

1    **ORDINANCE 66687           INTRODUCED BY ALDERMAN TERRY KENNEDY**

2           An Ordinance authorizing and directing the Fire Chief, on behalf of the City of St.  
3   Louis, to enter into and execute a Grant Agreement with the U.S. Department of  
4   Homeland Security, appropriating said funds and authorizing the Fire Chief, upon  
5   approval of the Board of Estimate and Apportionment, to expend funds by entering into  
6   contracts or otherwise for grant purposes and containing an emergency clause.

7           **BE IT ORDAINED BY THE CITY OF ST. LOUIS AS FOLLOWS:**

8           **SECTION ONE.** The Fire Chief is hereby authorized and directed, on behalf of  
9   the City of St. Louis, to enter into and execute a Grant Agreement with the U. S.  
10   Department of Homeland Security to fund an Operations and Firefighter Safety Program.  
11   Said Grant Agreement shall be substantially in words and figures the same as the attached  
12   Agreement, which is made part of this Ordinance and is on file in the Register’s Office.

13           **SECTION TWO.** The Fire Chief is hereby authorized and directed, upon  
14   approval of the Board of Estimate and Apportionment, to expend the funds, which are  
15   hereby appropriated for said purpose, by entering into contracts or otherwise received  
16   pursuant to the Grant Agreement, totaling \$139,634.00, in a manner that is consistent  
17   with the provisions of said Agreement, a copy of which is attached hereto and shall  
18   become part of the ordinance.

19           **SECTION 3.** Emergency Clause. This being an Ordinance for the immediate  
20   preservation of public peace, health and safety, it is hereby declared to be an immediate  
21   measure within the meaning of Sections 19 and 20 of Article IV of the Charter of the  
22   City of St. Louis and therefore this Ordinance shall become effective immediately upon  
23   its passage and approval by the Mayor.



U.S. Department of Homeland Security *Office for Domestic Preparedness* Washington,  
D.C. 20531  
Ms. Cassandra Jones

St. Louis Fire Department 1421 N. Jefferson Ave  
St. Louis, Missouri 63106-2136  
Re: Grant No.EMW-2004-FG-21850

Dear Ms. Jones:

Congratulations, on behalf of the Department of Homeland Security and the Office for Domestic Preparedness. Your grant application submitted under the FY 04 Assistance to Firefighters Grant has been approved. The approved project costs amount to \$199,477.00. The Federal share is 70 percent or \$139,634.00 of the approved amount and your share of the costs is 30 percent or \$59,843.00.

As part of your award package, you will find Grant Agreement Articles. Please make sure you read and understand the Articles as they outline the terms and conditions of your Grant award. Maintain a copy of these documents for your official file. **You establish acceptance of the Grant and Grant Agreement Articles when you request and receive any of the Federal Grant funds awarded to you.**

The first step in requesting your grant funds is to confirm your correct Direct Deposit Information. Please go online to the AFG eGrants system at <https://portal.fema.gov> and if you have not done so, complete and submit your SF 1199A, Direct Deposit Sign-up Form. Please forward the original, completed SF 1199A, Direct Deposit Sign-up Form, signed by your organization and the banking institution to the address below:

Department of Homeland Security

Emergency Preparedness and Response Directorate (FEMA) Grants Management Branch  
500 C Street, SW, Room 334 Washington, DC 20472

Attn: Assistance to Firefighters Grant Program

After your SF 1199A is reviewed and you receive an email indicating the form is approved, you will be able to request payments online. If you have any questions or concerns regarding the process to request your grant funds, please call 1-877-510-6762.

Sincerely,

A handwritten signature in cursive script that reads "C. Suzanne Mencer".

C. Suzanne Mencer Executive Director Office of State and Local Government Coordination and Planning  
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**AGREEMENT ARTICLES**

**ASSISTANCE TO FIREFIGHTERS GRANT PROGRAM - Operations and Firefighter Safety program**

**GRANTEE:** St. Louis Fire Department

**PROGRAM:** Operations and Firefighter Safety

**AGREEMENT NUMBER:** EMW-2004-FG-21850

**AMENDMENT NUMBER:**

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**Article 1 - 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 purpose of the Assistance to Firefighters Program is to protect the health and safety of the public and firefighting personnel against fire and fire-related hazards. After careful consideration, DHS 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.

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**Article III - Period of Performance**

The period of performance shall be from 21-JAN-05 to 20-JAN-06.

The grant funds are available to the grantee for obligation only during the period of performance of the grant award. The grantee is not authorized to incur new obligations after the expiration date unless the grantee has requested, and DHS has approved, a new expiration date. The grantee has 90 days after period of performance to incur costs associated with closeout or to pay for obligations incurred during period of performance. 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 DHS.

#### 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 \$68,564.00  
Fringe Benefits \$0.00 Travel \$0.00 Equipment \$130,913.00 Supplies \$0.00 Contractual \$0.00 Construc

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

Grant payments under the Assistance to Firefighters Grant Program are made on an advance or reimbursable basis for immediate cash needs. When the grantee needs grant funds and has obtained a user account, the grantee fills out the on-line Request for Advance or Reimbursement. If the grantee has not obtained a user account, an account may be obtained by calling the help desk at 1-866-274-0960.

#### Article VI - Budget Changes

Generally, changes in the budget-line items are permitted, as long as the original program narrative is accomplished. The only exception to this provision is for grants where the Federal share is in excess of \$100,000.00. In grants where the Federal share exceeds \$100,000.00, the budgeted line items can be changed, but if the cumulative changes exceed ten (10) percent of the total budget, Changes must be pre-approved.

#### Article VII - Financial Reporting

The Request for Advance or 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. The Financial Status Report, is due within 90 days after the end of the performance period.

#### Article VIII - Performance Reports

The grantee must submit a semi-annual and a final performance report to DHS. The final performance report should provide a short narrative on what the grantee accomplished with the grant funds and any benefits derived there from. The semi-annual report is due six months after the award date.

#### Article IX - DHS Officials

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**Program Officer:** Tom Harrington, Deputy Chief of the Grants Program Office, 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.

**Grants Assistance Officer:** Christine Torres, 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.

**Grants Management Branch POC:** Ramon Bush is the point of contact for this grant award and shall be contacted for all financial and administrative grant business matters. If you have any questions regarding your grant please call 202-646-4001.

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

A. Pre-award costs directly applicable to the awarded grant are allowable if approved in writing by the DHS 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  
Government-wide Debarment and Suspension (Non-procurement) Part 17 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-122 Cost Principles for Non-Profit Organizations

OMB Circular A- 102 Uniform Administrative Requirements for Grants and Agreements With State and Local Governments Assistance to Firefighters Grant Application and Assurances contained therein.

OMB Circular A- 110 Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher

Education, Hospitals, and Other NonProfit Organizations Assistance to Firefighters Grant Application and Assurances contained therein.

#### **Article XII- Audit Requirements**

All grantees must follow the audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit 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 DHS, the General Accounting 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.

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