



City of Las Cruces®

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Council Action and Executive Summary

Item # 2 Ordinance/Resolution# 12-104

For Meeting of _____
(Ordinance First Reading Date)

For Meeting of January 3, 2012
(Adoption Date)

TITLE: A RESOLUTION TO ACCEPT GRANT FUNDING FROM THE DEPARTMENT OF HOMELAND SECURITY, FEDERAL EMERGENCY MANAGEMENT AGENCY ON BEHALF OF THE LAS CRUCES FIRE DEPARTMENT IN THE AMOUNT OF \$399,744.00 AND TO ADJUST THE FY 2012 BUDGET.

PURPOSE(S) OF ACTION:

To accept grant funding and adjust the FY 12 budget for the Fire Department.

COUNCIL DISTRICT: ALL		
<u>Drafter/Staff Contact:</u> S. Nicole Williams	<u>Department/Section:</u> Financial Services / Grants Administration	<u>Phone:</u> 541-2716
<u>City Manager Signature:</u>		

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:

In 2001, Las Cruces Fire and Police Departments collaborated to identify a plan for a training complex and fire station to be located on the west mesa, at or near the Las Cruces International Airport (LCIA). In 2010 the partners identified a parcel of city-owned land approximately 12-acres in size at the LCIA that could be used for the proposed training center (approximately 11 acres) and fire station (approximately 1 acre).

Although the City was able to assist with funding for the fire station (Fire Station 7) by obligating \$3,000,000.00 from the sale of New Mexico State Shared Gross Receipts Tax Improvement Revenue Bonds, Series 2011A (June 2011); funding only covered the cost of the design and construction of Fire Station 7, an apparatus for Fire Station 7, and the purchase and installation of a training structure for the training center. Equipment needed to conduct hands-on live-fire training was not included in the funds designated for the training center.

On September 22, 2011 the Grants Administration Office, on behalf of the Las Cruces Fire Department (LCFD), submitted an application for the FY 2011 Assistance to Firefighters Grant (AFG) Program offered by the Federal Emergency Management Agency (FEMA) under the Department of Homeland Security. The application requested funding to purchase various firefighter training equipment to be installed and utilized at the Fire Station 7 training center. The total project cost for the training equipment is \$499,680.00. Training equipment requested is as follows:

(Continue on additional sheets as required)

- 1 (one) Fuel Spill Trainer: approximate cost of \$210,000.00
- 1 (one) Pressure Vessel Prop: approximate cost of \$6,800.00
- 1 (one) Vehicle Car Fire Prop: approximate cost of \$36,550.00
- 1 (one) Exterior Class A Fire Prop: approximate cost of \$7,930.00
- 1 (one) Wireless Control System: approximate cost of \$4,800.00
- 2 (two) Gas-fired Burn Props: approximate cost of \$111,000.00 each
- 2 (two) Interchangeable Mock-Ups (for burn props): approximate cost of \$5,800.00 each

Under the terms of the AFG Program, grant funding is offered at an 80/20 ratio meaning that upon award, FEMA will grant 80% of the total project cost and the grantee will be required to provide a cash match of 20% of the total project cost.

On December 16, 2011 the Grants Administration Office received a notice of grant award for the Fire Station 7 Training Center Equipment Project for the amount of \$499,680.00 with a 20% cash match required by the City. Match funds total \$99,936.00 and will be encumbered as follows: \$49,129.00 from Fund 2300-Fire Fund and \$50,807.00 from Fund 4028-2011 GRT Bond Fund. Per the grant agreement (Number EMW-2011-FO-06514), the grant duration is from December 9, 2011 to December 8, 2013.

SUPPORT INFORMATION:

1. Resolution.
2. Exhibit "A", Award Package.
3. Exhibit "B", Budget Adjustment.

SOURCE OF FUNDING:

Is this action already budgeted?	Yes	<input type="checkbox"/>	See fund summary below
	No	<input checked="" type="checkbox"/>	If No, then check one below:
	<i>Budget Adjustment Attached</i>	<input type="checkbox"/>	Expense reallocated from: _____
		<input checked="" type="checkbox"/>	Proposed funding is from a new revenue source (i.e. grant; see details below)
		<input type="checkbox"/>	Proposed funding is from fund balance in the _____ Fund.
Does this action create any revenue?	Yes	<input checked="" type="checkbox"/>	Funds will be deposited into this fund: <u>2500- Equipment Grant</u> in the amount of <u>\$399,744.00</u> for <u>FY12</u> .
	No	<input type="checkbox"/>	There is no new revenue generated by this action.

BUDGET NARRATIVE

Grant funds will be budgeted in Fund 2500-Equipment Grant under Project Code 33012 in the amount of \$399,744.00.

FUND EXPENDITURE SUMMARY:

Fund Name(s)	Account Number(s)	Expenditure Proposed	Available Budgeted Funds in Current FY	Remaining Funds	Purpose for Remaining Funds
Fire Fund	23167020-851200-33012	\$49,129.00	\$49,129.00	\$0	N/A
2011 GRT Bond Fund	40803210-851200-33012	\$50,807.00	\$50,807.00	\$0	N/A
Equipment Grant Fund	25167010-851200-33012	\$399,744.00	\$399,744.00 (Pending Budget Adjustment)	\$0	N/A

OPTIONS / ALTERNATIVES:

1. Vote "Yes"; this will approve the grant acceptance and authorize the budget adjustment for FY 12.
2. Vote "No"; this will reject the grant award and could hinder future awards being granted to the Fire Department by the agency.
3. Vote to "Amend"; this is not an option as the grant funding is specific to the granting agency.
4. Vote to "Table"; this is not an option, as grant funding must be accepted in a timely manner as to meet expenditure deadlines.

REFERENCE INFORMATION:

- 1) Ordinance No. 2618.

(Continue on additional sheets as required)

RESOLUTION NO. 12-104

A RESOLUTION TO ACCEPT GRANT FUNDING FROM THE DEPARTMENT OF HOMELAND SECURITY, FEDERAL EMERGENCY MANAGEMENT AGENCY ON BEHALF OF THE LAS CRUCES FIRE DEPARTMENT IN THE AMOUNT OF \$399,744.00 AND TO ADJUST THE FY 2012 BUDGET.

The City Council is informed that:

WHEREAS, the Department of Homeland Security, Federal Emergency Management Agency has awarded the Las Cruces Fire Department with \$399,744.00 in grant funding; and

WHEREAS, grant funding is provided under the FY 2011 Assistance to Firefighters Grant Program; and

WHEREAS, per the grant agreement, funds will be used to purchase specific training equipment for the Fire Station 7 training center; and

WHEREAS, the total cost of the project is \$499,680.00 of which a twenty percent (20%), or \$99,936.00, cash match is required.

NOW, THEREFORE, be it resolved by the governing body of the City of Las Cruces:

(I)

THAT the City of Las Cruces is authorized to accept the grant award on behalf of the Fire Department in the amount of \$399,744.00 from the Department of Homeland Security, Federal Emergency Management Agency, Assistance to Firefighters Grant Program: Agreement Number EMW-2011-FO-06514; Exhibit "A", attached hereto and made part of this resolution.

(II)

THAT the City of Las Cruces FY 2012 budget is hereby adjusted as designated in Exhibit "B", attached hereto and made part of this resolution.

(III)

THAT City staff is hereby authorized to do all deeds necessary in the accomplishment of the herein above.

DONE AND APPROVED this _____ day of _____, 2012.

APPROVED:

Mayor

ATTEST:

City Clerk

(SEAL)

Moved by: _____

Seconded by: _____

APPROVED AS TO FORM:

City Attorney

VOTE:

Mayor Miyagishima:	_____
Councillor Silva:	_____
Councillor Smith:	_____
Councillor Pedroza:	_____
Councillor Small:	_____
Councillor Sorg:	_____
Councillor Thomas:	_____

Award Package

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



FEMA

Mr. Auguie Henry Iii
Las Cruces Fire Department
PO Box 20000
Las Cruces, New Mexico 88004-9002

Re: Grant No.EMW-2011-FO-06514

Dear Mr. Henry Iii:

On behalf of the Federal Emergency Management Agency (FEMA) and the Department of Homeland Security (DHS), I am pleased to inform you that your grant application submitted under the FY 2011 Assistance to Firefighters Grant has been approved. FEMA's Grant Programs Directorate (GPD), in consultation with the U.S. Fire Administration (USFA), carries out the Federal responsibilities of administering your grant. The approved project costs total to \$499,680.00. The Federal share is 80 percent or \$399,744.00 of the approved amount and your share of the costs is 20 percent or \$99,936.00.

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 formally receive the award through the AFG online system.** By accepting the grant, you agree not to deviate from the approved scope of work without prior written approval from FEMA.

If your SF 1199A has been reviewed and approved, you will be able to request payments online. Remember, you should request funds when you have an immediate cash need.

If you have any questions or concerns regarding the awards process or how to request your grant funds, please call the helpdesk at 1-866-274-0960.

A handwritten signature in cursive script that reads "Elizabeth M. Harman".

Elizabeth M. Harman
Assistant Administrator
Grant Programs Directorate

Agreement Articles



FEMA

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

AGREEMENT ARTICLES

ASSISTANCE TO FIREFIGHTERS GRANT PROGRAM - Operations and Safety program

GRANTEE: Las Cruces Fire Department

PROGRAM: Operations and Safety

AGREEMENT NUMBER: EMW-2011-FO-06514

AMENDMENT NUMBER:

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Article I - Project Description

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, FEMA has determined that the grantee's project submitted as part of the grantee's application, and detailed in the project narrative as well as the request details section of the application - including budget information - is consistent with the program's purpose and worthy of award. Therefore, the grantee shall perform the work described in the approved grant application as itemized in the request details section of the application and further described in the grant application's narrative. These sections of the application are made a part of these grant agreement articles by reference. The grantee may not change or make any material deviations from the approved scope of work outlined in the above referenced sections of the application without prior written approval from FEMA.

Article II - Grantee Concurrence

By providing the Primary Contact's electronic signature and indicating acceptance of the award, 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. Grantees agree that they will use the funds provided through the Fiscal Year 2011 Assistance to Firefighters Grant Program in accordance with these Articles of Agreement and the program guidelines provided in the Fiscal Year 2011 Assistance to Firefighters Grant program guidance. 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 **09-DEC-11 to 08-DEC-12**.

Article IV - Amount Awarded

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

Personnel	\$0.00
Fringe Benefits	\$0.00
Travel	\$0.00
Equipment	\$499,680.00
Supplies	\$0.00
Contractual	\$0.00
Construction	\$0.00
Other	\$0.00
Indirect Charges	\$0.00
Total	\$499,680.00

NEGOTIATION COMMENTS IF APPLICABLE

If you have any questions pertaining to your award package, please contact your GPD Grants Management Specialist: Francisco Bernal Francisco.Bernal@dhs.gov

Article V - Financial Guidelines

The grantee and any subgrantee shall comply with the most recent version of the Administrative Requirements, Cost Principles, and Audit Requirements. A non-exclusive list of regulations commonly applicable to FEMA grants are listed below:

A. Administrative Requirements

1. 44 CFR Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
2. 2 CFR Part 215, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations (OMB Circular A-110)

B. Cost Principles

1. 2 CFR Part 225, Cost Principles for State, Local, and Indian Tribal Governments (OMB Circular A-87)
2. 2 CFR Part 220, Cost Principles for Educational Institutions (OMB Circular A-21)
3. 2 CFR Part 230, Cost Principles for Nonprofit Organizations (OMB Circular A-122)
4. Federal Acquisition Regulations (FAR), Part 31.2 Contract Cost Principles and Procedures, Contracts with Commercial Organizations

C. Audit Requirements

1. OMB Circular A-133, Audits of States, Local Governments, and Nonprofit Organizations

Article VI - Prohibition on Using Federal Funds

Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of FEMA.

Article VII - GPD Allocations

The recipient agrees that all allocations and use of funds under this grant will be in accordance with the FY 2011 Assistance to Firefighters Grant Program guidance and application kit.

Article VIII - Financial Reporting

Recipients of any Assistance to Firefighters Grants will be required to submit a semi-annual Federal Financial Report (FFR) via the automated system on the Standard Form 425. The FFR is intended to provide Federal agencies and grant recipients with a standard format and consistent reporting requirements throughout the government. The FFR, to be submitted using the online e-grant system, will be due semi-annually based on the calendar year beginning with the period after the award is made. Grant recipients will be required to submit a FFR throughout the entire period of performance of the grant.

The reporting periods for the FFR are January 1 through June 30 (Report due by July 31), and July 1 through December 31 (Report due by January 30).

At the end of the grant's period of performance, all grantees are required to produce a final report on how the grant funding was used and the benefits realized from the award. Grantees must submit a final financial report and a final performance report within 90 days after the end of the period of performance.

Article IX - FEMA Officials

Program Officer: Catherine Patterson is the Program Officer for the Assistance to Firefighters 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: Natalie Romanoff 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 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.

**FEDERAL EMERGENCY MANAGEMENT AGENCY
OBLIGATING DOCUMENT FOR AWARD/AMENDMENT**

1a. AGREEMENT NO. EMW-2011-FO-06514	2. AMENDMENT NO. 0	3. RECIPIENT NO. 85-6000147	4. TYPE OF ACTION AWARD	5. CONTROL NO. W482946N
6. RECIPIENT NAME AND ADDRESS Las Cruces Fire Department 201 E. Picacho Ave. Las Cruces New Mexico, 88001-3456	7. ISSUING OFFICE AND ADDRESS Grant Programs Directorate 500 C Street, S.W. Washington DC, 20528-7000 POC: Natalie Romanoff	8. PAYMENT OFFICE AND ADDRESS FEMA, Financial Services Branch 500 C Street, S.W., Room 723 Washington DC, 20472		
9. NAME OF RECIPIENT PROJECT OFFICER Augie Henry Iii	PHONE NO. 5755283473	10. NAME OF PROJECT COORDINATOR Catherine Patterson	PHONE NO. 1-866-274-0960	
11. EFFECTIVE DATE OF THIS ACTION 09-DEC-11	12. METHOD OF PAYMENT SF-270	13. ASSISTANCE ARRANGEMENT Cost Sharing	14. PERFORMANCE PERIOD From:09-DEC-11 To:08-DEC-12 Budget Period From:31-OCT-11 To:30-SEP-12	

15. DESCRIPTION OF ACTION
a. (Indicate funding data for awards or financial changes)

PROGRAM NAME ACRONYM	CFDA NO.	ACCOUNTING DATA (ACCS CODE) XXXX-XXX-XXXXX-XXXXX-XXXX-XXXX-X	PRIOR TOTAL AWARD	AMOUNT AWARDED THIS ACTION + OR (-)	CURRENT TOTAL AWARD	CUMMULATIVE NON-FEDERAL COMMITMENT
AFG	97.044	2012-M1-3007RG-10000000-4101-D	\$0.00	\$399,744.00	\$399,744.00	\$99,936.00
TOTALS			\$0.00	\$399,744.00	\$399,744.00	\$99,936.00

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

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

Assistance to Firefighters Grant 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
07-DEC-11

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**CITY OF LAS CRUCES
ADOPTED BUDGET FY 2011/2012**

FUND	DIVISION		FUND TYPE	
Equipment Grants Fund 2500	Finance		Special Revenue	
	FY 2010/11 Preliminary*	FY 2011/12 Adopted	Adjustment	FY 2011/12 Adjusted
RESOURCES				
Beginning Balance	\$ 0	0		0
REVENUES				
552003 St Equip Grant 2003 NMDFA	(974)	0		0
60403 Bus Shelter Construction	(7,529)			
60H12 Mesilla Park Community Center Restrooms	0	25,000		25,000
60U11 Munson Center ADA Billiards	0	78,500		78,500
63A02 Mesilla Valley Hospice Equipment	0	0		0
33009 State Fire Marshal	95,656	0		0
33012 FEMA - DHS Equipment	0	0	399,744	399,744
37103 Police Equipment (2008)	0	0		0
20013 East Mesa Senior Center Eq/Furnishings (2009)		6,423		6,423
20014 East Side Senior Center Equipment (2009)		0		0
20015 Las Cruces Senior Centers Equipment (2009)		6,000		6,000
20016 Las Cruces Senior Centers Meals Eq (2009)		40,700		40,700
20017 Hot Meal Vehicles Senior Programs (2009)	79,736	0		0
20018 Handicap Vans Senior Programs (2009)	97,285	0		0
20406 NM Environment Department - 552023	4,701	0		0
Total Revenues	\$ 268,875	156,623	399,744	556,367
Total Resources	\$ 268,875	156,623	399,744	556,367
EXPENDITURES				
852100 St Equip Grant 2003 NMDFA	(974)	0		0
60403 Bus Shelter Construction	(7,529)			
60H12 Mesilla Park Community Center Restrooms		25,000		25,000
33009 State Fire Marshal	95,656	0		0
33012 FEMA - DHS Equipment (Fire Training Props)	0	0	399,744	399,744
60U11 Munson Center ADA Billiards		78,500		78,500
20013 East Mesa Senior Center Eq/Furnishings (2009)		6,423		6,423
20014 East Side Senior Center Equipment (2009)		0		0
20015 Las Cruces Senior Centers Equipment (2009)		6,000		6,000
20016 Las Cruces Senior Centers Meals Eq (2009)		40,700		40,700
20017 Hot Meal Vehicles Senior Programs (2009)	79,736	0		0
20018 Handicap Vehicle Sr. Prog 10-3025	97,285	0		0
20018 Handicap Vans Senior Programs (2009)		0		0
20406 Sustainability Office - Solar Powered Receptacle	4,701	0		0
Total Expenditures	\$ 268,875	156,623	399,744	556,367
OTHER FINANCING SOURCES (USES)				
Transfer from Fund 1000 - General Fund	\$ 0	0		0
Total Other Financing Sources (Uses)	\$ 0	0	0	0
ENDING BALANCE	\$ 0	0	0	0

*Preliminary actuals as of December 14, 2011