

Agenda item 24

**CITY OF SAN ANTONIO
FIRE DEPARTMENT
CITY COUNCIL AGENDA MEMORANDUM**

TO: Sheryl Sculley, City Manager

FROM: Robert Ojeda, Fire Chief

SUBJECT: Authorizing the Acceptance of 2006 Emergency Management Performance Grant Funds

DATE: May 18, 2006

SUMMARY & RECOMMENDATION

This ordinance authorizes the San Antonio Fire Department (SAFD) to accept grant funds from the Texas Governor's Division of Emergency Management in the amount of \$133,682. These funds will be to offset administrative cost of the San Antonio Fire Department 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, 2005 through September 30, 2006. No matching funds are required.

Staff recommends approval.

BACKGROUND INFORMATION

In FY 2002, the City of San Antonio received grant funding through the Texas Governor's Division of Emergency Management, in the amount of \$78,335. In FY 2003, the funds received increased to \$146,076 and in FY 2004 funding remained consistent at \$146,100. In 2005, San Antonio received \$133,682 as funding was decreased statewide. These funds will be used to reimburse the City's allowable expenses necessary to maintain compliance with the State's 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, City Attorney's Office and Finance Department.

SUPPLEMENTAL COMMENTS

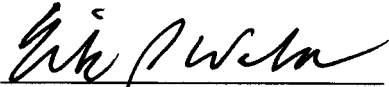
A copy of the "Notice of Sub recipient Grant Award" and a copy of the award letter are attached. An Ethics Disclosure Form is not required.



Robert Ojeda
Fire Chief



Nim Kidd, District Chief
Emergency Management Coord.



Erik J. Walsh
Assistant City Manager

Approved for Council Consideration:



Sheryl Sculley
City Manager

FY 06 Emergency Management Performance Grant (EMPG)

Internal Order # - 120000000035

GDEM Grant Number – 2006-EM-E6-0026

October 1, 2005 – September 30, 2006

Functional Area 2000030000010008 SAP Fund 26056000

Fund Center 2006010000

CFDA# 97-042

General Ledger	Description <u>Revenue</u>		Budget
4501100	2006 EMPG	\$	133,682.00
	Total Revenue	\$	133,682.00

General Ledger	Description <u>Expenditure</u>		Budget
6102100	Transfer Out	\$	133,682.00
	Total Expenditures	\$	133,682.00

General Fund

General Ledger	<u>Revenue</u>		Budget
6101100	Transfer In	\$	133,682.00
	Total Revenue	\$	133,682.00
	Amount Awarded	\$	133,682.00



DIVISION OF EMERGENCY MANAGEMENT
Office of the Governor

RICK PERRY
Governor

Mailing Address:
PO Box 4087
Austin, Texas 78773-0220

Contact Numbers:
512-424-2138 Duty Hours
512-424-2277 Non-Duty Hours
512-424-2444 Fax

Physical Address:
5805 N. Lamar Blvd.
Austin, Texas 78752

STEVEN McCRAW
Director
Office of Homeland Security

JACK COLLEY
Chief

April 4, 2006

The Honorable Phil Hardberger
Mayor, City of San Antonio
P.O. Box 839966
San Antonio, TX 78283

Dear Mayor Hardberger:

This letter is to advise you that your application to participate in the Emergency Management Performance Grant (EMPG) program during Fiscal Year 2006 (FY 06) has been accepted.

1. Grant Award.

The Notice of Sub-recipient Grant Award (Attachment 1) specifies the federal EMPG program funding that will be provided during FY 06 and also provides other important terms and conditions relating to the grant.

- A. An individual authorized by your City Council or Commissioner's Court to accept grants on behalf of the jurisdiction (typically mayors, city managers, or county judges) must sign the yellow cover sheet for the award, which must be returned to the Division to activate your grant. Return the signed yellow Notice of Sub-recipient Grant Award to GDEM at the mailing address above, marked to the attention of the Preparedness Section/Denita Powell. Ensure you retain a copy of the signed grant acceptance for your records and provide a copy to the entire grant award package to your local financial manager.
- B. FY 06 EMPG grant allocations for all recipients have remained the same as the FY 05 awards.

2. Required EMPG Tasks

- A. Your FY 05 EMPG Program Application (Attachment 2) has been approved. As changes to this document may have been made in order to meet FY 05 program requirements on the basis of e-mails, facsimiles, and telephone calls from you since you originally submitted it, you should carefully review the approved EMPG Statement of Work & Progress Report and the eight EMPG tasks addressed in it. A copy of your current

RECEIVED
CITY OF SAN ANTONIO
MAYOR'S OFFICE
2006 APR -7 AM 10:27

Jurisdiction Profile, which is a computer-generated record of your program information and planning accomplishments currently on file with the Division, is included with your approved Program Application.

- B. The process for reporting results of Task 5 (Exercise Participation & Schedule) on the EMPG Statement of Work & Progress Report has been changed. For all exercises conducted on or after May 1, 2005, EMPG participants must prepare and submit to GDEM an After Action Report (AAR) and Improvement Plan (IP), in the format prescribed by the DHS Homeland Security Exercise Evaluation Program (HSEEP). The AAR and IP has replaced the use of FEMA Form 95-44, Emergency Management Exercise Reporting System (EMERS), as the method of reporting exercise results and required corrective actions. See the FY 06 EMPG Program Guide for more information on this requirement. The full HSEEP documents can be accessed at <http://www.ojp.usdoj.gov/odp/exercises.htm#hseep>. A sample AAR and IP is located on our web site at <http://www.txdps.state.tx.us/dem>.
- C. FY 2006 NIMS Compliance Requirements. The US Department of Homeland Security has identified steps that states, territorial, tribal, and local entities should take during FY 2006 (October 1, 2005 – September 30, 2006) to become compliant with the NIMS. A copy of the full NIMS document can be found at www.dhs.gov or www.fema.gov/nims. All jurisdictions awarded EMPG funds must complete NIMS compliance requirements for FY 06.
- D. Incorporate the National Response Plan and the National Incident Management System policies and procedures into your Emergency Management Plan. GDEM has completed this process with the Local Planning Samples, State Planning Standards, and Planning Notes. They can be found on our web site.
- E. Participate in the Texas Regional Response Network (TRRN) by registering as a user and identifying resources that the jurisdiction(s) participating in the local emergency management program are prepared to make available to other jurisdictions through mutual aid.

1. Task Progress & Reporting

As noted in the *Fiscal Year 2006 Local Emergency Management Program Guide*, continued participation in the EMPG program is in part conditioned on making proportional progress on your Work Plan tasks and the timely submission of progress and financial reports.

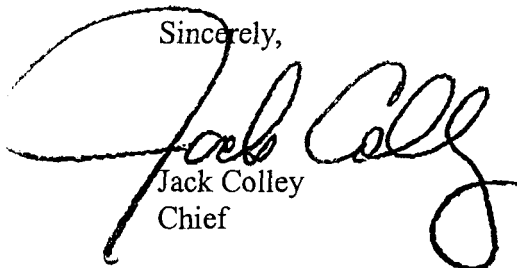
- a. Proportional Progress in Program Tasks. Proportional progress on Work Plan tasks means that I expect you to complete a portion of those tasks each quarter rather than deferring most planning tasks, training, exercises, and other activities until the last several months of the fiscal year. Those who try to complete a year's work in several months frequently fail when major emergencies occur late in the year.

- b. Financial Reports. Financial reports are due to the Division 30 days after the close of each quarter of the federal fiscal year. Your financial reports for the first quarter should have already been submitted. Subsequent reports are due on April 30, July 30, and October 30, 2006. These reports should be sent directly to the DEM Support Services Section at the P.O. box address at the top of the first page of this letter.
- c. Progress Reports. Your first semi-annual progress report is due to the GDEM Preparedness Section on April 15, 2006. The final progress report is due October 15, 2006. As noted previously, these reports should reflect progress in completing the tasks contained in your Statement of Work.
- d. Failure to complete the tasks outlined in the approved Statement of Work or to submit quarterly financial reports and semi-annual progress reports by the required due dates is cause for elimination from the EMPG program.

If, after reviewing the Notice of Grant Award, you determine that you do not wish to participate in the FY 06 EMPG program, please advise me as soon as possible.

Should you have any questions regarding the Notice of Grant Award, please contact Humberto Rodriguez-Martinez of the Division's Support Services Section at 512/424-2448. If you have questions regarding EMPG tasks or your Jurisdiction Profile, please contact the Division's Preparedness Section at 512/424-2450.

Sincerely,



Jack Colley
Chief

Attachments: 1 - Notice of Sub-Recipient Grant Award
2 - Approved Program Application
3 - Jurisdiction Planning Profile
4 - Quarterly Financial Report Information

NOTICE OF SUBRECIPIENT GRANT AWARD

GOVERNOR'S DIVISION OF EMERGENCY MANAGEMENT

Program Title: FY 2006 Emergency Management Performance Grant (EMPG)

DHS Instrument Number: 2006-EM-E6-0026

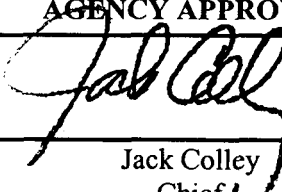
GDEM Grant Number: 06TX-EMPG-101

Administered By: Governor's Division of Emergency Management Texas Department of Public Safety P.O. Box 4087 Austin, Texas 78773-0220

Recipient: City of San Antonio P.O. Box 839966 San Antonio, Texas 78283
--

Amount of Grant: \$133,682

Period of Grant: October 1, 2005, to September 30, 2006
--

AGENCY APPROVAL	GRANT ACCEPTANCE
	
Jack Colley Chief	Printed Name/Title:
Date: March 31, 2006	Date:

Return Signed Copy of This Page to:
Governor's Division of Emergency Management
Attention: Preparedness/Denita Powell
PO Box 4087
Austin, TX 78773-0220

**Fiscal Year 2006
EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG)
APPLICATION**

1. APPLICANT NAME (Jurisdiction): San Antonio Emergency Management

2. COUNTY: Bexar

3. DISASTER DISTRICT: 3B

4. EMPG STATUS: ☒ Current EMPG Program participant ☐ New EMPG Program applicant

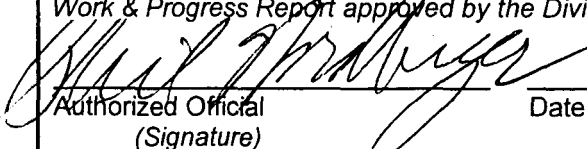
5. PROGRAM PARTICIPANTS: (List all jurisdictions that are participants in your emergency management program. Identify any jurisdictions that have joined or withdrawn from your program in the last year.)

- a. City of San Antonio
- b.
- c.
- d.

6. CHECKLIST OF APPLICATION ATTACHMENTS: (See the FY 2006 Local Emergency Management Program Guide for information on completing these forms.)

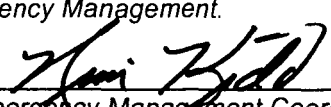
- ☒ Statement of Work & Progress Report (form DEM-17A). This form should be signed by the EMC.
- ☒ Application for Federal Assistance (form DEM-66). The Authorized Official should sign this form.
- ☒ EMPG Staffing Pattern (form DEM-67).
- ☒ EMPG Staff Job Description (form DEM-68). An **updated** job description must be provided for each staff member listed in the FY 06 EMPG Staffing Pattern who works 50 percent or more of their time in emergency management duties.
- ☒ FEMA Form 20-16, Summary Sheet for Assurances & Certifications must be signed by an Authorized Official. Attach FEMA Form 20-16A, Assurances – Non-Construction Programs & FEMA Form 20-16C, Certifications Regarding Lobbying, Debarment, Suspension, & Other Responsibility Matters; and Drug-Free Workplace Requirements, to the FEMA Form 20-16.
- ☒ If the applicant performs lobbying to influence federal actions, a completed Disclosure of Lobbying Activities (SF LLL) must be completed and included in the grant application package.
- ☐ Direct Deposit Authorization (form 74-146). The Grant Financial Officer should sign this form. If the jurisdiction has been receiving EMPG reimbursements through Direct Deposit, a new Direct Deposit Authorization is not required.
- ☒ Travel Policy Certification (form DEM-69). The Grant Financial Officer should sign this form.

7. CERTIFICATION: This Application together with the attached EMPG Statement of Work & Progress Report (form DEM-17B) constitute the annual work plan for the emergency management program whose participants are listed above. The undersigned agree to exert their best efforts to accomplish all activities listed in the Statement of Work & Progress Report approved by the Division of Emergency Management.


Authorized Official
(Signature)

Date

12/1/06


Emergency Management Coordinator
(Signature)

Date

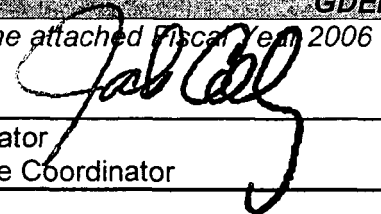
11/13/06

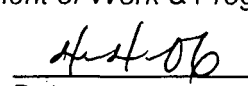
GDEM USE ONLY

8. APPROVAL. The attached Fiscal Year 2006 Statement of Work & Progress Report is approved.

☒ State Coordinator

☐ Assistant State Coordinator


Date



Terms and Conditions

1. **Purpose:** Grant funds will be used to support local comprehensive emergency management programs to encourage improvement of mitigation, preparedness, response, and recovery capabilities for all hazards. Funding may be used to support activities that contribute to the capability to manage consequences of acts of terrorism. Funds provided may also be used to accomplish initiatives described in the Federal Program Guidelines, including local implementation of the National Incident Management System (NIMS), incorporation of appropriate references to the National Response Plan (NRP) into local plans, homeland security assessment and strategy integration, and assessment of the local emergency management program using Emergency Management Assessment Program (EMAP) standards.
2. **Grant Acceptance:** The Notice of Subrecipient Grant Award is only an offer until the Subrecipient returns the signed copy of the Acceptance of Subrecipient Grant Award in accordance with the instructions provided in the transmittal letter.
3. **Work To Be Performed.** The approved FY 05 Statement of Work & Progress Report attached to this grant award outlines eight tasks that the grantee must perform during the grant period. The following additional tasks are also required of subrecipients:
 - A. Implement the National Incident Management System (NIMS) at the local level.
 - B. Incorporate pertinent information concerning the National Response Plan (NRP) into the local or Interjurisdictional emergency management plan and its annexes.
 - C. Participate in the Texas Regional Response Network (TRRN) by registering as a user and identifying resources that the jurisdiction(s) participating in the local emergency management program are prepared to make available to other jurisdictions through mutual aid.
4. **Grant Funding.** The amount of this grant may be less than the amount requested in your Application for Federal Assistance due to limits on federal funding for the EMPG program. However, EMPG grant recipients should continue to report all eligible expenses in quarterly financial reports. In the event additional program funding becomes available from the federal government or unspent EMPG funds remain at the end of the fiscal year, the Governor's Division of Emergency Management (GDEM) may be able to allocate additional funds to EMPG program participants.
5. **Financial and Administrative Requirements.** Subrecipient agrees to comply with the applicable financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) Financial Guide located at <http://www.ojp.usdoj.gov/oc/>.
 - A. All emergency management program costs for which the Subrecipient seeks reimbursement must be eligible in accordance with Attachment A to OMB Circular A-87, *Cost Principles for State, Local, and Indian Tribal Governments*. A copy of that document is available at: <http://www.whitehouse.gov/omb/circulars/index.html>.
 - B. Subrecipient agrees to make no request for reimbursement for goods or services procured by the Subrecipient prior to the start of the period of performance stated in this award document or after the end of the period of performance.

- C. Notwithstanding any other provisions of this document, the parties hereto understand and agree that the obligations of GDEM under this Agreement are contingent upon the availability of adequate funds to meet GDEM's liabilities hereunder. GDEM shall not be liable to the Subrecipient for costs under this Agreement that exceed the amount specified in the Notice of Subrecipient Grant Award.
6. Single Audit Act Requirements. If Subrecipient has expenditures in excess of \$500,000 in federal funds of all types within a single fiscal year, it must have an audit performed in accordance with the Single Audit Act Amendment. Subrecipient agrees to comply with the audit requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-profit Organizations*.
7. Reporting Requirements. Subrecipient agrees to comply with all reporting requirements and shall provide such information as required by GDEM. Sub-recipients may be required to submit additional information and data requested by GDEM and/or the State Administrative Agency after the end of the period of performance in order to close out the grant.
8. Review of Work and Expenditures. GDEM may review the work of the Subrecipient with respect to approved program tasks and also review expenditures for which reimbursement is requested as necessary to ensure the federal awards are used for authorized purposes in compliance with laws, regulations, and the provisions of contracts or grant agreements and that performance goals are achieved. These reviews may include, without limitation: comparing actual subrecipient activities to those approved in the sub-award application and subsequent modifications if any; ensuring that grant funds have been expended in accordance with applicable guidelines; confirming compliance with grant assurances, and verifying information provided on performance reports and payment requests.
9. Grant Suspension or Termination. GDEM may suspend or terminate sub-award funding, in whole or in part, or other measures may be imposed for any of the following reasons: failing to comply with the requirements of federal or state law, failing to make satisfactory progress toward the goals or objectives set forth in the sub-award application, failing to follow grant agreement requirements or special conditions, failing to submit required reports, filing a false certification in the application or other report or document.
10. Reimbursement For Expenses
- A. Reimbursement for expenses incurred during the second and fourth quarter of Fiscal Year 2006 will not be disbursed until GDEM receives the first and second semi-annual EMPG Progress Report, which are due on April 15, 2006 and October 15, 2006 respectively.
- B. As GDEM plans to promptly close out the Fiscal Year 2005 EMPG program with the State Administrative Agency, requests for reimbursement of expenses that are delivered or postmarked more than 45 days after the end of the stated period of performance will not be paid.

Attachment 4

Special Notice

Financial Reporting Information for EMPG 2006 Program

Please provide this critical information to your financial officer. Continued participation in the EMPG program relies on compliance with the program guidelines. Here are several issues requiring careful attention.

Federal guidelines prohibit "double dipping," meaning that expenses may be claimed to only one federal grant at a time.

You are encouraged to submit all eligible expenses in your EMPG quarterly financial reports regardless that they may exceed your allocation. The *Summary of Allowable and Unallowable Costs for the EMPG Program (DEM-220)*, available on the GDEM web site, summarizes expenses that may be claimed. This may benefit you at the end of the program year.

Supporting documentation must include source documents suitable for audit purposes, including, but not limited to:

- a) Copies of canceled checks or city/county warrants;
- b) Payroll time sheets and leave registers;
- c) Copies of purchase orders, purchase vouchers, and/or paid invoices;
- d) Vehicle activity logs; and/or
- e) Centralized billing reports

Because we have encountered difficulty receiving certified mail in the past, we encourage you to send by regular mail or overnight mail. Take care to fully address your envelope as follows:

For regular Mail:

Support Services Section/ EMPG Auditor
Division of Emergency Management
Texas Department of Public Safety
PO Box 4087
Austin, TX 78773-0229

For overnight mail:

Support Services Section/ EMPG Auditor
Division of Emergency Management
Texas Department of Public Safety
5805 North Lamar Boulevard
Austin, TX 78752

Should you have questions on financial reporting forms, feel free to contact Humberto Rodriguez-Martinez of the GDEM Support Services Section by phone at 512-424-2448 or e-mail at humerto.rodriguez-martinez@txdps.state.tx.us.

Please read Tab A of Section 3 in your *Fiscal Year 2006 Local Emergency Management Program Guide* for full financial requirements and information.