds available must return all excess funds to the grants program office. Grantees awarded under the Recruitment and Retention Activity that have completed the approved scope of work and still has grant funds available may use the excess funds to continue with recruitment or retention activities consistent with the original scope of work, as long as it is within the originally approved period of performance. No extensions to the period of performance will be granted.

#### **Article VII - Financial Reporting**

The Request for Reimbursement mentioned above, will also be used for interim financial reporting purposes. At the end of the performance period, or upon completion of the grantee's program narrative, the grantee must complete, on-line, a final financial report that is required to close out the grant. This report is due within 90 days after the end of the performance period.

#### **Article VIII - Performance Reports**

The grantee must provide periodic performance reports in conjunction with the quarterly payment requests to the AFG program office. Performance reports must be submitted after each quarter even if funds are not requested. In the fifth and final grant year for grants involving the Hiring of Firefighters, grantees will have to submit a performance report at the mid-point of the year and then at grant closeout. All grantees will be required to produce a final report on how grant funding was used and the benefits realized from the award. An accounting of the grant funds must also be included in the performance reports. The quarterly reports are due within 30 days of the end of each quarter (every three months) of the performance period.

#### **Article IX - FEMA Officials**

**Program Officer:** Glenn Gaines is the Program Officer for this grant program. The Program Officer is responsible for the technical monitoring of the stages of work and technical performance of the activities described in the approved grant application. Any member of the SAFER program staff may be contacted at 1-866-274-0960.

**Grants Assistance Officer:** Sheila Parker-Darby is the Assistance Officer for this grant program. The Assistance Officer is the Federal official responsible for negotiating, administering, and executing all grant business matters. If you have any questions regarding your grant please call ASK-GMD at 866-927-5646 to be directed to a specialist.

**Grants Management Division POC:** The Grants Management Specialist shall be contacted to address all financial and administrative grant business matters for this award. If you have any questions regarding your grant please call ASK-GMD at 866-927-5646 to be directed to a specialist.

#### **Article X - Other Terms and Conditions**

Pre-award costs are not allowable in the Hiring of Firefighters Activity. Pre-award costs are allowable in the Recruitment and Retention of Volunteer Firefighters Activity on a case by case basis as approved by the program office

#### **Article XI - General Provisions**

The following are hereby incorporated into this agreement by reference:

44 CFR, Emergency Management and Assistance

- Part 7 Nondiscrimination in Federally-Assisted Programs
- Part 13 Uniform administrative requirements for grants and cooperative agreements to state and local governments
- Part 17 Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-free Workplace (Grants)
- Part 18 New Restrictions on Lobbying

31 CFR 205.6 Funding Techniques

OMB Circular A-21 Cost Principles for Educational Institutions

OMB Circular A-87 Cost Principles for State/local Governments, Indian tribes

OMB Circular A-102 Uniform Administrative Requirements for Grants and Cooperative Agreements with State and Local Governments

OMB Circular A-110 Uniform Administrative Requirements for Grants and Cooperative Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations.

OMB Circular A-122 Cost Principles for Nonprofit Organizations

**Article XII- Audit Requirements**

All grantees must follow the audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Nonprofit Organizations. The main requirement of this OMB Circular is that grantees that expend \$500,000.00 or more in Federal funds (from all Federal sources) must have a single audit performed in accordance with the circular.

As a condition of receiving funding under this grant program, you must agree to maintain grant files and supporting documentation for three years upon the official closeout of your grant. You must also agree to make your grant files, books, and records available for an audit by FEMA, the U.S. Government Accountability Office (GAO), or their duly authorized representatives to assess the accomplishments of the grant program or to ensure compliance with any requirement of the grant program.

<b>FEDERAL EMERGENCY MANAGEMENT AGENCY OBLIGATING DOCUMENT FOR AWARD/AMENDMENT</b>				
<b>1a. AGREEMENT NO:</b> EMW-2010-FH-01010	<b>2. AMENDMENT NO:</b> 1	<b>3. RECIPIENT NO:</b> 92-0030894	<b>4. TYPE OF ACTION:</b> AMENDMENT	<b>5. CONTROL NO:</b> W494332N
<b>6. RECIPIENT NAME AND ADDRESS:</b> Kenai Peninsula Borough on behalf of Central Emergency Services 231 South Binkley Street Soldotna Alaska, 99669-8011		<b>7. ISSUING FEMA OFFICE AND ADDRESS:</b> FEMA/Financial and Grants Management Division 500 C Street, S.W., Room 350 Washington DC, 20472 Specialist: Tiffany Butler 202-646-3745	<b>8. PAYMENT OFFICE AND ADDRESS:</b> FEMA/Financial Services Branch 500 C Street, S.W., Room 723 Washington DC, 20472	
<b>9. NAME OF RECIPIENT PROJECT OFFICER:</b> John P Perna	<b>PHONE NO:</b> 9072624792	<b>10. NAME OF FEMA PROJECT COORDINATOR:</b> Catherine Patterson		<b>PHONE NO:</b> 1-866-274-0960
<b>11. EFFECTIVE DATE OF THIS ACTION:</b> 05-JUN-11	<b>12. METHOD OF PAYMENT:</b> SF-270	<b>13. ASSISTANCE ARRANGEMENT:</b> Cost Sharing	<b>14. PERFORMANCE PERIOD:</b> From:05-JUN-11 To:04-JUN-13  Budget Period From:12-NOV-10 To:30-SEP-11	
<b>15. DESCRIPTION OF ACTION</b> a. (Indicate funding data for awards or financial changes)				

Amendment Package

PROGRAM NAME ACRONYM	CFDA NO	ACCOUNTING DATA (ACCS CODE) XXXX-XXX-XXXXXX-XXXX- XXXX-XXXX-X	PRIOR TOTAL AWARD	AMOUNT AWARDED THIS ACTION + OR (-)	CURRENT TOTAL AWARD	CUMMULATIVE NON- FEDERAL COMMITMENT
SAFER	97.044	2011-M0-3120GF-25000000- 4101-D	\$423,742.00	\$163,452.00	\$587,194.00	\$0.00
TOTALS			\$423,742.00	\$163,452.00	\$587,194.00	\$0.00

b. To describe changes other than funding data or financial changes, attach schedule and check here:  
N/A

16 a. FOR NON-DISASTER PROGRAMS: RECIPIENT IS REQUIRED TO SIGN AND RETURN THREE (3) COPIES OF THIS DOCUMENT TO FEMA  
(See Block 7 for address)

SAFER Program recipients are not required to sign and return copies of this document. However, recipients should print and keep a copy of this document for their records.

16b. FOR DISASTER PROGRAMS: RECIPIENT IS NOT REQUIRED TO SIGN

This assistance is subject to terms and conditions attached to this award notice or by incorporated reference in program legislation cited above.

17. RECIPIENT SIGNATORY OFFICIAL (Name and Title)  
N/A

DATE  
N/A

18. FEMA SIGNATORY OFFICIAL (Name and Title)  
NATALIE ROMANOFF

DATE  
30-JUN-11

