



# City of West Allis Matter Summary

7525 W. Greenfield Ave.  
West Allis, WI 53214

File Number	Title	Status
2004-0185	Communication	In Committee
Fire Chief communication regarding a Federal Emergency Management Agency (FEMA) "Assistance to Firefighters Grant Program", the Federal portion being \$110,635 and the City's responsibility will be \$47,415. Introduced: 4/5/2004 Controlling Body: Administration & Finance Committee		

### COMMITTEE RECOMMENDATION

*Approval*

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
<u>APR 05 2004</u>		<input checked="" type="checkbox"/>	Barczak	<input checked="" type="checkbox"/>			
			Czaplewski	<input checked="" type="checkbox"/>			
			Kopplin	<input checked="" type="checkbox"/>			
		<input checked="" type="checkbox"/>	Lajsic	<input checked="" type="checkbox"/>			
			Narlock				
			Reinke	<input checked="" type="checkbox"/>			
			Sengstock				
			Trudell				
			Vitale				
			Weigel				
		TOTAL		<u>5</u>	<u>0</u>		

### SIGNATURE OF COMMITTEE MEMBER (RECORDER)

*[Signature]*  
 Chair \_\_\_\_\_ Vice-Chair \_\_\_\_\_ Member \_\_\_\_\_

### COMMON COUNCIL ACTION **APPROVAL**

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
<u>APR 05 2004</u>		<input checked="" type="checkbox"/>	Barczak	<input checked="" type="checkbox"/>			
		<input checked="" type="checkbox"/>	Czaplewski	<input checked="" type="checkbox"/>			
			Kopplin	<input checked="" type="checkbox"/>			
			Lajsic	<input checked="" type="checkbox"/>			
			Narlock	<input checked="" type="checkbox"/>			
			Reinke	<input checked="" type="checkbox"/>			
			Sengstock	<input checked="" type="checkbox"/>			
			Trudell				<input checked="" type="checkbox"/>
			Vitale	<input checked="" type="checkbox"/>			
			Weigel	<input checked="" type="checkbox"/>			
		TOTAL		<u>9</u>	<u>1</u>		<u>1</u>





# CITY OF WEST ALLIS

WISCONSIN



Wisconsin  
Award for  
Municipal  
Excellence

FIRE DEPARTMENT

RECEIVED

MAR 29 2004

CITY OF WEST ALLIS  
CLERK/TREASURER

STEVEN J. HOOK  
*Fire Chief*

ROBERT F. PIECHURA  
*Asst. Chief of Training*

GARY A. STREICHER  
*Asst. Chief of Operations*

STEVEN D. BANE  
*Asst. Chief of EMS*

MARTIN M. KING  
*Asst. Chief of Fire Prevention*

March 22, 2004

Honorable Mayor and Common Council  
7525 West Greenfield Avenue  
West Allis, WI 53214

Dear Mayor and Council members,

In fiscal year 2003, the U.S. Congress once again appropriated money for distribution through the Federal Emergency Management Agency (FEMA) "Assistance to Firefighters Grant Program". Grants are currently being awarded to those fire departments that can demonstrate a need and are able to articulate their use of the funding with respect to fire fighter safety and departmental effectiveness.

With limited funding available, applications have been very competitive in nature. In addition, cities are again required to commit matching funds. For cities our size, a 70% - 30% matching of funds is required, in which we would be responsible for providing 30% of the total. This is similar to the \$101,580 grant we received in 2001 and the \$55,010 grant we received from the 2002 funds.

Even though we had received a grants in 2001 and 2002, and the likelihood of repeating was very small, we applied for funding in the area of enhancing our fire station safety equipment. We have been researching vehicle exhaust systems for some time, and have identified this as a weaker facet of our delivery of emergency care. Although we have used WE Energies funds for this equipment in previous station projects, the equipment qualifies for funds at Fire Station 2 and for the money spent previously to enhance the systems.

Assistant Chief Martin King was our contact person and was responsible for writing the grant application and providing justification. Our intent was:

1. to provide efficient exhaust removal systems,
2. improve fire station safety.

Recently, we were notified that our department has been selected to receive a grant through this program. FEMA has approved project costs in the amount of \$158,050. The federal portion of

this grant is \$110,635, and the City's responsibility will be \$47,415. I've attached the communications AC King received, informing us of the grant award.

I have received approval from the Board of Police and Fire Commissioners to seek your consent to provide the \$47,415 in order for us to accept the grant. Funds for the City's portion of the grant are already contained within the building portion of the fire station's budget contingency. The grant enhances project funds that are being spent on our remodeling and renovation project. Please see the attached information from FEMA as well as my PFC request.

If you have any questions or concerns about the FEMA Fire Act Grant program or our grant in particular, please feel free to contact me. I look forward to your Council's approval of our request, and to provide this equipment for our fire and EMS responders as soon as possible.

Sincerely,

A handwritten signature in black ink, appearing to read "Steven J. Hook". The signature is written in a cursive, flowing style.

Steven J. Hook  
Fire Chief



# CITY OF WEST ALLIS

WISCONSIN



Wisconsin  
Award for  
Municipal  
Excellence

## FIRE DEPARTMENT

To: Honorable Board of Police and Fire Commissioners  
From: Steven J. Hook, Fire Chief *SH*  
Re: Approval to Seek Matching funds for FEMA Fire Act Grant  
Date: February 16, 2003

**STEVEN J. HOOK**  
*Fire Chief*

**ROBERT F. PIECHURA**  
*Asst. Chief of Training*

**GARY A. STREICHER**  
*Asst. Chief of Operations*

**STEVEN D. BANE**  
*Asst. Chief of EMS*

**MARTIN M. KING**  
*Asst. Chief of Fire Prevention*

In fiscal year 2003, the U.S. Congress once again appropriated money for distribution through the Federal Emergency Management Agency (FEMA) "Assistance to Firefighters Grant Program". Grants are currently being awarded to those fire departments that can demonstrate a need and are able to articulate their use of the funding with respect to fire fighter safety and departmental effectiveness.

With limited funding available, applications have been very competitive in nature. In addition, cities are again required to commit matching funds. For cities our size, a 70% - 30% matching of funds is required, in which we would be responsible for providing 30% of the total. This is similar to the \$101,580 grant we received in 2001 and the \$55,010 grant we received last year.

Even though we had received a grants in 2001 and 2002, and the likelihood of repeating was very small, we applied for funding in the area of enhancing our fire station safety equipment. We have been researching vehicle exhaust systems for some time, and have identified this as a weaker facet of our delivery of emergency care. Although we have used We Energies funds for this equipment in previous station projects, the equipment qualifies for funds at Fire Station 2 and for the money spent previously to enhance the systems.

Assistant Chief Martin King was our contact person and was responsible for writing the grant application and providing justification. Our intent was:

1. to provide efficient exhaust removal systems,
2. improve fire station safety.

Recently, we were notified that our department has been selected to receive a grant through this program. FEMA has approved project costs in the amount of \$158,050. The federal portion of this grant is \$110,635, and the City's responsibility will be \$47,415. I've attached the communications AC King received, informing us of the grant award.

As with our other grants, I'll be working with City Administrative Officer Paul Ziehler to request our City Council's commitment to the grant, and ask for money to be transferred from the City's contingency fund for this purpose. Therefore, I am asking that your Board approve this request to seek approval for the receipt of these grant funds (\$110,635) and commitment to support the required City portion (\$47,415).

If you have questions regarding the administration of grant funds or require further clarification, please contact me.

## Martin King

---

**From:** usfagrants@fema.gov  
**To:** mking@ci.west-allis.wi.us  
**Subject:** Award Notification (Application Number: EMW-2003-FG-16001)

Congratulations!

Your grant application submitted under the Emergency Preparedness and Response Directorate's (EP&R/FEMA of DHS) FY 03 Assistance to Firefighters Grant Program has been approved for award. Please go to <https://portal.fema.gov>. This will take you to the Assistance to Firefighters eGrants system. Enter your User Name and Password as requested on the login screen (on the left). 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, you will see a link that says View Award Package. Click this link. This link will take you to your award package. Please print your award package for your records.

While you are in the system, you will see a link 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 already done so. Submit the form electronically. If you have not already mailed a copy of your SF 1199A to FEMA, print the form (using the Print 1199A button), write your grant number on the form, and take it to your bank to have the bottom portion completed and mailed to the following address:

Department of Homeland Security  
Emergency Preparedness and Response Directorate (FEMA)  
Grants Management Branch  
500 C Street, SW, Room 350  
Washington, DC 20472

Attn: Assistance to Firefighters Grant Program

Due to delays in delivery of regular USPS mail to government offices, we suggest that you use USPS priority mail or a commercial overnight delivery service to decrease the amount of time that elapses between our request for information and your response. Please allow three weeks for the processing of your SF 1199A. You will receive an email when your form has been approved. If you have any questions regarding your SF-1199A, please call 1-866-274-0960 or 1-877-510-6762.

## Award Status

---

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

[View Award Package](#)

**Award Number:** EMW-2003-FG-16001

**Award Amount:** \$110,635

You establish acceptance of this award when you expend any grant funds available to you. You should fill out your Direct Deposit Form 1199A immediately; however, submit your request for funds when you are ready to spend the money. *It is a federal requirement to minimize the time between you receiving the funds in your bank account and your spending of those funds.* For planning purposes, you can estimate that it could take up to **three weeks** for the funds to be transferred to your account.



Federal Emergency Management Agency  
Washington, D.C. 20472

Mr. Martin King  
West Allis Fire Department  
2040 South 67th Place  
West Allis, Wisconsin 53219-1305

Re: Grant No.EMW-2003-FG-16001

Dear Mr. King:

Congratulations. Your grant application submitted to the Emergency Preparedness & Response Directorate (EP&R/FEMA of DHS) for the FY03 Assistance to Firefighters Grant Program in the program area of Fire Operations and Firefighter Safety has been approved. The approved project costs amount to \$158,050.00. The Federal share is 70 percent or \$110,635.00 of the approved amount and your share of the costs is 30 percent or \$47,415.00.

As part of your award package, you will find EP&R'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 EP&R'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 EP&R has your correct direct deposit information on-line. Please log onto <https://portal.fema.gov/> using your userid and password and confirm the direct deposit information. 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. Please write your grant number on the top of your SF 1199A before mailing it to EP&R. Once your bank has completed and signed the form, mail it by priority mail, with the original signatures, to the address below:

Emergency Preparedness and Response Directorate (EP&R)  
Financial & Acquisition Management Division  
Grants Management Branch  
Attn: Assistance to Firefighters Grant Program  
500 C Street, SW, Room 334  
Washington, D.C. -20472

If you currently have Assistance to Firefighters Grant with EP&R and your direct deposit information has not changed, you do not need to resubmit that information. If your direct deposit information has changed, please follow the detailed instructions in the preceding paragraph.

The second step will be to request your grant funds. Grant funds should be requested to meet your immediate needs and should therefore be requested as close as possible to the time that you will actually spend the funds. If you have any questions or concerns regarding the process to request your grant funds, please contact your Grants Management Specialist, Marilyn Grim at 202-646-3459.

Sincerely,

A handwritten signature in black ink, appearing to read "Patricia A. English". The signature is written in a cursive, flowing style.

Patricia A. English  
Senior Procurement Executive



## Agreement Articles



Federal Emergency Management Agency  
Washington, D.C. 20472

## AGREEMENT ARTICLES

## ASSISTANCE TO FIREFIGHTERS GRANT PROGRAM

GRANTEE: West Allis Fire Department

PROGRAM: Fire Operations and Firefighter Safety

AGREEMENT NUMBER: EMW-2003-FG-16001

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. Please contact your Grants Management Specialist if you are seeking a deviation from the approved program narrative.

**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 (grant period) shall be from 15-FEB-04 to 14-FEB-05.

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(76-10A) for Award attached to these articles. Following are the budgeted estimates for object classes for this grant (including Federal share plus grantee match):

Personnel	\$0.00
Fringe Benefits	\$0.00
Travel	\$0.00
Equipment	\$158,050.00
Supplies	\$0.00
Contractual	\$0.00
Construction	\$0.00
Other	\$0.00
Indirect Charges	\$0.00
Total	\$158,050.00

### 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, after completing the SF 1199A, Direct Deposit Form, on-line.

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 by priority mail to at the following address:

Department of Homeland Security  
 Emergency Preparedness and Response Directorate (FEMA)  
 Grants Management Branch  
 500 C Street, SW, Room 350  
 Washington, DC 20472

Attn: Assistance to Firefighters Grant Program

### 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. Please submit a request for an amendment through the on-line system by clicking the Grants Management option and selecting the option for amendment requests.

#### **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. Please log into the firegrants system when your department is eligible to submit a semi-annual performance report.

#### **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:** Marilyn 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 prior to the award and after the close of the application period.

B. The grantee agrees to maintain their operating expenditures in the funded grant category during the period of performance 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.

D. The grantee agrees to complete timely closeout of the grant.

E. The grantee agrees to keep an official grant file, maintaining copies of all actions taken on the grant from application through to closeout for a period of three years after the official grant closeout date.

#### **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 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.

#### Additional Requirements if applicable

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

<b>1a. AGREEMENT NO.</b> EMW-2003-FG-16001	<b>2. AMENDMENT NO.</b> 0	<b>3. RECIPIENT NO.</b> 39-6005651	<b>4. TYPE OF ACTION</b> AWARD	<b>5. CONTROL NO.</b> W358175N
<b>6. RECIPIENT NAME AND ADDRESS</b> West Allis Fire Department 2040 South 67th Place West Allis Wisconsin, 53219-1305	<b>7. ISSUING FEMA OFFICE AND ADDRESS</b> FEMA/Financial and Grants Management Division 500 C Street, S.W., Room 350 Washington DC, 20472 Specialist:Marlynn Grim 202-646-3459	<b>8. PAYMENT OFFICE AND ADDRESS</b> FEMA/Financial Services Branch 500 C Street, S.W., Room 723 Washington DC, 20472		
<b>9. NAME OF RECIPIENT PROJECT OFFICER</b> Martin King	<b>PHONE NO.</b> 414-302-8904	<b>10. NAME OF FEMA PROJECT COORDINATOR</b> Brian Cowan	<b>PHONE NO.</b> (202) 646-2821	
<b>11. EFFECTIVE DATE OF THIS ACTION</b> 15-FEB-04	<b>12. METHOD OF PAYMENT</b> SF-270	<b>13. ASSISTANCE ARRANGEMENT</b> Cost Sharing	<b>14. PERFORMANCE PERIOD</b> From:15-FEB-04 To:14-FEB-05	

Budget Period  
From:01-OCT-03 To:30-SEP-04

**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	2004-57-6410RA-63210000- 4101-D	\$0.00	\$110,635.00	\$110,635.00	\$47,415.00
<b>TOTALS</b>			<b>\$0.00</b>	<b>\$110,635.00</b>	<b>\$110,635.00</b>	<b>\$47,415.00</b>

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)**  
Sylvia Carroll

**DATE**  
16-JAN-04

[Go Back](#)