City of Las Cruces®

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Council Action and Executive Summary

Item # 3 **Ordinance/Resolution#** 13-159

For Meeting of _____ (Ordinance First Reading Date)

For Meeting of June 3, 2013 (Adoption Date)

Please check box that applies to this item:

☐ QUASI JUDICIAL ☐ LEGISLATIVE ☒ ADMINISTRATIVE

TITLE: **A RESOLUTION TO ACCEPT A COMPETITIVE GRANT AWARD, ON BEHALF OF THE LAS CRUCES FIRE DEPARTMENT, IN THE AMOUNT OF $31,200.00 WITH A MATCH REQUIREMENT OF $7,800.00 FROM THE FEDERAL EMERGENCY MANAGEMENT AGENCY'S FY12 FIRE PREVENTION AND SAFETY GRANTS PROGRAM, AND TO ADJUST THE FY 2013 BUDGET.**

PURPOSE(S) OF ACTION:

Accept grant funds and adjust the FY 2013 budget.

COUNCIL DISTRICT: N/A		
Drafter/Staff Contact: S. Nicole Williams	**Department/Section:** Financial Services/Grants	**Phone:** 541-2716
City Manager Signature:		

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:

On May 3, 2013, the City received a notice of grant award, on behalf of its Fire Department, from the Federal Emergency Management Agency for the amount of $31,200.00 to provide financial assistance to purchase fire inspection software/user licenses and five (5) tablet computers. There is a 20% ($7,800.00) cash match requirement for the award.

SUPPORT INFORMATION:

1. Resolution.
2. Exhibit "A", Grant award letter dated May 3, 2013.
3. Exhibit "B", Budget Adjustment.

(Continue on additional sheets as required)

SOURCE OF FUNDING:

Is this action already budgeted?			
	Yes	☐	See fund summary below
	No	☒	If No, then check one below:
	Budget Adjustment Attached	☐	Expense reallocated from: _____
		☒	Proposed funding is from a new revenue source (i.e. grant; see details below)
		☐	Proposed funding is from fund balance in the Fund.
Does this action create any revenue?			
	Yes	☒	Funds will be deposited into this fund: 2301 in the amount of $31,200.00 for FY13.
	No	☐	There is no new revenue generated by this action.

BUDGET NARRATIVE

Grant funding will be accounted for in Fund 2301: Firefighters Fund: FEMA/DHS-Fire Prevention & Safety under project code 33018. Grant and required match funds will be expensed from Fund 2301: Firefighters Fund: FEMA/DHS-Fire Prevention & Safety (grant portion) and Fund 2300: Fire Fund (match portion) as approved equipment is purchased.

FUND EXPENDITURE SUMMARY:

Fund Name(s)	Account Number(s)	Expenditure Proposed	Available Budgeted Funds in Current FY	Remaining Funds	Purpose for Remaining Funds
Firefighters Fund	23167060-730410-33018	$15,600.00	$15,600.00*	$0	None
Firefighters Fund	23167060-730420-33018	$15,600.00	$15,600.00*	$0	None
Fire Fund	23167020-730300-33018	$7,800.00	$7,800.00	$0	None

*Upon approved budget adjustment.

OPTIONS / ALTERNATIVES:

1. Vote "Yes"; this will approve the acceptance of grant funding and adjust the FY 2013 budget.
2. Vote "No"; this will reject the grant funding for the Las Cruces Fire Department and may delay the purchase of necessary firefighter equipment.

(Continue on additional sheets as required)

3. Vote to "Amend"; this is not an option as grant funding is specific to the approved grant proposal.
4. Vote to "Table"; this is not an option as grant funding is constrained by a specific period of performance schedule.

REFERENCE INFORMATION:

N/A

(Continue on additional sheets as required)

RESOLUTION NO. 13-159

A RESOLUTION TO ACCEPT A COMPETITVE GRANT AWARD, ON BEHALF OF THE LAS CRUCES FIRE DEPARTMENT, IN THE AMOUNT OF $31,200.00 WITH A MATCH REQUIREMENT OF $7,800.00 FROM THE FEDERAL EMERGENCY MANAGEMENT AGENCY'S FY12 FIRE PREVENTION AND SAFETY GRANTS PROGRAM, AND TO ADJUST THE FY 2013 BUDGET.

The City Council is informed that:

WHEREAS, on May 3, 2013, the City was notified of a grant award, on behalf of its Fire Department, from the Federal Emergency Management Agency (FEMA); and

WHEREAS, grant funding is awarded under the Assistance to Firefighters Fire Protection and Safety Grant Program, grant number EMW-2012-FP-01213; and

WHEREAS, the grant award is for $31,200.00 with a twenty-percent cash match requirement of $7,800.00; and

WHEREAS, grant funding will provide assistance for the purchase of fire inspection software/user licenses and five (5) tablet computers.

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

(I)

THAT the City of Las Cruces is approved to accept the competitive grant award in the amount of $31,200.00, on behalf of the Las Cruces Fire Department, from FEMA; Exhibit "A", attached hereto and made part of this resolution.

(II)

THAT there is a twenty-percent cash match requirement of $7,800.00 that will be met by encumbering funds accounted for in the Las Cruces Fire Department Fire Fund.

(III)

THAT the City's FY 2013 budget is adjusted as prescribed in Exhibit "B", attached hereto and made part of this resolution.

(IV)

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

DONE AND APPROVED this _____ day of _____, 20_____.

APPROVED:

_____
Mayor

ATTEST:

_____
City Clerk

(SEAL)

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

Moved by:_____

Seconded by:_____

APPROVED AS TO FORM:

_____
City Attorney

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

FEMA

Ms. S. Nicole Williams
Las Cruces Fire Department
PO Box 20000
Las Cruces, New Mexico 88004-9002

Re: Grant No.EMW-2012-FP-01213

Dear Ms. Williams:

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 2012 Assistance to Firefighters Grant Program - Fire Prevention and Safety Grants 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 $39,000.00. The Federal share is $31,200.00 of the approved amount and your share of the costs is $7,800.00.

Before you request and receive any of the Federal Grant funds awarded to you, you must establish acceptance of the Grant and Grant Agreement Articles through the Assistance to Firefighters Grant Programs' (AFG) e-grant system. Please make sure you read and understand the articles as they outline the terms and conditions of your grant award. By accepting the grant, you agree not to deviate from the approved scope of work without prior written approval, via amendment request, from FEMA. Maintain a copy of these documents for your official file.

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 process to request your grant funds, please call 1-866-274-0960.

Sincerely,

Timothy W. Manning
Deputy Administrator for National Preparedness and Protection

FEDERAL EMERGENCY MANAGEMENT AGENCY
OBLIGATING DOCUMENT FOR AWARD/AMENDMENT

1a. AGREEMENT NO.
EMW-2012-FP-01213

2. AMENDMENT NO.
0

3. RECIPIENT NO.
85-6000147

4. TYPE OF ACTION
AWARD

5. CONTROL NO.
W500688N

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, 20472
POC: Rosalie Vega

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
S. Nicole Williams

PHONE NO.
5755282716

10. NAME OF PROJECT COORDINATOR
Catherine Patterson

PHONE NO.
1-866-274-0960

11. EFFECTIVE DATE OF THIS ACTION
27-APR-13

12. METHOD OF PAYMENT
SF-270

13. ASSISTANCE ARRANGEMENT
Cost Sharing

14. PERFORMANCE PERIOD
From:27-APR-13 To:26-APR-14

Budget Period
From:22-FEB-13 To:30-SEP-13

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

PROGRAM NAME ACRONYM	CFDA NO.	ACCOUNTING DATA (ACCS CODE) XXXX-XXX-XXXXXX-XXXXX-XXXX-XXXX-X	PRIOR TOTAL AWARD	AMOUNT AWARDED THIS ACTION + OR (-)	CURRENT TOTAL AWARD	CUMMULATIVE NON-FEDERAL COMMITMENT
FP	97.044	2013-1C-C111-P4310000-4101-D	$0.00	$31,200.00	$31,200.00	$7,800.00
		TOTALS	$0.00	$31,200.00	$31,200.00	$7,800.00

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)

Assistance to Firefighters Grant - Fire Prevention and Safety 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)
Rosalie Vega

DATE
25-APR-13

EXHIBIT "B"

CITY OF LAS CRUCES
ADOPTED BUDGET FY 2012/2013

FUND	DIVISION	FUND TYPE
Firefighters Grant Fund Fund 2301	Fire	Special Revenue

	FY 2011/12 Actual	FY 2012/13 Adopted	FY 2012/13 Adjustment	FY 2012/13 Adjusted
RESOURCES				
Beginning Balance	$ 0	0		0
REVENUES				
551022 U S Dept of Homeland Security	$ 0	0		0
551003-33011 FEMA - SAFER Grant	251,196	1,036,140		1,036,140
551022-33015 U S Dept of Homeland Security	$ 0	2,550		2,550
551022-33018 U S Dept of Homeland Security	$ 0	0	31,200	31,200
Total Revenues	$ 251,196	1,038,690	31,200	1,069,890
Total Resources	$ 251,196	1,038,690	31,200	1,069,890
EXPENDITURES				
Homeland Security Hazmat Project # 33008				
Operating Expenses	$ 0	0		0
Total Homeland Security Hazmat	$ 0	0	0	0
FEMA - SAFER Grant Project # 33011				
Personnel	$ 251,196	1,036,140		1,036,140
Total FEMA - SAFER Grant Project	$ 251,196	1,036,140	0	1,036,140
Homeland Security Hazmat Project # 33015				
Operating Expenses	$ 0	2,550		2,550
Total Homeland Security Hazmat	$ 0	2,550	0	2,550
FEMA/DHS-Fire Prevention & Safety # 33018				
Operating Expenses	$ 0	2,550	31,200	33,750
Total FEMA/DHS-Fire Prevention & Safety	$ 0	2,550	31,200	33,750
Total Expenditures	$ 251,196	1,038,690	31,200	1,069,890
ENDING BALANCE	$ 0	0	0	0