Federal Emergency Management Agency
Washington, D.C. 20472

Mr. Sidney Hultquist
El Mirage Fire Department
2925 El Mirage Road
El Mirage, California 92301-9300

Re: Grant No. EMW-2002-FG-10623

Dear Mr. Hultquist:

Congratulations. Your grant application submitted under FEMA's FY 02 Assistance to Firefighters Grant Program for Emergency Medical Services has been approved. The approved project costs amount to $8,000.00. The Federal share is 90 percent or $7,200.00 of the approved amount and your share of the costs is 10 percent or $800.00.

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

For your convenience, we will have an on-line system that will accept payment requests. The first step to request your grant funds is to ensure that FEMA has your correct Direct Deposit Information on-line. Once you have confirmed your Direct Deposit information, print a copy of it by clicking the Print SF 1199A button on the screen. Sign the form and take it to your bank to complete the bottom portion of the form. Once your bank has completed and signed the form, mail it, with the original signatures, to the address below:

Federal Emergency Management Agency
Financial & Acquisition Management Division
Grants Management Branch
Attn: Assistance to Firefighters Grant Program
500 C Street, SW, Room 350
Washington, DC 20472

The second step will be to request your grant funds. You will receive notification via email when you can request payments on-line. If you have any questions or concerns regarding the process to request your grant funds, please call Marilynn Grim at 1-877-510-6762.

Sincerely,

Patricia A. English
Senior Procurement Executive

Article II - Grantee Concurrence

By requesting and receiving Federal grant funds provided by this grant program, the grantee accepts and agrees to abide by the terms and conditions of the grant as set forth in this document and the documents identified below. All documents submitted as part of the application are made a part of this agreement by reference.

Article III - Period of Performance

The period of performance shall be from 15-NOV-02 to 14-NOV-03.

The grant funds are available to the grantee for obligation only during the period of performance of the grant award. The grantee is not authorized to incur new obligations after the expiration date unless the grantee has requested, and FEMA has approved, a new expiration date. The grantee has 90 days after period of performance to incur costs associated with closeout or to pay for obligations incurred during period of performance. Award expenditures are for the purposes detailed in the approved grant application only. The grantee cannot transfer funds to other agencies or departments without prior written approval from FEMA.

Article IV - Amount Awarded

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

Personnel	$4,000.00
Fringe Benefits	$0.00
Travel	$0.00
Equipment	$4,000.00
Supplies	$0.00
Contractual	$0.00
Construction	$0.00
Other	$0.00
Indirect Charges	$0.00
Total	$8,000.00

Article V - Requests for Advances or Reimbursements

Grant payments under the Assistance to Firefighter Grant Program are made on an advance or reimbursable basis for immediate cash needs. When the grantee needs grant funds, the grantee fills out the on-line Request for Advance or Reimbursement.

Payments under this grant program are made via direct deposit, therefore before a payment is made, grantees must confirm their on-line Direct Deposit information, print a copy, sign it and mail (with an original signature) the hardcopy to FEMA at the following address:

Federal Emergency Management Agency
Financial & Acquisition Management Division
Grants Management Branch
500 C Street, SW, Room 350
Washington, DC 20472
Attn: Sylvia A. Carroll

Article VI - Budget Changes

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

Article VII - Financial Reporting

The Request for Advance or Reimbursement mentioned above, will also be used for interim financial reporting purposes. At the end of the performance period, or upon completion of the grantee's program narrative, the grantee must complete, on-line, a final financial report that is required to close out the grant. The Financial Status Report, is due within 90 days after the end of the performance period.

Article VIII - Performance Reports

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

Article IX - FEMA Officials

Program Officer: Brian A. Cowan, Chief of the Grants Program Office, is the Program Officer for this grant program. The Program Officer is responsible for the technical monitoring of the stages of work and technical performance of the activities described in the approved grant application.

Grants Assistance Officer: Richard Goodman, Chief of the Grants Management Branch, or Sylvia A. Carroll, Grants Management Specialist, is the Assistance Officer for this grant program. The Assistance Officer is the Federal official responsible for negotiating, administering, and executing all grant business matters.

Grants Management Specialist: Marilynn Grim 202-646-3459 is the Grants Management Specialist for this grant award and shall be contacted for all financial and administrative grant business matters.

Article X - Other Terms and Conditions

A. Pre-award costs directly applicable to the awarded grant are allowable if approved in writing by the FEMA program official.

B. The grantee agrees to maintain their operating expenditures in the funded grant category at a level equal to or greater than the average of their operating expenditures in the two fiscal years preceding the fiscal year in which assistance is awarded.

C. The grantee agrees to provide information to the National Fire Incident Reporting System for the period covered by the grant.

Article XI - General Provisions

The following are hereby incorporated into this agreement by reference:

44 CFR, Emergency Management and Assistance

Part 7	Nondiscrimination in Federally-Assisted Programs
Part 13	Uniform administrative requirements for grants and cooperative agreements to state and local governments
Part 17	Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-free

Part 17 procurement and Government wide Requirements for Drug Free Workplace (Grants)

Part 18 New Restrictions on Lobbying

31 CFR 205.6 Funding Techniques

OMB Circular A-122 Cost Principles for Non-Profit Organizations

OMB Circular A-110	Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals, and Other NonProfit Organizations Assistance to Firefighters Grant Application and Assurances contained therein.

Article XII- Audit Requirements

All grantees must follow the audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. The main requirement of this OMB Circular is that grantees that expend $300,000.00 or more in Federal funds (from all Federal sources) must have a single audit performed in accordance with the circular.

As a condition of receiving funding under this grant program, you must agree to maintain grant files and supporting documentation for three years after the conclusion of the grant. You must also agree to make your grant files, books, and records available for an audit by FEMA, the General Accounting Office (GAO), or their duly authorized representatives to assess the accomplishments of the grant program or to ensure compliance with any requirement of the grant program.

FEDERAL EMERGENCY MANAGEMENT AGENCY
OBLIGATING DOCUMENT FOR AWARD/AMENDMENT

1a. AGREEMENT NO.
EMW-2002-FG-10623

2. AMENDMENT NO.

3. RECIPIENT NO.
95-6002748

4. TYPE OF ACTION
AWARD

5. CONTROL NO.
W358161N

6. RECIPIENT NAME AND ADDRESS
El Mirage Fire Department
2925 El Mirage Road
El Mirage
California, 92301-9300

7. ISSUING FEMA OFFICE AND ADDRESS
FEMA/Financial and Grants Management Division
500 C Street, S.W., Room 350
Washington DC, 20472
Specialist: Marilynn Grim 1-877-510-6762

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
Sidney Hultquist

PHONE NO.

10. NAME OF FEMA PROJECT COORDINATOR
Brian Cowan

PHONE NO.
(202) 646-2821

11. EFFECTIVE DATE OF THIS ACTION
15-NOV-02

12. METHOD OF PAYMENT
SF-270

13. ASSISTANCE ARRANGEMENT
Cost Sharing

14. PERFORMANCE PERIOD
From:15-NOV-02 To:14-NOV-03

Budget Period
From:01-OCT-02 To:30-SEP-03

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

PROGRAM NAME ACRONYM	CFDA NO.	ACCOUNTING DATA (AACS CODE) XXXX-XXX-XXXXXX-XXXXX-XXXX-XXXX-X	PRIOR TOTAL AWARD	AMOUNT AWARDED THIS ACTION + OR (-)	CURRENT TOTAL AWARD	CUMMULATIVE NON-FEDERAL COMMITMENT
AFG	83.554	2002-53-6410RA-64000000-4101-D	$0.00	$7,200.00	$7,200.00	$800.00
		TOTALS	$0.00	$7,200.00	$7,200.00	$800.00

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

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

Assistance to Firefighters Grant Program recipients are not required to sign and return copies of this document. However, recipients should print and keep a copy of this document for their records.

16b. FOR DISASTER PROGRAMS: RECIPIENT IS NOT REQUIRED TO SIGN

This assistance is subject to terms and conditions attached to this award notice or by incorporated reference in program legislation cited above.

17. RECIPIENT SIGNATORY OFFICIAL (Name and Title)
N/A

DATE
N/A

18. FEMA SIGNATORY OFFICIAL (Name and Title)
LISA LEWIS

DATE
25-OCT-02

Go Back

Agreement Articles

Federal Emergency Management Agency
Washington, D.C. 20472

AGREEMENT ARTICLES

ASSISTANCE TO FIREFIGHTERS GRANT PROGRAM

GRANTEE: El Mirage Fire Department

PROGRAM: Emergency Medical Services

AGREEMENT NUMBER: EMW-2002-FG-10623

AMENDMENT NUMBER:

TABLE OF CONTENTS

Article I	Project Description
Article II	Grantee Concurrence
Article III	Period of Performance
Article IV	Amount Awarded
Article V	Requests for Advances or Reimbursements
Article VI	Budget Changes
Article VII	Financial Reporting
Article VIII	Performance Reports
Article IX	FEMA Officials
Article X	Other Terms and Conditions
Article XI	General Provisions
Article XII	Audit Requirements

Article I - Project Description

The grantee shall perform the work described in the approved grant application's Program Narrative. That narrative is made a part of these grant agreement articles by reference. The purpose of the Assistance to Firefighters Grant Program is to protect the health and safety of the public and firefighting personnel against fire and fire-related hazards. After careful consideration, FEMA has determined that the grantee's project, as detailed in submitted project narrative and budget information, submitted as part of the grantee's application (and considered part of this agreement by reference), was consistent with the program's purpose and worthy of award. As such, any deviation from the approved program narrative must have prior written approval from FEMA.