

**CITY OF SAN ANTONIO
INTERDEPARTMENTAL MEMORANDUM
FIRE DEPARTMENT**

TO: Mayor and City Council

FROM: Robert Ojeda, Fire Chief

THROUGH: Terry M. Brechtel, City Manager

COPIES: Christopher J. Brady, Assistant City Manager; District Chief Nim Kidd, Emergency Management Coordinator; File

SUBJECT: Authorizing the Submission of an Application for the 2005 Emergency Management Performance Grant Funds

DATE: September 3, 2004

SUMMARY AND RECOMMENDATIONS

This ordinance authorizes the San Antonio Fire Department (SAFD) to apply for grant funds from the Texas Department of Public Safety, Division of Emergency Management in the amount of \$146,076. If awarded, funds will be to offset administrative cost of the San Antonio Fire Departments Emergency Management Office in its efforts to continually plan for natural disasters, manmade disasters, technological disasters, and acts of terrorism involving Weapons of Mass Destruction. The grant program covers the period of October 1, 2004 through September 30, 2005. No matching funds are required.

Staff recommends approval.

BACKGROUND INFORMATION

In FY 2002, The City of San Antonio received grant funding through the Texas Department of Public Safety, Division of Emergency Management, in the amount of \$78,335. In FY 2003, the funds received increased to \$146,076. These funds can be used to reimburse the City allowable expenses necessary to maintain compliance with the States Division of Emergency Management. Allowable expenses include personnel compensation and benefits, travel, vehicle allowances, training equipment, operation and repair of administrative equipment, utility costs, janitorial and custodial services, rent and maintenance, vehicle rental, insurance and indemnification, attendance at meeting and conferences and indirect costs.

POLICY ANALYSIS

This ordinance continues the City's policy of seeking outside resources for the enhancement of Department programs.

FISCAL IMPACT

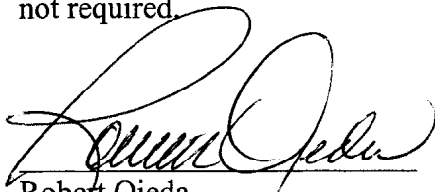
There are no cost-share or match requirements associated with this grant.

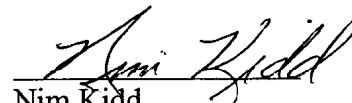
COORDINATION

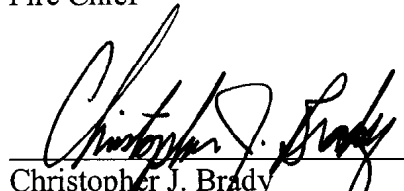
This ordinance has been coordinated with the Office of Management and Budget and Finance.

SUPPLEMENTAL COMMENTS

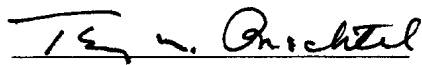
A copy of the "Application for Federal Assistance" and a copy of the "Summary of Allowable and Unallowable Costs for the EMPG Program" is attached. An Ethics Disclosure Form is not required.


Robert Ojeda
Fire Chief


Nim Kidd
District Chief


Christopher J. Brady
Assistant City Manager

Approved:


Terry M. Brechtel
City Manager

APPLICATION FOR FEDERAL ASSISTANCE

(Instructions on Reverse)

1. NAME OF PROGRAM/ ASSISTANCE: EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG)	2. CFDA NUMBER: 97.042	3. APPLICANT STATUS: [] New Applicant [X] Renewal
4. FEDERAL FISCAL YEAR: 2005	5. START DATE: October 1, 2004	6. END DATE: September 30, 2005

7. APPLICANT INFORMATION

A. Legal Name of Applicant Organization (as it appears on the EMPG Application/DEM-17): SAN ANTONIO EMERGENCY MANAGEMENT	B. Name & Telephone Number of Emergency Management Coordinator: NIM KIDD, (210) 207-8580
C. Mailing Address: CITY OF SAN ANTONIO EMERGENCY MANAGEMENT OFFICE FIRE DEPARTMENT HEADQUARTERS 115 AUDITORIUM CIRCLE SAN ANTONIO, TEXAS 78205	D. Physical Address (if different from Mailing Address): SAME

8. EMPG PERSONNEL SUMMARY (include only those staff that will be paid with EMPG funds):

A. Number of EMPG Staff & Percentage of Time Worked in Emergency Management Duties:

Full-time Employees: 9 staff at 100 percent. 0 staff at ___ percent. 0 staff at ___ percent.
0 staff at ___ percent. 0 staff at ___ percent. 0 staff at ___ percent.

Part-time Employees: 3+ staff .

B. Total number of EMPG-funded personnel = 12

9. ESTIMATED EXPENSES:

A. Salary & Benefits (from line 19, form DEM-67)	801863.00
B. Travel Expenses (from line 20 form DEM-67)	16100.00
C. Other Expenses (from section 11 on reverse)	135883.00
D. Total Expenses (A + B + C)	953846.00
E. Federal Share (D x .50)	476923.00

10. CERTIFICATION: I certify that to the best of my knowledge and belief this application and its attachments are true and correct.

A. Typed Name of Authorized Official:	Edward D. Garza
B. Title of Authorized Official:	Mayor
C. Signature of Authorized Official:	
D. Date Signed:	September 10, 2004

FOR DEM USE ONLY:

INSTRUCTIONS FOR FRONT SIDE OF THIS FORM

1. Except as indicated below, entries are self-explanatory.
2. Item 7A: Enter the legal name of your jurisdiction. Your entry should match the Applicant Name used on the EMPG Program Application (form DEM-17).
3. Item 8A: Indicate the number of full-time employees who work specific percentages of time in emergency management duties. Example: 1 staff @ 100 percent, 2 staff @ 50 percent. Also indicate the number of part-time employees. Include only staff members whose salary and benefits will be supported by EMPG funding. The data in this section should agree with the information included on the EMPG Staffing Pattern (form DEM-67).
4. Item 10 A, B, & C. This form must be signed by an Authorized Official, who is a person authorized by the governing body of the jurisdiction to apply for grants and accept grants and execute agreement and contracts on behalf of the jurisdiction. Authorized Officials are typically county judges, mayors, and many city managers – not emergency management coordinators.

11. OTHER ALLOWABLE EXPENSES:

Describe the other allowable expenses of your emergency management program that you are requesting be supported by EMPG funding and provide an estimate of the amount of those expenses. Continue on a separate sheet if necessary. Transfer the Total calculated below to line 9C on the front of this form. See the DEM pamphlet *Summary of Allowable and Unallowable Costs for the EMPG Program* (DEM-200) to determine whether a planned expense is allowable or not.

[illegible]

EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG)

STAFFING PATTERN

(Instructions on reverse)

1. Applicant Name (as it appears on EMPG Application): SAN ANTONIO EMERGENCY MANAGEMENT OFFICE	2. County: BEXAR	3. Fiscal Year 2005
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4. FULL-TIME EMPLOYEES (including those who work all or only a portion of their time in emergency management duties)	5. Gross Annual Salary	6. Gross Annual Benefits	7. Gross Salary & Benefits (5+6)	8. % of Work in EM Duties	9. Salary & Benefits for EM (7x8)	10. Est. EM Travel Costs
Name: Nim Kidd Position: Coordinator	95000.00	25000.00	120000.00	100.00	120000.00	3000.00
Name: Mike Walsh Position: Assistant Coord.	76451.00	23700.00	100151.00	100.00	100151.00	2000.00
Name: Kenneth DeVries Position: Assistant Coord.	72707.00	22539.00	95246.00	100.00	95246.00	2000.00
Name: Charles Hoffman Position: Sr. Admin. Assist	37161.00	10765.00	47926.00	100.00	47926.00	1000.00
Name: Military Mobilize Position: Emerg. Mgmt. Spec	32913.00	9969.00	42882.00	100.00	42882.00	1000.00
Name: Vacant Position: Mgmt. Analyst	e39000.00	e12000.00	e51000.00	100.00	e51000.00	1500.00
Name: Vacant Position: Admin. Asst. II	e30000.00	e10000.00	e40000.00	100.00	e40000.00	1000.00
Name: Tom Polonis Position: Capt., PD Liaison	119832.00	37148.00	156980.00	100.00	156980.00	2500.00
Name: Eric Shuey Position: Officer PD Liaiso	72795.00	22566.00	95361.00	100.00	95361.00	1500.00
Name: END Position:	0	0	0	0.00	0	0
A. SUBTOTAL	575859.00	173687.00	749546.00	100.00	749546.00	15500.0

11. PART-TIME EMPLOYEES	12. % of Full Time	13. Gross Annual Salary	14. Gross Annual Benefits	15. Gross Salary & Benefits (13+14)	16. % of Work in EM Duties	17. Salary & Benefits For EM (15 x 16)	18. Est. EM Travel Costs
Name: Isaac Segovia Position: 3-1-1 Rep, Nights	0.50	12480.0	7738.00	16349.00	100.00	16349.00	200.00
Name: Cosme Alvizo Position: 3-1-1 Rep, Eves	0.50	12480.0	7738.00	16349.00	100.00	16349.00	200.00
Name: Carranza, Dyer, + Position: 3-1-1 Rep, Other	0.50	29952.0	9285.00	19619.00	100.00	19619.00	200.00
B. SUBTOTAL	1.50	39912.0	12851.00	52317.00	100.00	52317.00	600.00

TOTAL Add Subtotals in A & B above	615771.00	186538.00	801863.00	100.00	801863.00	16100.0
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Summary of Allowable and Unallowable Costs
For the
Emergency Management Performance Grant (EMPG) Program
June 2003

Background

The information in this summary was extracted from FEMA Civil Preparedness Guide (CPG) 1-3, 44 CFR Part 13, and OMB (Office of Management and Budget) Circular A-87.

Allowable / Unallowable Costs

The basic criterion for EMPG allowable costs is that they must represent necessary and essential State and local emergency management personnel and administrative expenses. Specific guidance is as follows:

1. Personnel Compensation and Benefits

- A. Staffing Pattern Personnel. Federal contributions for this category of expenses are limited to compensation and benefits paid to, or on behalf of, personnel whose paid positions are reported on the applicant's current EMPG Staffing Pattern (DEM -67). **EMPG funds may not be used to pay personnel costs of additional staffing for disaster operations.**
- B. Retirement Funds. The federal share of any payment to a retirement fund must be in a prorated amount apportioned on the basis of time worked in a position while it was federally assisted, and so reported on the DEM-67. The cost must be related to a particular fiscal year and be charged only while that year's funds remain available.
- C. Full-Time or Part-Time Status. Personnel will not be funded as full-time employees under EMPG unless they are performing emergency management program elements included and identified in an approved local statement of work, are required by such projects and their job descriptions to devote **full-time** to emergency management, and are specifically included in the annual work plan submission. EMPG funding is allowable in the case of an individual appointed under an Office of Personnel Management (OPM) – approved merit system to a part-time position in an emergency management agency, while at the same time holding a separate part-time position in another department or in the private sector provided the duties of the other position do not conflict with or impair the emergency management functions assigned to the individual.
- D. Personnel of Other Agencies. Personnel compensation and benefits for an employee of a department of local government other than emergency management, including persons serving as full-time or part-time local emergency program managers, are allowable for Federal contributions under the following conditions:
 - 1) An acceptable current position description that includes the specific emergency management duties and functions of the employee must be on file at the Division of Emergency Management Office (State) or submitted as a supplement to the applicant's DEM-67.
 - 2) The employee must be assigned on a regular continuing basis to emergency management duties under the official personnel system of the particular local jurisdiction.

- E. Elected Officials (full-time or part-time). Salaries paid to persons who are full-time elected officials are not allowable costs for a federal contribution under the EMPG Program. Salaries of local emergency management employees who also hold a part-time elective office by appointment to fill a vacancy may be allowable for a matching contribution under the EMPG Program. It must be demonstrated that the holding of such elective office does not conflict with or impair performance of the emergency management duties for which salaries are being paid. Time and attendance records must be kept to demonstrate that the costs charged to emergency management are in accord with time and effort spent on emergency management activities.

2. Travel and Transportation of Persons. Federal contributions for costs in this category are subject to the following limitations:

- A. Program Participation Required. Federal contributions are limited to expenditures of a participating political subdivision for emergency management travel. Travel must be approved by the Emergency Program Manager or designated official of the emergency management agency. Travel must have been performed while in an authorized travel status as provided in the applicable travel regulations accepted by FEMA as part of the State Administrative Plan.
- B. Travel by Elected or Appointed Officials. Expenditures for travel by elected or appointed officials having supervisory responsibilities for emergency management, but not occupying positions listed on the EMPG Staffing Pattern in the FEMA-approved annual submission, are unallowable. This does not include travel costs incurred to attend meetings and conferences provided travel is directly related to emergency management and complies with provisions of the FEMA-accepted travel regulations.
- C. Travel or Vehicle Allowances. Federal contributions for travel or vehicle allowances, which are paid to emergency management personnel in accordance with applicable FEMA-accepted travel regulations, are limited to actual expenses of authorized official travel. Official travel is to be substantiated by vehicle mileage records, receipts for travel, or vehicle operating expenses, or other appropriate documentation.
- D. Unallowable First Class. First-class air accommodations are unallowable, except as provided in OMB Circular A-87 (Office of Management and Budget, Cost Principles).
- E. Common Carrier Fare or Equivalent. Air travel by other than common carrier, if a normal practice of the applicant government is allowable only for emergency management personnel on authorized emergency management travel. Allowable costs shall not exceed common carrier coach fare.
- F. Duty Station. For the purposes of funding travel costs, the person's duty station shall be the location specified under the terms of employment.

3. Other Allowable EMPG Program Expenses

This classification includes allowable costs for supplies, services, and equipment needed for the administration of emergency management to the extent that such expenditure directly supports the program and is in reasonable balance with priority program mission objectives. The following subparagraphs cover definitions, limitations, and special considerations of some costs in this category as they are treated under the EMPG Program:

EMPG administrative expenses in the all other category must be approved under the principles and standards in OMB Circular A-87. These costs include, but are not limited to, the following:

- A. Administrative office and emergency management training equipment, (including audio visual equipment).
- 1) Mobile and Portable Communications Equipment. Federal contributions for mobile and portable communications equipment are limited to costs of equipment required for day-to-day emergency management business of emergency management agency personnel. Personnel must occupy positions listed on the current Division of Emergency Management Form DEM – 67.
 - 2) Administrative Equipment. Federal contributions for administrative equipment are limited to costs of office machines, furniture, and items of office equipment, including audio visual, required for administration and operation of the emergency management office, and to costs of training equipment and supplies for use by emergency management personnel in training other governmental personnel and volunteers with emergency responsibilities.
 - 3) Automatic Data Processing (ADP) Equipment. Contributions for ADP equipment and software at State and local levels are limited to the pro rata share of the ADP support of emergency management activities. Requests for contributions for purchase or rental of ADP equipment or related devices must have prior approval of the FEMA Regional Director in accordance with OMB Circular A-87.
 - 4) Lease-Purchase Agreements. FEMA funds of an amount no greater than the fair market rental fees of the item, and obligation of funds may not exceed the total for the fiscal year.
- B. Operation and repair of administrative equipment (including that obtained through loan or donation).
- C. Local newsletters and publications.
- D. Utility costs (including service call charges, telephone directory charges, and environmental or other surcharges. Recurring land line charges and equipment rental costs associated with emergency communications (including telephones) and warning systems are allowable.
- E. Janitorial and custodial services. Expenses for janitorial and custodial services are allowable, but are limited to housekeeping and maintenance costs of space occupied by personnel engaged in the administration of the emergency management program.
- F. Rent and maintenance
- 1) Office and EOC Space. Federal contributions for rent, or for charges made in lieu of rent, may not exceed 50 percent of the prevailing rental rates for comparable space in privately owned buildings in the community. If the participating emergency management agency has an EOC, the emergency management staff should be located there for day-to-day administration of the program at no charge to FEMA for the space. If the EOC space is not used, FEMA should not be charged for use of other space.
 - 2) Local Government Buildings. Payments for rent (or maintenance and utility charges made in lieu of rent) for space occupied by an emergency management agency in a building owned by a local government or instrumentality thereof are allowable for Federal contributions at rates approved by the Regional Director as meeting OMB Circular A-87 criteria.
 - 3) Federally Financed Space. Charges for space in a building constructed wholly or in part with Federal financing are not allowable if the charge is based on costs associated with the capital investment for which federal funds have already been provided. Rental charges for emergency management office space leased from the Federal Government do not require prior FEMA approval.
- G. Rental Vehicles.

- 1) Rent paid for temporary possession or use of vehicles used solely in administration of the emergency management program is allowable. However, vehicles must be rented from an established firm or organization regularly engaged in the business of renting motor vehicles, and the rental payments must be in accord with the terms of the written contract. Rates must be reasonable and comparable to rates available elsewhere in the area. Rent-purchase contract costs for vehicles are not allowable under the EMPG program.
 - 2) Car rental costs paid to local government motor pools are allowable if the charges are based on experienced rates, are fixed to recover costs, and doing so constitutes a normal practice of the applicant government.
- H. Insurance and Indemnification
- 1) Insurance Costs. Allowable insurance costs under the EMPG Program are limited to payments for the following:
 - (a) Liability insurance covering emergency management administrative facilities, vehicles, and equipment.
 - (b) General liability insurance required for protection of the political subdivision;
 - (c) Insurance covering administrative emergency management facilities, vehicles, and equipment for damages caused by fire, theft, and collision, as well as water, wind, rain, snow, hail, and other natural causes; and
 - (d) Errors and omissions insurance, whereby if after audit, any EMPG expenditures by participating local jurisdictions are disallowed, the insurance carrier reimburses the federal Government for the loss.
 - 2) Self-Insurance. Within the limitation expressed in subparagraph 2-15 (3) (c) (I), contributions to a self-insurance program reserved are allowable to the extent that the type of coverage, scope of coverage, and the rates and premiums would have been allowed had the insurance been purchased to cover the risks.
 - 3) Insurance Premiums. Allowable cost amounts for insurance premiums are limited to the pro rata share of premiums paid for coverage during the current federal fiscal year.
 - 4) Uninsured Losses. Actual losses which could have been covered by acceptable insurance (through an approved self-insurance program or otherwise) are unallowable unless expressly provided for in the grant agreement.
 - 5) Workmen's Compensation. Reimbursement is allowable for payment of workmen's compensation claims paid in accordance with State law in each fiscal year, but only if specifically approved in the grant agreement. Reimbursement is limited to an amount not exceeding the rates and premiums for comparable insurance protection from commercial insurance companies. Reimbursement applies only to emergency management positions on the current EMPG Staffing Pattern (DEM-67) for the fiscal year.
 - 6) Loaned or Donated Items. Costs of insurance for loaned or donated items are unallowable.
- I. Meetings and Conferences.
- 1) Limited to Staffing Pattern Personnel. Federal contributions for costs of attending meetings and conferences are limited to expenditures of the participating political subdivision for emergency management personnel occupying positions on the applicable Division of Emergency Management DEM-67 approved by the State as part of the annual submission.
 - 2) Technical Information Meetings. Costs are allowable when the primary purpose /of the meeting is dissemination or exchange of technical information relating to emergency management.

- J. Allowance of Indirect Costs. In order to be allowable, indirect costs must be covered by an approved cost allocation plan. Salaries and administrative expenses of performing audits and other eligible costs that cross program lines for programs authorized by the Federal Civil Defense Act of 1950, as amended, but which are not covered by a cost allocation plan, may be charged under the EMPG Program as direct costs.

4. Unallowable Expenses. The following expenses are unallowable:

- A. Unnecessary and Nonessential Expenses. Costs that are clearly necessary or are nonessential for an effective emergency management program are not allowed.
- B. Memberships. Memberships in civic, business, technical, and professional organizations are not allowable unless criteria of OMB Circular A-87 are met. If membership dues are billed in the name of a person holding a position on the approved staffing pattern of the participating political subdivision and the billing is paid for by a check drawn against the political subdivision, the membership can be considered an agency membership under the name of the person holding the position. If the person refuses to transfer it to his or her successor, the EMPG participant shall remit any portion of the federal contribution received that is still allocable to the non-expired portion of the membership.
- C. EOC Rental. Rent for space in federally-funded emergency operating centers (EOCs) is unallowable.
- D. Occasionally Used Space. Rent, or charges in lieu of rent, for space not used in day-to-day administration of the emergency management program.
- E. Employees From Other Departments. Rent, or charges in lieu of rent, for space occupied by employees assigned from other departments of the local government for emergency management duties, when these personnel are located in space other than the emergency management administrative office. However, such charges may be included as part of indirect costs approved for contributions under OMB Circular A-87.
- F. Real Property. Expenditures for purchase of land and for purchase or construction of buildings are not allowable under EMPG.
- G. Motor Vehicles. Expenditures for purchase of vehicles are not allowable costs.
- H. Costs Funded Under Other Programs. All costs otherwise eligible for Federal financial contributions under other federal programs, except administrative expenses incurred in conduct of normal emergency management activities and not part of an approved application are not allowable under EMPG.
- I. Federally Donated Property. Costs of acquisition, transportation, installation, or rehabilitation of property obtained by donation from a federal source under the Federal Property and Administrative Services Act or other federal authority.
- J. Benefits for Volunteers. Costs of liability insurance, accident or health benefits insurance, workmen's compensation, and other personnel benefits for volunteer and emergency workers.
- K. Prepayments. Prepayments, except normal amounts for subscriptions to periodicals, rent, utility charges, and insurance premiums. Any billing that contains a claim for prepayment for more than 12 months, except for those cited in the previous sentence, must be prorated to charge the appropriate fiscal year in which those costs were incurred.
- L. Fiscal Arrangements. Interest on borrowings (however represented), bond discounts, costs of financing and refinancing operations, and related legal and professional fees.
- M. Bad Debts. Bad-debt losses arising from uncontrollable accounts and other claims, and related costs.

- N. Contingency Funds. Contributions to a contingency reserve or any similar provision for unforeseen events.
- O. Entertainment. Expenditures for entertainment, including amusements, social activities, and related incidental costs such as meals, beverages, lodging, rentals, transportation, and gratuities.
- P. Fines and Penalties. Fines and penalties, including costs resulting from violations of or failure to comply with Federal, State, and local laws and regulations.
- Q. Equipment Purchase. Expenditures for purchases of equipment, except administrative equipment allowable under as indicated above.
- R. Advertising. Costs of promotional advertising for emergency management.
- S. Convict Labor. Costs of convict labor, including compensation, gratuities, meals, or other benefits for prisoners.
- T. Alternatively Compensated Work. Personnel compensation and benefits for performance of work for which the individual receives other compensation from federal funds.
- U. General Executive Salary. Salaries and expenses of the chief executive of a political subdivision. These are considered costs of general local government.
- V. Legislator's Salaries. Salaries and other expenses of members of government bodies such as county commissioners, the city council, school board, etc., whether incurred for the purpose of legislation or executive direction.
- W. Emergency Services Compensation. Any portion of compensation or benefits for dispatchers, communicators, or other personnel who are required to be on assigned duty shifts at specific locations to perform police, fire, or other first-responder functions, even though some functions related solely to emergency management are performed during these periods.
- X. Equipment Operation. Costs of operation of equipment except for emergency management administrative use.
- Y. Uninsured Losses and Federally Supported Property. Actual losses that could have been covered by permissible insurance, through an approved self-insurance program or otherwise, and losses with regard to property on loan from, or donated by, the Federal government.
- Z. Travel and Per Diem Expenses. Travel and per diem expenses for students attending schools operated by FEMA or expenses reimbursed by another agency.
- AA. Elected Officials Salaries. Salaries of elected officials, or appointees to fill a vacancy in an elective office, or employees who hold part-time partisan elective office.
- BB. Costs Supported Under Other Federal Programs. Costs eligible under another federal program, even if only partially recovered thereunder, unless specifically allowable under Federal law for financial assistance under more than one Federal matching fund program.
- CC. Contributions and Donations. Contributions and donations are specified as unallowable by OMB A-87.