



AGENDA

**PRESCOTT CITY COUNCIL
SPECIAL VOTING MEETING
Tuesday, September 6, 2016
10:00 AM**

**Council Chambers
201 South Cortez Street
Prescott, Arizona 86303
(928) 777-1100**

The following Agenda will be considered by the Prescott City Council at its **Special Voting Meeting** pursuant to the Prescott City Charter, Article II, Section 13. Notice of this meeting is given pursuant to Arizona Revised Statutes, Section 38-431.02. One or more members of the Council may be attending this meeting through the use of a technological device.

◆ **CALL TO ORDER**

◆ **ROLL CALL**

MAYOR AND CITY COUNCIL

Mayor Oberg

Mayor Pro Tem Lamerson

Councilman Blair

Councilman Lazzell

Councilwoman Orr

Councilman Sischka

Councilwoman Wilcox

I. REGULAR AGENDA

- A. Adoption of Resolution No. 4352-1561, authorizing acceptance of \$1,546,974.00 to fund up to nine (9) entry-level Firefighter positions meeting Staffing for Adequate Fire and Emergency Response (SAFER) grant program eligibility

RECOMMENDED ACTION: MOVE to adopt Resolution No. 4352-1561.

II. ADJOURNMENT

EXECUTIVE SESSION

Upon a public majority vote of a quorum of the City Council, the Council may hold an executive session, which will not be open to the public, regarding any item listed on the agenda but only for the following purposes:

- (i) Discussion or consideration of personnel matters (A.R.S. §38-431.03(A)(1));
- (ii) Discussion or consideration of records exempt by law (A.R.S. §38-431.03(A)(2));
- (iii) Discussion or consultation for legal advice with the city's attorneys (A.R.S. §38-431.03(A)(3));
- (iv) Discussion or consultation with the city's attorneys regarding the city's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation, or in settlement discussions conducted in order to avoid litigation (A.R.S. §38-431.03(A)(4));
- (v) Discussion or consultation with designated representatives of the city to consider its position and instruct its representatives regarding negotiations with employee organizations (A.R.S. §38-431.03(A)(5));
- (vi) Discussion, consultation or consideration for negotiations by the city or its designated representatives with members of a tribal council, or its designated representatives, of an Indian reservation located within or adjacent to the city (A.R.S. §38-431.03(A)(6));
- (vii) Discussion or consultation with designated representatives of the city to consider its position and instruct its representatives regarding negotiations for the purchase, sale or lease of real property (A.R.S. §38-431.03(A)(7)).

Confidentiality

Arizona statute precludes any person receiving executive session information from disclosing that information except as allowed by law. A.R.S. §38-431.03(F). Each violation of this statute is subject to a civil penalty not to exceed \$500, plus court costs and attorneys' fees. This penalty is assessed against the person who violates this statute or who knowingly aids, agrees to aid or attempts to aid another person in violating this article. The city is precluded from expending any public monies to employ or retain legal counsel to provide legal services or representation to the public body or any of its officers in any legal action commenced for violation of the statute unless City Council takes a legal action at a properly noticed open meeting to approve of such expenditures prior to incurring any such obligation or indebtedness. A.R.S. §38-431.07(A)(B).

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Prescott City Hall on _____ at _____ m. in accordance with the statement filed by the Prescott City Council with the City Clerk.

Dana R. DeLong, CMC, City Clerk

MEETING DATE/TYPES: SPECIAL VOTING SESSION

9-6-16

DEPARTMENT: Fire

AGENDA ITEM: Adoption of Resolution No. 4352-1561, authorizing acceptance of \$1,546,974.00 to fund up to nine (9) entry-level Firefighter positions meeting Staffing for Adequate Fire and Emergency Response (SAFER) grant program eligibility

FUNDING SOURCE(S): Grant Fund (100%)

Approved By:

Date:

Fire Chief:	Light, Dennis	08/25/2016
City Attorney:	Paladini, Jon	08/31/2016
City Manager:	McConnell, Craig	09/01/2016

Item Summary

This item requests approval to accept (up to) \$1,546,974.00 of funding provided by the U.S.Department of Homeland Security, Staffing for Adequate Fire and Emergency Response (SAFER) grant program. The awarded funds will be used to hire up to nine (9) entry-level sworn Firefighters, including reinstatement of three (3) positions frozen during the mid-year budget adjustments that were effective January 1, 2016.

Background

In March 2016, Council approved submission of a grant application to the U. S. Department of Homeland Security, seeking grants funds to facilitate the hiring of up to nine (9) entry-level sworn Firefighter positions through the SAFER program.

On August 12, 2016, the Prescott Fire Department received notification that an award totaling \$1,546,974.00 had been approved, pending formal City acceptance not later than September 12, 2016. The grant will fund hiring of seven (7) identified sworn Firefighter positions that currently meet eligibility requirements. The seven (7) current eligible positions consist of one (1) existing vacancy, three (3) known upcoming retirements which will occur within the recruitment/performance period, and the three (3) frozen positions which were included in the FY 2017 budget as grant-funded positions in anticipation of a SAFER award. The grant covers 100 percent of the approved entry-

Agenda Item: Adoption of Resolution No. 4352-1561, authorizing acceptance of \$1,546,974.00 to fund up to nine (9) entry-level Firefighter positions meeting Staffing for Adequate Fire and Emergency Response (SAFER) grant program eligibility

level salary and fringe benefits for each hired Firefighter over the two-year performance period. The grant does not require continuation of employment beyond the grant performance period, and there is an opportunity to reapply for subsequent funding cycles should financial conditions warrant additional support.

The terms of the grant include a 180-day recruitment period during which time the City must fill the SAFER-eligible positions. The recruitment period started on the date the application was approved for award by the Department of Homeland Security, Friday, August 12, 2016, and ends (the date by which time all grant-eligible positions must be filled) on February 8, 2017.

Hiring of these grant-funded positions will enable discontinuation of the sporadic service-reductions being experienced at Fire Station #73 (Airport), from a fire truck with 3 crew to a rescue truck with 2 crew, on days when minimum staffing cannot be reached due to the three frozen positions and other leaves of absence (illness, training, or vacation). Ultimately, filling these positions will restore the Department to the same operational capability that was in place on and before December 31, 2015. The approval to hire these positions will restore the minimum, on-duty, available staffing to 17 personnel on duty instead of the current 16 personnel. In effect this will allow the department to return to full staffing of 5 fire engines with three crew each, 1 Aircraft Rescue Firefighting Vehicle with 1 operator, and 1 Battalion Chief/Incident Commander. This staffing would be available on a 24/7/365 basis.

Forecasting of costs for the SAFER positions took into account the recently implemented market compensation plan and associated benefits. Should additional “un-planned” attrition take place beyond the known seven (7) eligible positions during the period of performance for the SAFER award, those positions may be filled using remaining monies from this grant. For example, if two (2) vacancies occur and are filled in February 2018, then the positions could be filled for the remaining one (1) year of the performance period using authorized grant funds.

The Fire Department anticipates similarly reapplying for a 2017 SAFER grant, to maintain the aforementioned staffing, given the continuing challenges of funding public safety entirely from the General Fund.

Financial Impact

During the initial two-year period, the City will only be responsible for any additional costs incurred by hiring individuals above entry-level. Anticipated total salary and fringe benefit costs for the seven (7) positions during the third year, which will be borne by the City if the positions are retained, is estimated at \$656,688.00.

Agenda Item: Adoption of Resolution No. 4352-1561, authorizing acceptance of \$1,546,974.00 to fund up to nine (9) entry-level Firefighter positions meeting Staffing for Adequate Fire and Emergency Response (SAFER) grant program eligibility

Attachments

1. Resolution No. 4352-1561
2. Notification of Award
3. SAFER Hiring Grant User Guide
4. FY 2015 Pre-SAFER Department Roster

Recommended Action: MOVE to adopt Resolution No. 4352-1561.

RESOLUTION NO. 4352-1561

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF PRESCOTT, YAVAPAI COUNTY, ARIZONA, AUTHORIZING ACCEPTANCE OF \$1,546,974.00 IN GRANT FUNDS FROM THE U.S. DEPARTMENT OF HOMELAND SECURITY STAFFING FOR ADEQUATE FIRE AND EMERGENCY RESPONSE (SAFER) HIRING PROGRAM, FOR THE HIRING OF UP TO NINE (9) ENTRY-LEVEL FIREFIGHTERS; AND AUTHORIZING THE EXECUTION OF ANY AND ALL DOCUMENTS TO IMPLEMENT SAME.

RECITALS:

WHEREAS, in March 2016, the City Council approved submission of a grant application to the U.S. Department of Homeland Security, and on August 12, 2016, the Prescott Fire Department received notification that a grant totaling \$1,546,974.00 had been awarded pending formal acceptance; and

WHEREAS, the purpose of these SAFER grant awards is to facilitate hiring of career Firefighters in an overall effort to preserve jobs, and said award will enable maintaining current Prescott Fire Department community emergency service capabilities; and

WHEREAS, the Prescott Fire Department will seek seven (7) sworn Firefighter positions from this program to replace its current budgeted, but vacant or soon to be vacant, positions that are eligible for funding, with grant funds covering 100% of the approved entry-level salary and fringe benefits for each hired Firefighter over a two-year period, resulting in a total award of \$1,546,974.00.

ENACTMENTS:

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PRESCOTT AS FOLLOWS:

Section 1. THAT the City of Prescott hereby authorizes the acceptance of grant funding from the U.S. Department of Homeland Security, SAFER Hiring Program, in the amount of \$1,546,974.00 to facilitate hiring of up to nine (9) entry-level Firefighters, subject to terms and conditions of said grant.

Section 2. THAT the Mayor and staff are hereby authorized to execute any and all documents to effectuate the foregoing.

PASSED, APPROVED AND ADOPTED by the Mayor and Council of the City of Prescott this 6th day of September, 2016.

HARRY B. OBERG, Mayor

ATTEST:

APPROVED AS TO FORM:

DANA R. DeLONG
City Clerk

JON M. PALADINI
City Attorney



FY 2015 Staffing for Adequate Fire and Emergency Response

Session Time out in 29 mins

[Direct Deposit Form 1199A](#)

[Return to Status Page](#)

[Log Off](#)

Award Status

Congratulations! Your grant application has been selected for an award.

Please review the award package by clicking the link below. Once you have reviewed the award package and are ready to accept the award, the **Primary Point of Contact** must select the "Accept Award" button below, enter the password, check the certification box, and then press the *Accept/Reject Award* button at the bottom of the screen.

Awards made under the **Hiring of Firefighters Category** require the support of your governing body **prior to acceptance** of the award. Therefore, by accepting this award you are confirming that you have discussed this award with your local officials and that there is a clear understanding of the long-term obligations (such as staffing level requirement and no layoffs) of a SAFER grant and that both the department and governing body are committed to fulfilling the requirements of this grant immediately upon acceptance.

If you wish to decline this award, the **Primary Point of Contact** must enter details on the reason for the declination then select the Reject Award option, enter the password, check the certification box, and press the *Accept/Reject Award* button at the bottom of the screen.

Please note that you will have thirty (30) days from the **Award Notification Date** below to either Accept Award or Reject Award. If no action is taken within thirty (30) days the system will retract this notification; if you need additional time please contact the AFG Help Desk at 1-866-274-0960 for instructions.

If you have any additional questions, please contact the AFG Help Desk at 1-866-274-0960.

[View Award Package](#)

[Print Award Package](#)

Award Number: EMW-2015-FH-00698

Award Amount: \$1,546,974

Award Notification Date: 08/12/2016

* Indicate your acceptance or rejection:

☐ Accept Award ☐ Reject Award

Comments: (* Required if rejected)

[USFA Home](#) | [FEMA](#) | [Frequently Asked Questions](#) | [Glossary](#) | [Privacy](#) | [Help](#)

Award Package

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



FEMA

Ms. Karen Cannizzaro
Prescott Fire Department
1700 Iron Springs Rd
Prescott, Arizona 86305-1390

Re: Grant No. EMW-2015-FH-00698

Dear Ms. Cannizzaro:

Congratulations, on behalf of the Department of Homeland Security, your application for financial assistance submitted under the Fiscal Year (FY) 2015 Staffing for Adequate Fire and Emergency Response (SAFER) Grant has been approved in the amount of \$1,546,974.00. As a condition of this award, you are required to contribute a cost match in the amount of \$0.00 of non-Federal funds, or 0 percent of the Federal contribution of \$1,546,974.00.

Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award through the Assistance to Firefighters Grant Programs' e-grant system. By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Summary Award Memo
- Agreement Articles (attached to this Award Letter)
- Obligating Document (attached to this Award Letter)
- FY 2015 Staffing for Adequate Fire and Emergency Response (SAFER) Grant Notice of Funding Opportunity.

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award.

Prior to requesting Federal funds, all recipients are required to register in the System for Award Management (SAM.gov). As the recipient, you must register and maintain current information in SAM.gov until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that the recipient review and update the information annually after the initial registration, and more frequently for changes in your information. There is no charge to register in SAM.gov. Your registration must be completed on-line at <https://www.sam.gov/portal/public/SAM/>. It is your entity's responsibility to have a valid DUNS number at the time of registration.

In order to establish acceptance of the award and its terms, please follow these instructions:

Step 1: Please go to <https://portal.fema.gov> to accept or decline your award. This will take you to the Assistance to Firefighters eGrants system. Enter your User Name and Password as requested on the login screen. Your User Name and Password are the same as those used to complete the application on-line.

Once you are in the system, the Status page will be the first screen you see. On the right side of the Status screen, you will see a column entitled Action. In this column, please select the View Award Package from the drop down menu. Click Go to view your award package and indicate your acceptance or declination of award. PLEASE NOTE: your period of performance has begun. If you wish to accept your grant, you should do so immediately. When you have finished, we recommend printing your award package for your records.

Step 2: If you accept your award, you will see a link on the left side of the screen that says "Update 1199A" in the Action column. Click this link. This link will take you to the SF-1199A, Direct Deposit Sign-up Form. Please

complete the SF-1199A on-line if you have not done so already. When you have finished, you must submit the form electronically. Then, using the Print 1199A Button, print a copy and take it to your bank to have the bottom portion completed. Make sure your application number is on the form. After your bank has filled out their portion of the form, you must fax a copy of the form to FEMA's SF-1199 Processing Staff at 301-998-8699. You should keep the original form in your grant files. After the faxed version of your SF 1199A has been reviewed you will receive an email indicating the form is approved. Once approved you will be able to request payments online. If you have any questions or concerns regarding your 1199A, or the process to request your funds, please call (866) 274-0960.

Sincerely,



Brian E. Kamoie
Assistant Administrator
Grant Programs Directorate

Summary Award Memo

**SUMMARY OF ASSISTANCE ACTION
STAFFING FOR ADEQUATE FIRE AND EMERGENCY RESPONSE GRANTS
Application**

INSTRUMENT: GRANT
AGREEMENT NUMBER: EMW-2015-FH-00698
GRANTEE: Prescott Fire Department
DUNS NUMBER: 074463936
AMOUNT: \$1,546,974.00, Hiring

Project Description

The purpose of the Staffing for Adequate Fire and Emergency Response 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 recipient's project or projects submitted as part of the recipient's application, and detailed in the project narrative as well as the request details section of the application - including budget information - was consistent with the Staffing for Adequate Fire and Emergency Response Grant program's purpose and worthy of award. The projects approved for funding are indicated by the budget or negotiation comments below. The recipient shall perform the work described in the grant application for the recipient's approved project or projects as itemized in the request details section of the application and further described in the grant application narrative. The content of the approved portions of the application - along with any documents submitted with the recipient's application - are incorporated by reference into the terms of the recipient's award. The recipient 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, via amendment request, from FEMA.

Period of Performance

05-FEB-17 to 04-FEB-19

Amount Awarded

The amount of the award is detailed in the attached Obligating Document for Award. The following are the budgeted estimates for object classes for this grant (including Federal share plus recipient match):

Personnel:	\$796,383.00
Fringe Benefits	\$750,591.00
Travel	\$0.00
Equipment	\$0.00
Supplies	\$0.00
Contractual	\$0.00
Construction	\$0.00
Other	\$0.00
Indirect Charges	\$0.00
Total	\$1,546,974.00

NEGOTIATION COMMENTS IF APPLICABLE (max 8000 characters)

The Program Office has made the following reductions to your grant: The approved number for

attrition is 6, not 9. The approved number for new hires is 3. Therefore, they have recommended the award at this level: Total budget \$1,546,974 Federal share \$1,546,974 Any questions pertaining to your award package, please contact your GPD Grants Management Specialist Edith Myerly at Edith.Myerly@dhs.gov.

FEMA Officials

Program Officer: The Program Specialist is responsible for the technical monitoring of the stages of work and technical performance of the activities described in the approved grant application. If you have any programmatic questions regarding your grant, please call the AFG Help Desk at 866-274-0960 to be directed to a program specialist.

Grants Assistance Officer: The Assistance Officer is the Federal official responsible for negotiating, administering, and executing all grant business matters. The Officer conducts the final business review of all grant awards and permits the obligation of federal funds. If you have any questions regarding your grant please call ASK-GMD at 866-927-5646 to be directed to a Grants Management Specialist.

Grants Operations POC: The Grants Management Specialist shall be contacted to address all financial and administrative grant business matters for this grant award. If you have any questions regarding your grant please call ASK-GMD at 866-927-5646 to be directed to a specialist.

ADDITIONAL REQUIREMENTS (IF APPLICABLE) (max 8000 characters)

The Program Office has made the following reductions to your grant:

The approved number for attrition is 6, not 9.

The approved number for new hires is 3.

Therefore, they have recommended the award at this level:

Total budget \$1,546,974

Federal share \$1,546,974

Any questions pertaining to your award package, please contact your GPD Grants Management Specialist Edith Myerly at Edith.Myerly@dhs.gov.

Agreement Articles



FEMA

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

AGREEMENT ARTICLES

STAFFING FOR ADEQUATE FIRE AND EMERGENCY RESPONSE (SAFER) Grants

GRANTEE: Prescott Fire Department

PROGRAM: Staffing for Adequate Fire and Emergency Response (SAFER) - Hiring

AGREEMENT NUMBER: EMW-2015-FH-00698

AMENDMENT NUMBER:

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I. **Assurances, Administrative Requirements and Cost Principles**

Recipients of DHS federal financial assistance must complete OMB Standard Form [424B Assurances - Non-Construction Programs](#). Certain assurances in this document may not be applicable to your program, and the awarding agency may require applicants to certify additional assurances. Please contact the program awarding office if you have any questions.

The administrative requirements and cost principles that apply to DHS award recipients originate from:

[2 C.F.R. Part 200](#), *Uniform Administrative Requirement, Cost Principles, and Audit Requirements for Federal Awards*, as adopted by DHS at 2 C.F.R. Part 3002.

II. **Acknowledgement of Federal Funding from DHS**

All recipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with Federal funds.

III. Activities Conducted Abroad

All recipients must ensure that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

IV. Age Discrimination Act of 1975

All recipients must comply with the requirements of the *Age Discrimination Act of 1975* ([42 U.S.C. § 6101 et seq.](#)), which prohibits discrimination on the basis of age in any program or activity receiving Federal financial assistance.

V. Americans with Disabilities Act of 1990

All recipients must comply with the requirements of Titles I, II, and III of the *Americans with Disabilities Act*, which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities ([42 U.S.C. §§ 12101-12213](#)).

VI. Best Practices for Collection and Use of Personally Identifiable Information (PII)

All recipients who collect PII are required to have a publically-available privacy policy that describes what PII they collect, how they use the PII, whether they share PII with third parties, and how individuals may have their PII corrected where appropriate.

Award recipients may also find as a useful resource the DHS Privacy Impact Assessments: [Privacy Guidance](#) and [Privacy template](#) respectively.

VII. Title VI of the Civil Rights Act of 1964

All recipients must comply with the requirements of Title VI of the *Civil Rights Act of 1964* ([42 U.S.C. § 2000d et seq.](#)), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. Implementing regulations for the Act are found at [6 C.F.R. Part 21](#) and [44 C.F.R. Part 7](#).

VIII. Civil Rights Act of 1968

All recipients must comply with [Title VIII of the Civil Rights Act of 1968](#), which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex ([42 U.S.C. § 3601 et seq.](#)), as implemented by the Department of Housing and Urban Development at [24 C.F.R. Part 100](#). The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units-i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)-be designed and constructed with certain accessible features (see [24 C.F.R. § 100.201](#)).

IX. Copyright

All recipients must affix the applicable copyright notices of [17 U.S.C. §§ 401 or 402](#) and an acknowledgement of Government sponsorship (including award number) to any work first produced under Federal financial assistance awards, unless the work includes any information that is otherwise controlled by the Government

(e.g., classified information or other information subject to national security or export control laws or regulations).

X. **Debarment and Suspension**

All recipients must comply with Executive Orders [12549](#) and [12689](#), which provide protection against waste, fraud and abuse by debarring or suspending those persons deemed irresponsible in their dealings with the Federal government.

XI. **Drug-Free Workplace Regulations**

All recipients must comply with the *Drug-Free Workplace Act of 1988* ([41 U.S.C. § 701 et seq.](#)), which requires that all organizations receiving grants from any Federal agency agree to maintain a drug-free workplace. DHS has adopted the Act's implementing regulations at [2 C.F.R. Part 3001](#).

XII. **Duplication of Benefits**

Any cost allocable to a particular Federal award provided for in [2 C.F.R. Part 200, Subpart E](#) may not be charged to other Federal awards to overcome fund deficiencies, to avoid restrictions imposed by Federal statutes, regulations, or terms and conditions of the Federal awards, or for other reasons. However, this prohibition would not preclude the non-Federal entity from shifting costs that are allowable under two or more Federal awards in accordance with existing Federal statutes, regulations, or the terms and conditions of the Federal awards.

XIII. **Energy Policy and Conservation Act**

All recipients must comply with the requirements of [42 U.S.C. § 6201](#) which contain policies relating to energy efficiency that are defined in the state energy conservation plan issues in compliance with this Act.

XIV. **Reporting Subawards and Executive Compensation**

a. **Reporting of first-tier subawards.**

1. *Applicability.* Unless you are exempt as provided in paragraph d. of this award term, you must report each action that obligates \$25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5) for a subaward to an entity (see definitions in paragraph e. of this award term).

2. *Where and when to report.*

i. You must report each obligating action described in paragraph a.1. of this award term to <http://www.fsrs.gov>.

ii. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For

example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)

3. *What to report.* You must report the information about each obligating action that the submission instructions posted at <http://www.fsr.gov> specify.

b. Reporting Total Compensation of Recipient Executives.

1. *Applicability and what to report.* You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if-

i. the total Federal funding authorized to date under this award is \$25,000 or more;

ii. in the preceding fiscal year, you received-

(A) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

2. *Where and when to report.* You must report executive total compensation described in paragraph b.1. of this award term:

i. As part of your registration profile at <https://www.sam.gov>.

ii. By the end of the month following the month in which this award is made, and annually thereafter.

c. Reporting of Total Compensation of Subrecipient Executives.

1. *Applicability and what to report.* Unless you are exempt as provided in paragraph d. of this award term, for each first-tier subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if-

i. in the subrecipient's preceding fiscal year, the subrecipient received-

(A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and

ii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

2. *Where and when to report.* You must report subrecipient executive total compensation described in paragraph c.1. of this award term:

i. To the recipient.

ii. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (*i.e.*, between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

d. Exemptions

If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:

i. Subawards,

and

ii. The total compensation of the five most highly compensated executives of any subrecipient.

e. Definitions. For purposes of this award term:

1. *Entity* means all of the following, as defined in 2 CFR part 25:

i. A Governmental organization, which is a State, local government, or Indian tribe;

- ii. A foreign public entity;
- iii. A domestic or foreign nonprofit organization;
- iv. A domestic or foreign for-profit organization;
- v. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

2. *Executive* means officers, managing partners, or any other employees in management positions.

3. *Subaward*:

- i. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
- ii. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. __.210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").
- iii. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.

4. *Subrecipient* means an entity that:

- i. Receives a subaward from you (the recipient) under this award; and
- ii. Is accountable to you for the use of the Federal funds provided by the subaward.

5. *Total compensation* means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):

- i. *Salary and bonus.*
- ii. *Awards of stock, stock options, and stock appreciation rights.* Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
- iii. *Earnings for services under non-equity incentive plans.* This does not include group life, health, hospitalization or medical

reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.

iv. *Change in pension value.* This is the change in present value of defined benefit and actuarial pension plans.

v. *Above-market earnings on deferred compensation which is not tax-qualified.*

vi. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

XV. False Claims Act and Program Fraud Civil Remedies

All recipients must comply with the requirements of [31 U.S.C. §3729](#) which set forth that no recipient of federal payments shall submit a false claim for payment. See also [38 U.S.C. § 3801-3812](#) which details the administrative remedies for false claims and statements made.

XVI. Federal Debt Status

All recipients are required to be non-delinquent in their repayment of any Federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. See [OMB Circular A-129](#) and form SF-424B, item number 17 for additional information and guidance.

XVII. Fly America Act of 1974

All recipients must comply with Preference for U.S. Flag Air Carriers: (air carriers holding certificates under [49 U.S.C. § 41102](#)) for international air transportation of people and property to the extent that such service is available, in accordance with the *International Air Transportation Fair Competitive Practices Act of 1974* ([49 U.S.C. § 40118](#)) and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, [amendment](#) to Comptroller General Decision B-138942.

XVIII. Hotel and Motel Fire Safety Act of 1990

In accordance with Section 6 of the *Hotel and Motel Fire Safety Act of 1990*, [15 U.S.C. §2225a](#), all recipients must ensure that all conference, meeting, convention, or training space funded in whole or in part with Federal funds complies with the fire prevention and control guidelines of the *Federal Fire Prevention and Control Act of 1974*, as amended, 15 U.S.C. §2225.

XIX. Limited English Proficiency (Civil Rights Act of 1964, Title VI)

All recipients must comply with the *Title VI of the Civil Rights Act of 1964* (Title VI) prohibition against discrimination on the basis of national origin, which requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. Providing meaningful access for persons with LEP may entail providing language assistance services, including oral interpretation and written translation. In order to facilitate compliance with Title VI, recipients

are encouraged to consider the need for language services for LEP persons served or encountered in developing program budgets. Executive Order 13166, *Improving Access to Services for Persons with Limited English Proficiency* (August 11, 2000), requires federal agencies to issue guidance to recipients, assisting such organizations and entities in understanding their language access obligations. DHS published the required recipient guidance in April 2011, *DHS Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons*, 76 Fed. Reg. 21755-21768, (April 18, 2011). The Guidance provides helpful information such as how a recipient can determine the extent of its obligation to provide language services; selecting language services; and elements of an effective plan on language assistance for LEP persons. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance <https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited> and additional resources on <http://www.lep.gov>.

XX. Lobbying Prohibitions

All recipients must comply with [31 U.S.C. §1352](#), which provides that none of the funds provided under an award may be expended by the recipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any Federal action concerning the award or renewal.

XXI. Non-supplanting Requirement

All recipients who receive awards made under programs that prohibit supplanting by law must ensure that Federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-Federal sources. Where federal statutes for a particular program prohibits supplanting, applicants or recipients may be required to demonstrate and document that a reduction in non-Federal resources occurred for reasons other than the receipt of expected receipt of Federal funds.

XXII. Patents and Intellectual Property Rights

Unless otherwise provided by law, recipients are subject to the [Bayh-Dole Act, Pub. L. No. 96-517](#), as amended, and codified in [35 U.S.C. § 200](#) et seq. All recipients are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from financial assistance awards are in [37 C.F.R. Part 401](#) and the standard patent rights clause in 37 C.F.R. § 401.14.

XXIII. Procurement of Recovered Materials

All recipients must comply with section 6002 of the [Solid Waste Disposal Act](#), as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the

item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

XXIV. Contract Provisions for Non-federal Entity Contracts under Federal Awards

a. Contracts for more than the simplified acquisition threshold set at \$150,000.

All recipients who have contracts exceeding the acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by Civilian Agency Acquisition Council and the Defense Acquisition Regulation Council as authorized by [41 U.S.C. §1908](#), must address administrative, contractual, or legal remedies in instance where contractors violate or breach contract terms and provide for such sanctions and penalties as appropriate.

b. Contracts in excess of \$10,000.

All recipients that have contracts exceeding \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

XXV. SAFECOM

All recipients who receive awards made under programs that provide emergency communication equipment and its related activities must comply with the [SAFECOM](#) Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

XXVI. Terrorist Financing E.O. 13224

All recipients must comply with [U.S. Executive Order 13224](#) and U.S. law that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of recipients to ensure compliance with the E.O. and laws.

XXVII. Title IX of the Education Amendments of 1972 (Equal Opportunity in Education Act)

All recipients must comply with the requirements of Title IX of the Education Amendments of 1972 ([20 U.S.C. § 1681 et seq.](#)), which provides that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity

receiving Federal financial assistance. Implementing regulations are codified at [6 C.F.R. Part 17](#) and [44 C.F.R. Part 19](#)

XXVIII. Trafficking Victims Protection Act of 2000

All recipients must comply with the requirements of the government-wide award term which implements Section 106(g) of the *Trafficking Victims Protection Act (TVPA) of 2000*, as amended ([22 U.S.C. § 7104](#)). This is implemented in accordance with OMB Interim Final Guidance, *Federal Register*, Volume 72, No. 218, November 13, 2007. Full text of the award term is located at [2 CFR § 175.15](#).

XXIX. Rehabilitation Act of 1973

All recipients must comply with the requirements of Section 504 of the *Rehabilitation Act of 1973*, [29 U.S.C. § 794](#), as amended, which provides that no otherwise qualified handicapped individual in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. These requirements pertain to the provision of benefits or services as well as to employment.

XXX. USA Patriot Act of 2001

All recipients must comply with requirements of the *Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act (USA PATRIOT Act)*, which amends [18 U.S.C. §§ 175-175c](#). Among other things, the USA PATRIOT Act prescribes criminal penalties for possession of any biological agent, toxin, or delivery system of a type or in a quantity that is not reasonably justified by a prophylactic, protective, bona fide research, or other peaceful purpose.

XXXI. Use of DHS Seal, Logo and Flags

All recipients must obtain DHS's approval prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

XXXII. Whistleblower Protection Act

All recipients must comply with the statutory requirements for whistleblower protections (if applicable) at [10 U.S.C § 2409](#), [41 U.S.C. § 4712](#), and [10 U.S.C. § 2324](#), [41 U.S.C. §§ 4304](#) and [4310](#).

XXXIII. DHS Specific Acknowledgements and Assurances

All recipients must acknowledge and agree-and require any sub-recipients, contractors, successors, transferees, and assignees acknowledge and agree-to comply with applicable provisions

governing DHS access to records, accounts, documents, information, facilities, and staff.

1. Recipients must cooperate with any compliance review or complaint investigation conducted by DHS.
2. Recipients must give DHS access to and the right to examine and copy records, accounts, and other documents and sources of information related to the grant and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by DHS regulations and other applicable laws or program guidance.
3. Recipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports.
4. Recipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.
5. If, during the past three years, the recipient has been accused of discrimination on the grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion, or familial status, the recipient must provide a list of all such proceedings, pending or completed, including outcome and copies of settlement agreements to the DHS awarding office and the DHS Office of Civil Rights and Civil Liberties.
6. In the event any court or administrative agency makes a finding of discrimination on grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion, or familial status against the recipient, or the recipient settles a case or matter alleging such discrimination, recipients must forward a copy of the complaint and findings to the DHS Component and/or awarding office.

The United States has the right to seek judicial enforcement of these obligations.

XXXIV. System of Award Management and Universal Identifier Requirements

A. Requirement for System of Award Management

Unless exempted from this requirement under 2 CFR 25.110, you as the recipient must maintain the currency of your information in the SAM until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.

B. Requirement for unique entity identifier

If authorized to make subawards under this award, you:

1. Must notify potential subrecipients that no entity (see definition in paragraph C of this award term) may receive a subaward from you unless the entity has provided its unique entity identifier to you.
2. May not make a subaward to an entity unless the entity has provided its unique entity identifier to you.

C. Definitions

For purposes of this award term:

1. *System of Award Management (SAM)* means the Federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the SAM Internet site (currently at <http://www.sam.gov>).
2. *Unique entity identifier* means the identifier required for SAM registration to uniquely identify business entities.
3. *Entity*, as it is used in this award term, means all of the following, as defined at 2 CFR part 25, subpart C:
 - a. A Governmental organization, which is a State, local government, or Indian Tribe;
 - b. A foreign public entity;
 - c. A domestic or foreign nonprofit organization;
 - d. A domestic or foreign for-profit organization; and
 - e. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.
4. *Subaward*:
 - a. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
 - b. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see 2 CFR 200.330).
 - c. A subaward may be provided through any legal agreement, including an agreement that you consider a contract.

5. *Subrecipient* means an entity that:

- a. Receives a subaward from you under this award;
and
- b. Is accountable to you for the use of the Federal funds provided by the subaward.

XXXV. Animal Welfare Act of 1966

All recipients of financial assistance will comply with the requirements of the Animal Welfare Act, as amended (7 U.S.C. §2131 et seq.), which requires that minimum standards of care and treatment be provided for vertebrate animals bred for commercial sale, used in research, transported commercially, or exhibited to the public. Recipients must establish appropriate policies and procedures for the humane care and use of animals based on the Guide for the Care and Use of Laboratory Animals and comply with the Public Health Service Policy and Government Principles Regarding the Care and Use of Animals.

XXXVI. Protection of Human Subjects

All recipients of financial assistance will comply with the requirements of the Federal regulations at 45 CFR Part 46, which requires that recipients comply with applicable provisions/law for the protection of human subjects for purposes of research. Recipients must also comply with the requirements in DHS Management Directive 026-04, Protection of Human Subjects, prior to implementing any work with human subjects. For purposes of 45 CFR Part 46, research means a systematic investigation, including research, development, testing, and evaluation, designed to develop or contribute to general knowledge. Activities that meet this definition constitute research for purposes of this policy, whether or not they are conducted or supported under a program that is considered research for other purposes. The regulations specify additional protections for research involving human fetuses, pregnant women, and neonates (Subpart B); prisoners (Subpart C); and children (Subpart D). The use of autopsy materials is governed by applicable State and local law and is not directly regulated by 45 CFR Part 46.

XXXVII. Incorporation by Reference of Notice of Funding Opportunity

The Notice of Funding Opportunity for this program is hereby incorporated into your award agreement by reference. By accepting this award, the recipient agrees that all allocations and use of funds under this grant will be in accordance with the requirements contained in the Notice of Funding Opportunity.

XXXVIII. Acceptance of Post Award Changes

In the event FEMA determines that changes are necessary to the award document after an award has been made, including changes to period of performance or terms and conditions, recipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate recipient acceptance of the changes to the award. If you have questions about these

procedures, please contact the AFG Help Desk at 1-866-274-0960, or send an email to firegrants@dhs.gov.

XXXIX. Prior Approval for Modification of Approved Budget

Before making any change to the DHS/FEMA approved budget for this award, you must request prior written approval from DHS/FEMA where required by 2 C.F.R. § 200.308. For awards with an approved budget greater than \$150,000, you may not transfer funds among direct cost categories, programs, functions, or activities without prior written approval from DHS/FEMA where the cumulative amount of such transfers exceeds or is expected to exceed ten percent (10%) of the total budget DHS/FEMA last approved. You must report any deviations from your DHS/FEMA approved budget in the first Federal Financial Report (SF-425) you submit following any budget deviation, regardless of whether the budget deviation requires prior written approval.

XL. Disposition of Equipment Acquired Under the Federal Award

When original or replacement equipment acquired under this award by the recipient or its sub-recipients is no longer needed for the original project or program or for other activities currently or previously supported by DHS/FEMA, you must request instructions from DHS/FEMA to make proper disposition of the equipment pursuant to 2 C.F.R. § 200.313.

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

1. AGREEMENT NO. EMW-2015-FH-00698	2. AMENDMENT NO. 0	3. RECIPIENT NO. 86-6000257	4. TYPE OF ACTION AWARD	5. CONTROL NO. WX02376N2016T
6. RECIPIENT NAME AND ADDRESS Prescott Fire Department 1700 Iron Springs Rd Prescott Arizona, 86305-1390	7. ISSUING OFFICE AND ADDRESS Grant Programs Directorate 500 C Street, S.W. Washington DC, 20472 POC: Chenise Purvis 202-786-9446	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 Karen Cannizzaro	PHONE NO. 9287771700	10. NAME OF PROJECT COORDINATOR Catherine Patterson	PHONE NO. 1-866-274-0960	
11. EFFECTIVE DATE OF THIS ACTION 05-FEB-17	12. METHOD OF PAYMENT SF-270	13. ASSISTANCE ARRANGEMENT Cost Sharing	14. PERFORMANCE PERIOD From:05-FEB-17 To:04-FEB-19	
			Budget Period From:30-MAR-16 To:01-OCT-16	

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-XXXX-XXXX-XXXX-X	PRIOR TOTAL AWARD	AMOUNT AWARDED THIS ACTION + OR (-)	CURRENT TOTAL AWARD	CUMULATIVE NON-FEDERAL COMMITMENT
SAFER	97.083	2016-F5-C211-P4310000-4101-D	\$0.00	\$1,546,974.00	\$1,546,974.00	\$0.00
TOTALS			\$0.00	\$1,546,974.00	\$1,546,974.00	\$0.00

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)

SAFER 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/ADATE
N/A18. FEMA SIGNATORY OFFICIAL (Name and Title)
Rosalie VegaDATE
20-JUL-16

FY 2014 and FY 2015 SAFER Hiring Grant User Guide

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Introduction

The purpose of this guide is to help you effectively manage your Staffing for Adequate Fire and Emergency Response (SAFER) hiring grant. This guide explains how to complete required grant reports, request reimbursement, and comply with grant requirements. Anyone involved in administering this grant should read this guide.

If you have not already done so, please review the Notice of Funding Opportunity (NOFO) and the Frequently Asked Questions for your grant award. These documents are available at <http://www.fema.gov/staffing-adequate-fire-emergency-responseGrants-documents>.

Please also review the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* in the Code of Federal Regulations (C.F.R.) at 2 C.F.R. Part 200. This is a set of mandatory requirements that apply to all federal awards to non-federal entities, including FY 2015 SAFER grants. This regulation (also commonly referred to as the “Super Circular” or “Omni Circular”) is available at: <http://www.ecfr.gov/cgi-bin/text-idx?SID=99467092f4efd4f51b40e8ab9ba52d04&mc=true&node=pt2.1.200&rgn=div5>.

This user guide is for technical assistance purposes only, and does not represent the terms and conditions of your SAFER award. Please note that in case of any discrepancy, the terms of your award package, including the SAFER NOFO and 2 C.F.R. Part 200, are the terms and conditions that govern your SAFER award.

If you still have questions after reading the NOFO and this guide, you should first contact the Help Desk at 866-274-0960 or send an email to fireGrants@fema.dhs.gov. If the Help Desk cannot answer your question, you will then be referred to a SAFER Program Office Point of Contact (POC). Please be ready to provide your grant number if you contact either the Help Desk or your SAFER POC.

This guide is arranged in chronological order. Please use the Table of Contents to find a topic.

Grant File

Pursuant to 2 C.F.R. Part 200, including 2 C.F.R. § 200.302 – Financial Management, and the Record Retention and Access requirements at 2 C.F.R. §§ 200.333 – 200.337, your department is required to maintain a file, notebook, or binder for this SAFER grant. The following documents should be kept in the file:

- NOFO and FAQs;
- grant application;
- award document;
- advertisements for SAFER-funded positions;
- documentation of hiring practices or procedures;
- payroll records used to request reimbursement;
- documentation that medical physicals were given or certifications achieved; and
- paper copies of important communications regarding the grant.

Note that 2 C.F.R. Part 200 includes several rules about how to properly use and document federal funds used for funding the salaries and fringe benefits of personnel. In particular, please read 2 C.F.R. §200.430 *Compensation—personal services* and 2 C.F.R. §200.431 *Compensation—fringe benefits*.

Your department must retain grant files and supporting documentation for three years after receipt of the official notification that the grant has been closed. See the Record Retention and Access requirements at 2 C.F.R. §§ 200.333 – 200.337.

Please note that FEMA can ask to review your grant file.

eGrant Application Portal Access

You may access your SAFER grant through the eGrant application portal link at <http://www.fema.gov/eGrant-application-access>. At the bottom of the webpage, select “[Continue to the eGrant Application Portal](#).”

Use your department’s user ID and password to log into the eGrant system. Each department should have one user ID and password to access all Assistance to Firefighters Grant (AFG) awards and applications. The user ID and password may need to be made available to several people at your department, including the Primary POC and designated alternates.

If you forgot your user ID and/or password, please follow the directions at: <https://edit.fema.gov/assistance-firefighters-grant-program-most-frequently-asked-questions>

Please note that the eGrant system only supports Internet Explorer browsers 6.0 or higher. You will not be able to access the system using any other browser. To prevent issues, you should not have multiple windows open when accessing the eGrant system.

If at any time you experience an issue with the eGrant system or it does not appear to work as explained in this guide, please contact the Help Desk.

Award Package

Follow these steps to access your SAFER grant award package:

- Log into the [eGrant application portal](#).
- On the "Status" screen, scroll down until you find your SAFER grant.
- Select “View Award Packages” from the drop-down menu in the “Action” column, and click “Go.”
- You will arrive at the “Award Status” page, which provides links to “View Award Package” and “Print Award Package”. The “Award Status” page also contains your SAFER grant number, award amount, and award notification date.
- Be sure to carefully read your entire Award Package as it contains valuable information pertaining to proper management of your grant. In particular, make sure to read the “negotiation comments” section, which may include special conditions or adjustments to your grant award.

Points of Contact

Profile POC

There is only one Profile Point of Contact (POC) for your department in the eGrants system. Updating

the Profile POC on one grant will cause the Profile POC to be changed on all other department grants submitted under the same user ID. If you do not wish to do this, consider changing the Primary POC or one of the Alternate Contacts instead (see below). The Profile POC will receive automated e-mail messages from AFG, so this individual should be able to check and respond to messages frequently.

Follow these steps to update the information for the Profile POC:

- Log into the [eGrant application portal](#).
- On the "Status" screen, select the "Edit Profile" link at the top right side of the screen.
- Update any of the following fields:
 - o Personal Information (Title, First Name, Last Name)
 - o Address (Street, City, State, Zip code)
 - o Additional Address (Street, City, State, Zip code)
 - o Contact (Organization, Business Phone, Home phone, Mobile Phone, Email)
 - o Identity Confirmation Information (Date of Birth, Mother's Maiden Name)
- Click "Submit."
- You will receive a confirmation screen that your profile has been updated.
- If you would like to update the password associated with the user Id, you can click on "password" on the left side of the screen. After updating the password, click "Submit."
- To update the system with your changes, click on the "Authorized Applications" link on the upper left-hand side of the "Thank You" page, and then click on "Firefighter's Grants."

Primary POC and Alternate Contacts

While there is only one Profile POC for your department, you can assign different contacts to different AFG grants. In the SAFER application, your department was required to list a Primary POC and two Alternate Contacts. The Primary POC should be an officer, member, or employee of your department that has the authority to make decisions on and to act upon this grant. Alternate Contacts must be familiar with the grant and must be able to answer any questions relative to the grant in the event that Primary Point of Contact is unavailable.

Follow these steps to change or update the Primary POC or Alternate Contacts:

- Log into the [eGrant application portal](#).
- On the "Status" screen, scroll down until you find your SAFER grant.
- Select "Manage Grant" from the drop-down menu in the "Action" column, and click "Go."
- Click on "Update Alternate Contacts" on the menu bar on the left side of the screen.
- Click on "Create New Request."
- Use the text box to explain which contact you would like to replace or what contact information you would like to update. Be sure to follow the instructions listed on the screen and provide the name, title, primary and secondary phone numbers as well as the email address for the new contact person.
- At the bottom of the page, enter your password, check the box, and select "Save and Continue."
- Review your information and select "Submit Request."
- Once submitted, this request can take several weeks to process because it must be entered manually into the application by grants management staff. You can check to see if the change is made by looking at the application. To access the application, select "View Application" from the pull down menu in the "Action" column of the grant status page.

Please note that you will not be able to submit any payment requests, performance reports, or amendments while this revision request is pending.

Payment Request POC

You can list a unique POC in connection with each Payment Request (refer to that section below). This POC will not receive automated e-mails from eGrants.

Quarterly Performance Report POC

You can list a unique POC in connection with each Quarterly Performance Report (refer to that section below). This POC will not receive automated emails from eGrants.

Linking Another User within eGrants

As stated above, there is one Profile Point of Contact (POC) for your department. However, the Profile POC can grant other users permission to access a grant application or manage a grant. This allows each person to have an individual username and password.

Example: A Fire Chief may be the Profile POC for the department and the individual that is authorized to sign the application and reports. He can give his administrative assistant permission to access the grant. The administrative assistant would need to create a new account and password, and then request permission to link to the main account. After the Fire Chief grants access, the administrative assistant can re-enter the system, fill out the application or reports, and then sign out. The Fire Chief can then log in under his username and password in order to review the information and submit the application or report.

The new user should follow these steps to create a new account and link it to the main account:

- Start at the [eGrant application portal](#) and click on “New Non-PIV User”.
- On the next page, complete all required fields, including:
 - Personal Information
 - Login Information
 - Remember to note your username
 - Address
 - Additional address (if necessary)
 - Contact(s)
 - You must enter the organization information **exactly** how it appears in your grant application/award
 - Identity Confirmation Information
- On the next page, create your personal password
- On the next page, select “Click Here to Request New Privileges”
- On the next page, select “Request Access” under “Fire Grants”
- You will land on the “Status” Page. Click on “check to see if someone has already started an application for your organization.” If an application has been started, you can request access from the application owner or, if you feel that this person is not an appropriate representative of your organization, you should call the Help Desk at 1-866-274-0960.
- On the next page, search for your organization, making sure to spell the name exactly as it appears in your grant application/award. Click “Request Access” next to the organization you would like to be linked to.
 - The eGrants system will send an e-mail to the Profile POC asking them to give you access. You will not have access to the application until the Profile POC officially grants you access.

- Next, the Profile POC should login to the main account using their username and password. On the “Status” page, they will need to find the grant and select “Grant/Revoke Access” from the dropdown in the “Action” column.
- They will land on the “Approve Users” page, which will have a list of the individuals that requested access to the grant application. They should select “Update” in the “Action” column next to the new user.
- The Profile POC should review the information on the next page and click either “approve” or “deny” and then “save and continue.”
- If the Profile POC selected “approve,” the new user will then have access to the application after logging into the eGrants system under their personal username and password.

eGrants Mail Center

The Profile POC will receive automated e-mails from the eGrants system. All system-generated e-mails are stored in the eGrants Mail Center. If you receive an e-mail directly from your SAFER Program Office POC, that e-mail will not be stored in the eGrants Mail Center.

After you log into [eGrants](#), select “Mail Center” in the upper right corner of the “Status” page. You will arrive at the “New Messages” page. This page shows messages that have not yet been read. You can access messages that have been read by selecting “Old Messages” on the top left side of the screen. Next to the “Old Messages” link, you will find a “Sent Messages” link. The “Sent Messages” screen contains a record of all the e-mails that your department has sent to AFG staff through the eGrants system.

All three pages in the Mail Center contain a “Compose Message” link. You may use this feature to send the SAFER Program Office staff a message about your grant. If you do so, please make sure you specify the number of your SAFER grant in the message. Your message will be forwarded to your SAFER Program Office POC. You may also contact your POC directly by telephone or e-mail, if you already have their contact information.

If you are the Profile POC and you are not receiving automated e-mails from the eGrants system, please follow the instructions at: <http://www.fema.gov/assistance-firefighters-grant-program-most-frequently-asked-questions>. To prevent blocked e-mails, you can update your computer’s browser security settings to receive email from fireGrants@dhs.gov, afg@dhs.gov, and EOPS@dhs.gov. Please note, however, that email addresses with a “.ci” extension may not accept system-generated emails.

SAM.gov Registration

System for Award Management (SAM) is an official government registration system that is required for all recipients of federal funding. Registration with SAM is free and active for one year.

FEMA will not process any payment requests, revision requests, or amendments if you do not have an active SAM registration or if there is a mismatch between the information in SAM, the information in your application, and the information on your 1199A Direct Deposit Form. The following information must match:

- Organization’s name
- Address
- DUNS (Data Universal Numbering System) number

- EIN (Employer Identification Number)
- Banking information (type of account, routing number, and account number)

If the above information changes during the course of this grant, you will need to:

- Update your SAM registration at www.sam.gov
- Update your 1199A Direct Deposit Form (see instructions below)
- Update your application
 - To update your application please contact 866-927-5646 to be directed to a Grant Management Specialist.

If you need assistance with SAM:

- Visit the AFG System for Award Management Resource Page at: <http://www.fema.gov/rules-tools/system-award-management>
- Visit www.sam.gov and click on the “Help” link
- Contact the Federal Support Desk at <https://www.fsd.gov>
- Call (866) 606-8220 (toll-free) to speak with a representative

If you need assistance with DUNS, call 1-866-705-5711 or visit <http://fedgov.dnb.com/webform>. Your organization should use one DUNS number for all FEMA applications and grants.

1199A Direct Deposit Form

In order to receive grant funds, you must complete an 1199A Direct Deposit Form. There is one form for all AFG grants and you may list only one bank account on the form. The form is stored in eGrants. You may need to consult with your department’s financial office or treasurer to complete the form.

Please remember that the information you provide on the form must match the information you entered in SAM.gov (see above).

Follow these steps to submit your first 1199A Direct Deposit Form:

- Log into the [eGrant application portal](#).
- On the "Status" screen, find your first AFG grant, select “Update SF-1199” from the drop-down menu in the “Action” column, and click “Go.”
- After completing the form, click “Save and Continue” and then select “Submit.”
- Select “Print SF-1199A,” and bring a copy of the form to your department’s bank.
- The “Person Entitled to Payment” will need to sign the form and your bank will need to complete Section 3 (bottom portion).
- Once the form is complete, please fax it to Jennifer Herndon at 301-998-8699 or send it by e-mail attachment to jennifer.herndon@associates.fema.dhs.gov. You should keep the original form in your grant file. Please allow 7 business days for the form to be processed. If you have any questions, you can contact Jennifer Herndon (at 301-998-8653), the Help Desk (at 866-274-0960), or your Grants Management Specialist (at 866-927-5646).

Follow these steps to view the department’s 1199A Direct Deposit Form (after it has been submitted):

- Log into the [eGrant application portal](#).
- On the "Status" screen, find your department’s *first* AFG grant award.
- Select “View 1199A” from the drop-down menu in the “Action” column, and click “Go.”

- You will arrive at the “Direct Deposit Sign-up Form” page. This page will show a list of all the AFG grants associated with your 1199A Direct Deposit Form. You will also see the 1199A Direct Deposit form in the “read only” view.

Follow these steps to *update* the form 1199A Direct Deposit Form:

- Log into the [eGrant application portal](#).
- On the "Status" screen, find your recently-awarded SAFER grant, select “Update SF-1199A” from the drop-down menu in the “Action” column, and click "Go."
 - If that feature is not available, check the drop-down menu to your *first* award from AFG. If you do not find an “Update SF-1199A” link there, please contact Jennifer Herndon and request that the form be released to you for correction. She may be reached at Jennifer.Herndon@associates.fema.dhs.gov or 301 998-8653. You may also contact your Grants Management Specialist at 866-927-5646.
- Update the 1199A Direct Deposit Form in eGrants once you are able to access it through the “Update SF-1199A” feature.
- After completing the form, click "Save and Continue" and then select "Submit."
- If you receive a confirmation message, no further action required. However, if you are directed to "Print SF-1199A," you will need to print a copy of the form and bring it to your department’s bank. The "Person Entitled to Payment" will need to sign the form and your bank will need to complete Section 3 (bottom portion). Once the form is complete, please fax it to Jennifer Herndon at 301-998-8699 or send it by e-mail attachment to Jennifer.Herndon@associates.fema.gov. You should keep the original form in your grant file.
- Please allow 7 business days for the form to be processed. If you have any questions, you can contact Jennifer Herndon (at 301-998-8653), the Help Desk (at 866-274-0960), or your Grants Management Specialist (at 866-927-5646).

Remember, if you made any corrections to your 1199A Direct Deposit Form, you will have to make the corresponding changes to your SAM.gov registration.

Staffing Maintenance Number

During the grant period of performance, your department is required to fill SAFER-funded positions and maintain operational staffing at the level that existed on the date of award as well as the number of awarded SAFER positions. This requirement is referred to as the “staffing maintenance number.” The staffing maintenance number must be maintained for the entire period of performance, regardless of when all grant funds are depleted.

Pre-SAFER Roster

In order to determine your department’s staffing maintenance number, your SAFER Program Office POC will request that you complete and submit a “Pre-SAFER Roster.” The Pre-SAFER Roster must include the name and rank of all paid operational/firefighting personnel, in support of the department’s NFPA 1710 or NFPA 1720 compliance, who were in full-time or job-share positions on the date of award. The date of award can be found on the award notification e-mail in the eGrants Mail Center. You may also list administrative personnel on the roster, but they will not be included in the staffing maintenance number. Volunteer personnel, administrative civilian, and paid-on-call/stipend personnel do not need to be included on the list.

An operational position is defined as a position with a primary assignment (more than 50 percent of duties) of fire suppression, which includes staffing a fire suppression vehicle, regardless of collateral

duties, in support of the department's NFPA 1710 or NFPA 1720 compliance. For example, your department may employ an inspector that is qualified as a firefighter but his or her primary assignment is to conduct inspections. The inspector could respond to a large fire if called upon but that is not their primary duty. If that is the case, that position is considered administrative and not operational.

The pre-SAFER roster also requests information about vacancies that occurred after the date of grant award. Using the appropriate columns, please report the date an individual left the department and the reason for their departure. If the department was awarded a retention grant, please mark “yes” next to their name in the last column. If the department was not awarded a retention grant, leave the last column blank.

After you submit the Pre-SAFER roster, your SAFER Program Office POC will review it and confirm the staffing maintenance number with you. You will not be able to request payment or complete quarterly performance reports until your staffing maintenance number is established.

Vacancies

Once the staffing maintenance number is established, you are required to maintain that staffing level throughout the period of performance by taking active and timely steps to fill any positions vacated through attrition, resignation, or termination. The SAFER Program Office considers 6 months to be a reasonable timeframe for filling vacancies. You should contact your SAFER Program Office POC if you are not able to fill the vacant positions in that amount of time, or if you are experiencing lengthy hiring delays.

Waiver of the Staffing Maintenance Number

If you are unable (due to documentable economic hardship) to fill firefighting positions that are vacated through attrition (e.g., resignation, retirement), you may submit a waiver. An approved waiver would decrease the staffing maintenance number by the number of positions that you are not able to fill. You would be required to maintain the revised staffing maintenance number for the duration of the grant. In order to qualify for this waiver, the economic hardship must affect the *entire public safety sector* in your jurisdiction, not solely the fire department. **Waivers will not be granted for SAFER-funded positions.**

Contact your SAFER Program Office POC to discuss the waiver and receive the complete waiver instructions. Be prepared to include, at minimum, the following information in the waiver request:

- The number of positions that have been vacated since being awarded the SAFER grant;
- The circumstances under which the position(s) were vacated and the date the vacancies occurred;
- A description of why the department is unable to fill the vacancies;
- An explanation of how the change in staffing will affect your department's ability to meet NFPA 1710 or 1720; and
- A statement, on letterhead, from the local governing body affirming that the inability to fill vacant positions extends to the entire public safety sector in the jurisdiction, not just the fire department.

Important: If you fail to maintain the required staffing level, your grant may be placed in a default status and possibly terminated. You may lose remaining federal funds awarded under this grant or be asked to pay back funds that have been drawn down. Lay-offs of any operational personnel (both SAFER and non-SAFER) during the period of performance are not permitted.

If you have questions about completing the Pre-SAFER Roster, the waiver, or about the staffing maintenance number in general, please contact your SAFER Program Office POC.

Period of Performance

Your department has a period of 180 days after the date your application was approved for award to fill the awarded SAFER positions. This is known as the “recruitment period.” Your grant period of performance (POP) starts after the recruitment period ends and lasts a total of two years. You can find your grant POP in a number of places in the eGrant system, including in the Award Package and on the SAFER Payment Request(s) screen.

If your department hired the SAFER positions before the end of the 180 day recruitment period (or if you were awarded retention positions), you can start the POP early. Contact your SAFER Program Office POC to discuss this option. Your contact will direct you to submit an amendment request in eGrants to change the start date (refer to the amendment section). Starting the performance period early will allow you to submit a payment request in the eGrants system before the 180-day recruitment period ends. Salary and benefit costs incurred during the 180-day recruitment period are eligible for reimbursement only if you submit an amendment to start your POP early.

If your department did not hire the firefighters within the 180-day recruitment period, there will be no change to the POP start date. You cannot submit a request to delay the start of the period of performance, regardless of when the SAFER positions are hired.

In some cases, you may be allowed to extend your POP. Extensions to the POP are not guaranteed and will be reviewed on a case-by-case basis. Extensions to the POP will only be granted when, due to circumstances beyond your department’s control, you cannot complete the grant activities within the original performance period. POP extensions are not automatic if you have excess grant funds. A POP extension request must address the following:

- Grant program, fiscal year, and award number;
- Reason for delay – this must include details of the legal, policy, or operational challenges being experienced that prevent the final outlay of awarded funds by the applicable deadline;
- Current status of the activity/activities;
- Approved period of performance termination date and new project completion date;
- Amount of funds drawn down to date;
- Remaining available funds, both federal and non-federal;
- Budget outlining how remaining federal and non-federal funds will be expended;
- Plan for completion including milestones and timeframes for achieving each milestone and the position/person responsible for implementing the plan for completion;
- Certification that the activity/activities will be completed within the extended period of performance without any modification to the original Statement of Work approved by FEMA; and
- Potential impacts if FEMA does not approve the extension request or approves the request for a shorter period of time than requested.

You should contact your SAFER Program Office POC to discuss the POP extension (also refer to the “amendment” section of this guide). Extension requests should be submitted as close to the end of the POP as possible (but no more than 60 days prior to the end of the POP). Prior to submitting the

extension request the grant must be current on payment requests and required reporting (refer to applicable sections of this guide).

Note that you do not have to request an extension if you only need to complete reports or request payment after your end date. You will have an automatic 90-day window after the end of your grant to request reimbursement for salary and benefit expenses incurred during the POP.

SAFER Personnel Roster

The SAFER Personnel Roster is a list of the individuals hired to fill the awarded SAFER positions. The list is stored in eGrants and can be updated after the period of performance starts. Only the personnel hired, rehired, and/or retained under the SAFER grant should be listed. Do not enter employees hired prior to award or were on the department's payroll at time of award (except if awarded under the retention category), hired under another SAFER grant, hired using department funding, or hired using local grants.

Follow these steps to complete the SAFER Personnel Roster:

- Log into the [eGrant application portal](#).
- On the "Status" screen, find your SAFER grant.
- Select "Manage Grant" from the drop-down menu in the "Action" column, and click "Go."
- You will arrive at the SAFER Payment Request(s) screen.
- Scroll to the bottom of the page and select the "SAFER Personnel Roster" button.
- You will arrive at the "SAFER Personnel Roster" screen. Select the "Add New Employee" to begin the process of completing the Roster. Complete the information requested. Fields marked with an asterisk (*) are required.
 - The "Employee ID" field may be the badge number or some other unique identifier used by your department. Do not provide the Social Security Number.
 - In the "Annual Salary" and "Annual Benefits" fields, please enter the actual amounts, regardless of the amounts used in the application or award. If the annual salary or benefit amounts differ from the awarded amount, please use the comments section of the first payment request to explain why. Include certification pay or incentive pay in the annual salary amount. The annual salary number is the amount paid directly to the firefighter. The annual benefit number is the amount paid by the department on the firefighter's behalf (such as workers compensation, retirement, and insurance).
- After you complete the required fields for the first position, select the "Save and Continue" button at the bottom of the screen.
- You will arrive back at the "SAFER Personnel Roster" screen.
- If you need to edit the information you just entered, select "Update" in the Action column. Or, you can select the "Add New Employee" button.
- Once you are finished, select the "Return to Payment Request(s)" button.

Removing or Replacing SAFER Positions

If a SAFER-funded position leaves the department or is moved to the department's local payroll, you must first "remove" the employee from the SAFER Personnel Roster before adding their replacement to the roster.

Please **do not** remove a firefighter from the SAFER Personnel Roster until you are ready to immediately replace them with another firefighter (one that is hired after the date of grant award). You will not be able to request reimbursement for any time that a SAFER position is vacant. Vacancies generate unused

grant funds. Unless your department has a valid explanation for SAFER vacancies, you will not be permitted to use remaining grant funds through a period of performance extension. Remember that extensions are reviewed on a case by case basis and not guaranteed.

To remove an employee from the SAFER Personnel Roster, follow the steps below:

- From the main SAFER Personnel Roster screen, note the system-generated SAFER position number (far left column of the main SAFER roster screen) for the employee you wish to remove; you will need it in when entering the replacement firefighter. Click on “Update” in the Action column on the far right of the screen.
- On the update screen, indicate "Yes" to the question "Has the employee left the department (or been moved to the department’s budget)?" Enter the date the employee either left the department, or was transferred to the department’s budget and provide an explanatory comment in the box provided.
- Complete the remaining information requested.
- Click on “Save and Continue” at the bottom of the screen. This employee will now appear in red on the screen.
- Then add the replacement firefighter. From the main SAFER roster screen, click the "Add New Employee" button.
- The first question will ask if this is a replacement employee - indicate "Yes."
- The next question will ask what position number this new firefighter is replacing. From the drop-down menu, select the position number noted in step 1 above.
- Complete the remaining information requested.
- Click on “Save and Continue” at the bottom of the screen.
- This procedure will allow you to request reimbursement for both the vacating firefighter and the replacement firefighter provided they were both employed during the applicable time period and their employment periods do not overlap.
- When you are finished, click “Return to Payment Request(s).”

The SAFER Personnel Roster should be updated any time there are changes to annual salary and benefit amounts, or when a firefighter is removed or replaced from the SAFER grant.

Job-shared Positions

If your SAFER grant includes job-shared positions, you should complete the “Full Name” field in the SAFER Personnel Roster with the “position number.” Then, in the comments section of the payment request, please list all the individuals that filled that position, the number of hours they worked, and their payroll amounts during the timeframe of the request.

Payment Requests

You will need to submit a payment request through the eGrants system in order to receive SAFER grant funds.

When can you submit a payment request?

You may submit a payment request after the POP has started (refer to the Period of Performance section above).

You will not be able to submit a payment request if:

- You have a pending amendment, payment request, or revision request in the eGrants system;

- You do not have an established staffing maintenance number;
- You have SF-425 Federal Financial Report(s) that have not been submitted;
- You have Quarterly Performance Report(s) that have not been submitted;
- You do not have an approved 1199A Direct Deposit Form (see 1199A Direct Deposit Form section);
- Your banking information has changed (see 1199A Direct Deposit Form section); or
- You have one or more overdue AFG closeout reports (see Closeout section).

If you have any outstanding reports due, you will see red text on the “SAFER Payment Request(s)” screen directing you to submit the reports. The payment request module will be available immediately after the overdue reports are submitted.

How frequently should you submit a payment request?

You may submit for reimbursement of eligible expenses as often as needed but at least quarterly. Failure to request funds in a timely manner creates the appearance that there is no immediate need for funds.

You should request funds for immediate needs, or for salary and benefit costs that have already been paid or incurred. You may also submit a payment request for funds up to 30 days in advance (but not for costs incurred after the end of the POP). If you do this, you will need to use the comments section of the request to explain how the amounts were determined. If you receive payment in advance, you may not keep it in your bank more than 30 days.

As noted above, you can only submit one payment request at a time. You will need to wait for one payment to be approved before you can submit the next request.

What period of time should be covered by the payment request?

You must submit reimbursement for full payroll periods rather than attempt to calculate the number of days worked in the period. This will reduce the number of calculations and the possibility of error. The amount of grant funds requested should be consistent with your department’s payroll records during the dates covered by the payment request.

If for some reason your department elects to draw less than the actual pay for the firefighters over the timeframe of the request, you will need to notify your SAFER Program Office POC. You should use the comments section of the payment request to explain why you are not requesting actual amounts. You should also note the actual pay and benefit amounts in the comment section for each firefighter.

What expenses are eligible for reimbursement?

You can request payment for actual payroll expenses, including salary and benefits. Please reference 2 C.F.R. §200.430 Compensation—personal services and 2 C.F.R. §200.431 Compensation—fringe benefits.

Salary and benefit costs must be incurred during your period of performance (between the period of performance start date and the period of performance end date). Costs incurred during the 180-day recruitment period can only be reimbursed if you submit an amendment to start your period of performance early (refer to the Amendments section below).

Only full-time firefighter positions will be funded. Full-time positions are those funded for at least 2,080 hours per year (e.g., 40 hours per week, 52 weeks per year).

Only firefighters hired after the grant was awarded are eligible for SAFER reimbursement, unless you were awarded a grant to retain firefighters. Your department may also seek reimbursement for salary and benefits while new SAFER firefighters are in training, if they are employed full-time.

Compensation for a firefighter's normal work schedule is reimbursable but overtime costs are not eligible under this grant (including overtime for holdovers, extra shifts, to attend training, etc.). Only costs for overtime that the fire department routinely pays as a part of the base salary or a firefighter's regularly scheduled and contracted shift hours, in order to comply with the Fair Labor Standards Act (FLSA), are eligible. If a SAFER firefighter is out on leave for any reason and you use another SAFER firefighter to fill their position, you will not be able to request reimbursement for that overtime cost.

If your department pays all firefighters extra for working on holidays or for achieving certain certifications or education levels, that pay is reimbursable.

If firefighters are paid a higher rate of pay from time to time by working at a higher rank (i.e. a firefighter works as a driver for several shifts), that cost is reimbursable.

Costs for uniform allowances are also reimbursable if your department has contractually obligated to provide them. If the firefighters are required to produce receipts for purchasing the uniforms to receive the allowance, the cost is not reimbursable but if the firefighters receive the funds regardless of whether they purchase uniforms, it is reimbursable.

If one of your SAFER employees is injured and your department's policy for all firefighters is to pay the difference between the disability pay and the firefighter's normal salary, that amount is reimbursable. The same principle applies to firefighters who may be deployed on military assignment. If your department pays a part of the deployed firefighter's salary while he or she is deployed, and it is your department's policy to do this for all firefighters, that pay is reimbursable. If either one of these situations occur, please provide an explanation in the comment section of the payment request. You may be asked to submit a copy of your department's policy or Standard Operating Procedure (SOP) as documentation.

Anytime firefighters receive additional pay not included in their annual salary or benefits, an explanation must be provided in the comment section of the payment request.

How does SAFER define salary and benefits?

In general, amounts paid directly to firefighters should be classified as salary and benefits are costs incurred on behalf of the firefighters. See 2 C.F.R. §200.430 *Compensation—personal services* and 2 C.F.R. §200.431 *Compensation—fringe benefits*.

Benefits are also defined as follows in the NOFO:

- *Regular compensation paid to employees during periods of authorized absences from the job, such as vacation leave, sick leave, military leave, etc. These costs are absorbed by all organization activities in proportion to the relative amount of time or effort actually devoted to each. Employer contributions or expenses for social security, employee insurance, workmen's compensation, pension plan costs, and the like, whether treated as indirect costs or as direct costs, shall be distributed to particular awards and other activities in a manner consistent with the pattern of benefits accruing to the individuals or group of employees whose salaries and*

wages are chargeable. Overtime expenses, other than those meeting FLSA requirements, are not eligible as benefits costs.

If your department does not use actual costs to report benefits, you should provide your SAFER Program Office POC with the method of calculation to be included in the permanent grant file.

Follow these steps to submit a payment request:

- Log into the [eGrant application portal](#).
- On the "Status" screen, find your SAFER grant.
- Select "Manage Grant" from the drop-down menu in the "Action" column, and click "Go."
- You will arrive at the SAFER Payment Request(s) screen. You can also arrive at this page by selecting the "Payment Request(s)" link on the left side of the screen.
- Complete the SAFER Personnel Roster (refer to that section above).
- Select the "Create New Payment Request" at the bottom of the page.
- You will arrive at the "SAFER Request for Funds" screen.
- Note that you cannot change the beginning date of the request. If this is your first request, the date will be auto-populated with the first day of the POP. In all future requests, it will be auto-populated with the day that follows the previous payment request.
- Enter the end date of the request. This must be the last day worked by the SAFER firefighters during the last payroll period for which you are seeking reimbursement. This field must be completed with a date after the beginning date and before the end of the period of performance.
- Scroll down until you see the "Create/Modify" button next to the Point of Contact (POC) section. Select the link, complete the fields marked with an asterisk (*), and click "Save and Continue."
 - Enter information for the individual responsible for submitting payment requests at your department or entity. FEMA will contact this individual if there are questions regarding the payment request. No system generated email is sent to this address. This section of the Payment Request must be saved each time before the payment request can be submitted.
- You will be redirected to the "SAFER Request for Funds" page. Notice that the status column next to the Point of Contact field now reads "Complete."
- Next, select "Create/Modify" next to the "SAFER Personnel Roster" section. You will land on the "SAFER Personnel Roster" page. Review the information on the roster. If you need to make a change, select the "Update" link in the "Action" column. You can also select the "Add a New Employee" button. When you are done, select "Save and Continue."
- You will be redirected to the "SAFER Request for Funds" page. Notice that the status column next to both the "Point of Contact" field and the "SAFER Personnel Roster" field now reads "Complete."
- Next, select "Create/Modify" next to the "Hiring" section. You will land on the "Request for Funds – Hiring" page. To request funds for an employee click on the "Update" link for that employee. You will land on the "Funds Request for Employee" page. Complete the fields marked with an asterisk (*) and select "Save and Continue."
 - Notice that the first six boxes are auto-populated with the information you provided in the SAFER Personnel Roster.
 - Enter the actual salary and benefit amounts requested. If the amounts being requested include special pay such as FLSA allowed overtime, certification pay, holiday pay, etc., that is not already included in the annual salary and/or annual benefits shown in the SAFER Personnel Roster, you must indicate that information in the comments section

for each applicable employee. Please be sure to provide details such as number of hours, the additional amounts requested, etc.

- o In general, the actual pay and benefits requested should be proportionate to the time period of the request (the time worked) and the annual salary and benefit amounts.
- You will land on the “Request for Funds – Hiring” screen. Select the “Update” link for another employee, or select “Save and Continue.”
- You will be redirected to the “SAFER Request for Funds” page. The status column next to the “Point of Contact” field, the “SAFER Personnel Roster” field, and the “Hiring” field should not show “Complete.” The amount requested should be auto-populated.
- Scroll up to make sure that the end date is still entered. If not, enter the end date of the request.
- Scroll back down the page and select the “Reimbursement” or the “Advance Drawdown” radio-button.
- Use the comments section of the request to explain any issues with the request. You should also use this section to state the number of pay periods and types of costs included in the request.
- Enter your password, check the box, and select “Save and Continue.”
- Verify that the information you entered is correct. If you need to make changes, select the “Go Back” button. Otherwise, select the “Submit Payment Request” button at the bottom of the page. Once you do so, you will see: “Congratulations, you have successfully submitted your funds request to FEMA.” If you like, you can select the “Print Request for Funds” button. Then, select the “Return to Payments” button at the bottom of the page.
- You will land on the “SAFER Payment Request(s)” page. The status of the payment should now read “pending.”
- You will receive notifications in the Mail Center if your payment has been released for correction, approved, or denied.
 - o If the payment is “released,” the request has been reviewed and returned to you for correction. The Primary POC and/or the payment request POC will be contacted by email with instructions for how to correct and resubmit the request.

Quarterly Performance Reports

Quarterly Performance Reports are a monitoring tool used by the SAFER Program Office to ensure you are meeting the staffing maintenance level requirement. The report provides the SAFER Program Office with a snap shot of how the SAFER-funded positions are helping your department meet the applicable NFPA standards.

Since the period of performance is 2 years, you will need to submit 8 performance reports. The quarter begins on the first day of the period of performance (or 180 days after the date of award). Each quarter lasts 90 days and the report is due within 30 days of the end of the quarter. Please note that you will not be able to request payment until you have submitted outstanding performance reports.

Follow these steps to submit a performance reports:

- Log into the [eGrant application portal](#).
- On the "Status" screen, find your SAFER grant.
- Select “Manage Grant” from the drop-down menu in the “Action” column, and click “Go.”
- You will arrive at the SAFER Payment Request(s) screen.
- Click on the “Report(s)” link on the left side of the screen.

- You will arrive at the “SAFER SF-425 Semi-Annual Reports & Quarterly Performance Reports” screen.
- Click on the “Quarterly Performance Report(s)” link.
- You will arrive at the “Quarterly Performance Report(s)” screen. If you have a report that is due, you will see it listed on the page, along with a record of the reports you have previously submitted.
- To complete a report, click on the “Update” link in the “Action” column.
- You will arrive at the “Point of Contact” screen. Complete the required fields (those marked with an asterisk). Click “Save and Continue.” If you have previously provided this information, you can simply check it for accuracy and select “Save and Continue.” This section must be reviewed for accuracy and saved each time you submit a quarterly performance report.
- You will arrive at the “Hiring Performance Report” screen. Complete the required fields (those marked with an asterisk). Your answers to the questions should be accurate as of the end date of the quarter. Please refer to the table below for help with specific report questions. Check the “Completed” box and click “Save and Continue.” Do not mark the completed box until you are ready to submit the report.
- You will arrive back at the “Quarterly Performance Report(s)” landing page. Notice that the “Status” column of the report is now “SUBMITTED.” The “Action” column now allows you to “View” the report you submitted, but you will not be able to edit the information. If you made a mistake and would like to edit the report, you can contact your SAFER Program Office POC and request that the report be released back to you for correction.

Performance Report Question	Helpful Tips
Number of SAFER-funded positions from grant	This field is pre-completed with the number of positions you were awarded. You do not have to answer this question.
*1. How many of the SAFER-funded positions awarded under this grant are being filled with career (full-time or job-share) firefighters at the end of the quarter being covered in this report? (Note: For positions that are being job-shared, count "one" for each full-time position, regardless of how many firefighters are filling it [i.e., do not count the number of personnel filling each job-share position individually]).	Your answer to this question should not exceed the number of positions awarded under this SAFER grant. If your positions are job-shared, answer this question in terms of <i>full-time positions</i> , not people. If a SAFER position is vacant as of the end of the quarter, decrease your answer accordingly. This number should not include firefighters hired with other SAFER grants.
*2. Are any of the SAFER-funded positions reported above veterans? If yes, please	Answer “Yes” or “No” and indicate the number of veterans hired to date under this grant.
*3. What was the TOTAL operational staffing level at the end of the quarter being covered in this report? (Note: this is the number all paid, full-time or job-share operational personnel as well as the number of SAFER- funded positions hired as of the end of this quarter)	Your answer should include all operational personnel, including the SAFER positions. When answering this question, you may want to refer back to the pre-SAFER roster you submitted at the start of the grant. Add any operational personnel that were added since the start of the grant. Job-shared positions count only as one regardless the number of personnel filling the position.

* 4. Of the total operational staffing level indicated in the question above, how many paid, full-time or job-share operational/frontline personnel are assigned to field or response apparatus that directly support the department's NFPA 1710 or 1720 compliance as indicated in the grant application? (Note: this information should include the SAFER-funded positions hired to date)	Your answer to this question will be compared to your established Staffing Maintenance Number. Your answer should include the SAFER personnel, even if they are still in a training academy.
* 5. Please describe any changes such as vacancies, military deployments, reductions in staffing levels, etc., in the SAFER-funded or non-SAFER (pre-SAFER) staffing levels during this reporting period. If the department has not filled all the SAFER-funded positions awarded under this grant, please provide details on the steps being taken and a timeline to fill the position(s). If the department is experiencing vacancies (both SAFER and non-SAFER) please provide details on the progress in filling any vacancies previously reported and the additional vacancies currently being reported.	If all the SAFER firefighters have not been hired, explain when that will occur. If operational personnel left the department during the quarter, provide the vacancy dates, the reason they left, and a timeline for filling the vacancies. Please also provide a brief explanation if your department has hired additional, non-SAFER operational personnel.
* I certify that no lay-offs have occurred during the period covered by this request	Answer either "No lay-offs have occurred" or "Lay-offs have occurred"
* How many actual structure fires, as reported to NFIRS, did the department respond to during the quarter being covered in this report?	Answer the number you reported to the National Fire Incident Reporting System (NFIRS)
*Of the structure fires indicated above, how many did the department respond to in compliance with NFPA 1710 or 1720 standards?	Your answer should correspond to the response time and assembly standards outlined in NFPA 1710 Section 5.2.4.2 and NFPA 1720 Section 4.3
* Has the SAFER program improved the department's compliance with the assembly and deployment standards in NFPA 1710, Section 5.2.4.2 or 1720, Section 4.3?	Answer "Yes" or "No".
*Please explain (click on Help Link for specific information to be addressed in this narrative)	In answer to this question, you should discuss: • How the SAFER firefighters are being utilized by your department to improve NFPA standard compliance (this should be discussed in the first quarter in which the SAFER firefighters were hired, and in any subsequent quarters during which their responsibilities or assignment was changed); • What improvements you have seen in your department's operational capabilities, e.g., what is your average response time now as compared to before SAFER; how many firefighters are you

	able to assemble on a structure fire now as compared to before SAFER? How does this compare to your goals for the SAFER grant? • Obstacles you are facing in your attempts to improve NFPA compliance, including the steps you are taking to overcome them. • Also, if you have experienced any success stories that you feel can be attributed to the increased staffing provided by SAFER, please feel free to include those, too.
* Does the department foresee any obstacles in executing the grant within the period of performance? *If yes, please explain:	Answer “Yes” or “No”. Examples of obstacles include, but are not limited to: • Inability to fill some or all SAFER-funded positions within the first two quarters of the period of performance; • Inability to retain SAFER-funded positions and/or minimum pre-SAFER staffing levels due to attrition; • The local governing body's decision that they will not help retain the SAFER funded position(s). You can use this text box to communicate any issue that you are experiencing with this grant.

NFPA 1710 and 1720

SAFER addresses the staffing and deployment sections of:

- NFPA 1710, Section 5.2.4.2 (Initial Full Alarm Assignment Capability), which primarily applies to all-career fire departments and at the combination department’s election; and
- NFPA 1720 Section 4.3 (Staffing and Deployment), which primarily applies to all volunteer fire departments and combination departments that do not elect to comply with NFPA 1710.

You may reference these NFPA standards at www.nfpa.org/SAFERActGrant.

SF-425 Federal Financial Report

The SF-425 Federal Financial Report is required of all recipients of federal funding. The report covers a semi-annual period based on the calendar year beginning with the period after the award is made. Grant recipients are required to submit an SF-425 throughout the entire period of performance of the grant. You must complete all due SF-425 reports before you can submit a request for funds (a payment request).

The reporting period and due dates are:

- January 1 – June 30; due by July 31
- July 1 – December 31; due by January 31

Follow these steps to submit the SF-425:

- Log into the [eGrant application portal](#).
- On the "Status" screen, find your SAFER grant.
- Select "Manage Grant" from the drop-down menu in the "Action" column, and click "Go."
- You will arrive at the SAFER Payment Request(s) screen.
- Click on the "Report(s)" link on the left side of the screen.
- You will arrive at the "SAFER SF-425 Semi-Annual Reports & Quarterly Performance Reports" screen.
- Click on the link to "SF-425 Semi-annual Report(s)."
- You will arrive at a page with a link to the SF-425 reports that are due. Click on the date of the report to begin working on the form. Start with the report that is due first.
- Complete the required fields (those marked with an asterisk). Click "Save and Continue."
- You will arrive at a page showing your completed SF-425 in "read-only" view. Review the answers you just entered.
 - If you need to make a correction, you can click the browser return button, or click the "Report(s)" link on the left side of the screen.
 - Once the report is submitted, it cannot be returned to you for correction. If you inadvertently submitted an incorrect report, please contact 866-927-5646 to be directed to a Grant Management Specialist.
- Enter your password, check the box, and select "Save and Continue."
- You will be re-directed to the "SAFER SF-425 Semi-Annual Reports & Quarterly Performance Reports" landing page. If you would like to print the report you just submitted or submit additional federal financial reports, click the "SF-425 Semi-annual Report(s)" link. Then, click on the report you are interested in printing or submitting.

For instructions on how to complete the SF-425, please visit: <http://www.fema.gov/media-library/assets/documents/28389?id=6314> or call 866-927-5646 to be directed to a Grant Management Specialist.

Below are some additional tips that may help you complete the SF-425:

- The report is cumulative and based on the total Federal grant funds received as of June 30 or December 31 of the applicable period.
- Question 7: Select the department's basis of accounting (cash or accrual). You may need to consult with your jurisdiction's finance department, treasurer, bookkeeper or accountant to answer this question.
- Question 10(b): Enter the amount of SAFER grant funds that you *spent* from the amount that you drew down during the period covered by the report. You may have withdrawn funds from your SAFER grant, but you did not spend the entire amount. If you have drawn funds as they were expended, the answer to this question will be the amount of grant funds drawn down. If you submitted a payment request before June 30 or December 31 but did not receive the funds in your bank until after one of those dates, do not include those funds in the total.
- Question 10(e): Since there is no cost share or match required by this grant, the answer to this question should be the same amount that you entered in 10(b).
- Question 10(f): Subtract the number in 10(e) from the number in 10(d) and put the result in 10(f).
- Questions 10(i) and 10(j): Since there is no cost share or match required by this grant, the answer should be 0 for both of these questions.

- Questions 10(l), (m), and (n): Since there is no program income under this grant, you can leave these fields completed with \$0.
- Question 12: If you have any additional information, enter it here.
- Note: If this is your first federal financial report due for this grant and you have not drawn down any grant funds, enter 0 in response to questions 10(b), 10(e), 10(i) and 10(j). In Box 10(f) enter the same number as is displayed in 10(d) (total amount awarded).

Amendments

You will need to submit an amendment in eGrants in order to:

- Request to start the period of performance early;
- Request to extend the period of performance; or
- Request a waiver of the staffing maintenance number.

If you are interested in any of the above amendments, contact your SAFER Program Office POC by e-mail to receive instructions. Remember that you can contact your SAFER Program Office POC through the eGrants Mail Center. Your SAFER Program Office POC will respond with the criteria that you need to include in your amendment request and may ask that you send a draft of the request to them by e-mail for review. After your draft request is reviewed by the SAFER Program Office POC, you can submit the amendment request formally through eGrants.

Follow these steps to submit an amendment in eGrants:

- Log into the [eGrant application portal](#).
- On the "Status" screen, find your SAFER grant.
- Select "Manage Grant" from the drop-down menu in the "Action" column, and click "Go."
- Click the "Grant Amendment(s)" link on the left side of the screen.
- Click "Create New Request."
- When the text box opens, type in your request, following the instructions you received from your SAFER Program Office POC.
 - Remember to provide an exact date if you are requesting to change the period of performance (POP) (an exact new start date or exact new end date).
- At the bottom of the page, enter your password, check the box, and select "Save and Continue."
- Review your amendment request and select "Submit Amendment Request."
- You can monitor the status of your amendment request on the "Grant Amendment(s)" page.

Closeout

You have 90 days after the POP ends to closeout your grant. You cannot incur additional expenses during this period of time, but you can submit outstanding reports and request final payment.

You are also required to submit a closeout report. The SAFER closeout report is submitted and processed through eGrants. When the closeout module becomes available, the Primary POC will receive an e-mail notification through eGrants, so please make sure to keep the contact information for that person up to date. You can also sign up to receive e-mail alerts from AFG at <http://www.fema.gov/e-mail-alert-archive>.

Follow these steps to access the closeout module in eGrants:

- Log into the [eGrant application portal](#).

- On the "Status" screen, find your SAFER grant.
- Select "Grant Closeout" from the drop-down menu in the "Action" column, and click "Go."
- If the "Grant Closeout" option is not available, the closeout report for that grant is not available.

After you close your grant, you will receive a formal closeout letter. Since FEMA processes thousands of closeout reports, it may take some time for you to receive the letter.

If you drew down FEMA funds and you need to return them at the end of the grant, you will need to complete the "FEMA Return of Funds Form." The form and instructions are available at:

<http://www.fema.gov/media-library/assets/documents/31261?id=7080>

As mentioned above, your SAFER payment request will not be processed until you submit all available AFG closeout reports.

If you have questions about the closeout report, please visit the AFG Closeout Report Tutorial at:

<http://www.fema.gov/rules-tools/closeout-report-tutorial-closeout-report-sections>. You can also contact the Help Desk at 866-274-0960 or send an email to fireGrants@dhs.gov.

Department Name:

Prescott Fire Department

SAFER Award Number:

EMW-2015-FH-00698

Date of Award/Roster:

12-Aug-16

*This list must include the name and rank of all paid operational/firefighting personnel, in support of the department's NFPA 1710 or NFPA 1720 compliance, who were in full-time or job-share positions at the time of award. You may also list administrative personnel on the roster, but they will not be included in the staffing maintenance number. Volunteer personnel, administrative civilian, and paid-on-call/stipend personnel do not need to be included on the list.

Please be sure to complete all requested information; incomplete rosters will be sent back for corrections. The information provided in this roster will be used to determine the department's required Staffing Maintenance number. If you need assistance completing the roster or have questions, please contact me.

Last Name	First Name	Rank	Is the employee Operational or Administrative?	If Ops, is the position part of the NFPA Compliance? (Y/N)	Has the employee left the Dept since the date of award? (Y/N)	If yes, what is the date they left	What is the reason?	Is this employee being funded under the FY 2015 SAFER Grant? (ONLY retention positions should be listed) (Y/N)
1 Lucas	Ralph	Battalion Chief	Ops	Y	N			N
2 Moser	Cory	Battalion Chief	Ops	Y	N			N
3 Bates	Dan	Captain	Ops	Y	N			N
4 Bauman	Dan	Captain	Ops	Y	N			N
5 Dougan	Chad	Captain	Ops	Y	N			N
6 Fifield	Matt	Captain	Ops	Y	N			N
7 Herrington	Tim	Captain	Ops	Y	N			N
8 Hutchison	Dan	Captain	Ops	Y	N			N
9 Keith	Kevin	Captain	Ops	Y	N			N
10 Kennedy	Jim	Captain	Ops	Y	N			N
11 Luedeman	Scott	Captain	Ops	Y	N			N
12 Moffitt	Jeff	Captain	Ops	Y	N			N
13 Morgan	Dan	Captain	Ops	Y	N			N
14 Murphy	Ryan	Captain	Ops	Y	N			N
15 Peterson	Dave	Captain	Ops	Y	N			N
16 Roberts	Les	Captain	Ops	Y	N			N
17 Wallace	Jason	Captain	Ops	Y	N			N
18 Archer	Jeff	Engineer	Ops	Y	N			N
19 Cooley	Tom	Engineer	Ops	Y	N			N
20 Diedrick	Mark	Engineer	Ops	Y	N			N
21 Epperson	Travis	Engineer	Ops	Y	N			N
22 Harwood	Doug	Engineer	Ops	Y	N			N
23 Haskell	Dave	Engineer	Ops	Y	N			N
24 Hickey	Bill	Engineer	Ops	Y	N			N

25 Laipple	Aaron	Engineer	Ops	Y	N				N
26 Lavers	Mike	Engineer	Ops	Y	N				N
27 McCarty	Pat	Engineer	Ops	Y	N				N
28 McElwee	Travis	Engineer	Ops	Y	N				N
29 Miller	Tim	Engineer	Ops	Y	N				N
30 Padilla-Melton	Brian	Engineer	Ops	Y	N				N
31 Sarge	Jeremy	Engineer	Ops	Y	N				N
32 Seets	Nate	Engineer	Ops	Y	N				N
33 Schmitt	Craig	Engineer	Ops	Y	N				N
34 Snyder	Allen	Engineer	Ops	Y	N				N
35 Arrollado	Shane	Firefighter	Ops	Y	N				N
36 Baziuk	Phil	Firefighter	Ops	Y	N				N
37 Beyea	Jason	Firefighter	Ops	Y	N				N
38 DeMenna	Matt	Firefighter	Ops	Y	N				N
39 Griskowitz	Butch	Firefighter	Ops	Y	N				N
40 Heartisan	Jason	Firefighter	Ops	Y	N				N
41 Jackson	Conrad	Firefighter	Ops	Y	N				N
42 Jones	Jeff	Firefighter	Ops	Y	N				N
43 Julien	Adam	Firefighter	Ops	Y	N				N
44 Kennedy	Cody	Firefighter	Ops	Y	N				N
45 Malm	Nate	Firefighter	Ops	Y	N				N
46 Mills	Lance	Firefighter	Ops	Y	N				N
47 Morris	Adam	Firefighter	Ops	Y	N				N
48 Pluimer	Jordan	Firefighter	Ops	Y	N				N
49 Rasmus	Tom	Firefighter	Ops	Y	Y	8/17/2016	failed probation		N
50 Reese	Matt	Firefighter	Ops	Y	N				N
51 Sanders	Derek	Firefighter	Ops	Y	N				N
52 Scott	Brandon	Firefighter	Ops	Y	N				N
53 Steinbrink	Troy	Firefighter	Ops	Y	N				N
54 Wallace	Jamie	Firefighter	Ops	Y	N				N