

ACTION SHEET
CITY COUNCIL COMMITTEE MEETING OF 06/24/2015
ITEM FROM FINANCE COMMITTEE MEETING OF 06/15/2015

ISSUE:

28. Request for Approval of Grant Award and Professional Services Agreement – VO2 Max (Cardiopulmonary) Testing for Santa Fe Fire Department Personnel; University of New Mexico and Approval of Budget Increase in the Amount of \$61,200. (Jan Snyder)

FINANCE COMMITTEE ACTION: APPROVED AS CONSENT ITEM

FUNDING SOURCE: 12087.510310

SPECIAL CONDITIONS OR AMENDMENTS

STAFF FOLLOW-UP:

| VOTE | FOR | AGAINST | ABSTAIN |
|-----------------------|-----|---------|---------|
| COUNCILOR TRUJILLO | X | | |
| COUNCILOR RIVERA | X | | |
| COUNCILOR LINDELL | X | | |
| COUNCILOR MAESTAS | X | | |
| CHAIRPERSON DOMINGUEZ | | | |

06/15/2015

City of Santa Fe, New Mexico

memo

DATE: May 27, 2015

TO: Finance Committee
City Council

FROM: Jan M. Snyder, Assistant Fire Chief *JMS*

VIA: Erik J. Litzenberg, Fire Chief *EJL*

SUBJECT: Budget Increase for FEMA Assistance to Firefighters Grant (AFG)

BACKGROUND AND SUMMARY:

The City of Santa Fe Fire Department respectfully requests permission to accept a recently awarded FEMA Assistance to Firefighters Grant (AFG) of Sixty-one thousand two hundred dollars (\$61,200.00) to support the Department's Health and Safety programs and to increase our budget by the same amount.

These funds will be used to develop a professional services agreement (PSA), see attached, with the University of New Mexico to provide continuing Max VO2 testing (cardiopulmonary test) for our department personnel.

The funds for the ten percent (10%) cost share of sixty-eight hundred dollars (\$6,800.00) will come from the department's general fund business unit 12087.510310 as identified in our fiscal year 2015-16 budget.

We are requesting your acceptance of the grant funding and increase to the Fire Departments budget. Please feel free to contact me with any further questions at 955-3121.

Attachments: FEMA AFG Acceptance Letter- EMW-2013-FO-06166
FEMA AFG Summary Award Memo-EMW-2013-FO-06166
FEMA AFG Agreement Articles – EMW-2013-FO-06166
PSA-UNM #15-1109
Summary of Contracts-PSA- UNM #15-1109

CITY OF SANTA FE OTHER METHOD PROCUREMENT CHECKLIST

Contractor Name: UNIVERSITY OF NEW MEXICO

Procurement Title: MAX V02 FIREFIGHTER TESTING GRANT AWARD

Other Methods: State Price Agreement Cooperative Sole Source Exempt Other GRANT FEMA

Department Requesting/Staff Member JAN SNYDER/ ASSISTANT FIRE CHIEF

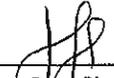
Procurement Requirements:

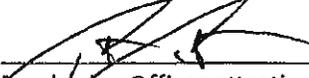
A procurement file shall be maintained for all contracts, regardless of the method of procurement. The procurement file shall contain the basis on which the award is made, all submitted bids, all evaluation materials, score sheets, quotations and all other documentation related to or prepared in conjunction with evaluation, negotiation, and the award process. The procurement shall contain a written determination from the Requesting Department, signed by the purchasing officer, setting forth the reasoning for the contract award decision before submitting to the Committees.

REQUIRED DOCUMENTS FOR APPROVAL BY PURCHASING*

- | YES | N/A | |
|-------------------------------------|-------------------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Approved Procurement Checklist (by Purchasing) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Departments Recommendation of Award Memo addressed to Finance |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | State Price Agreement |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Cooperatve Agreement |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Sole Source Request and Determination Form |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Contractors Exempt Letter |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Purchasing Officers approval for exempt procurement |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | BAR |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | FIR |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Contract, Agreement or Amendment |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Current Business Registration and CRS numbers on contract or agreement |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Summary of Contracts and Agreements form |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Certificate of Insurance |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Other: FEMA Grant <u>EMW2013-FO-06166</u> |

JAN SNYDER
 Department Rep Printed Name and Title


 Department Rep Signature attesting that all information included

 4/2/15
 Purchasing Officer attesting that all information is reviewed

REQUIRED DOCUMENTS FOR OTHER METHOD FILE*

- | YES | N/A | |
|--------------------------|-------------------------------------|--|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | State Price Agreement |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Cooperatve Agreement |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Sole source Request and Determination Form |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Contractors Exempt Letter |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Purchasing Officers approval of exempt procurement |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Copies of all Sole Source submittals |

*

Other: _____

AWARD*

YES N/A

Fully executed Memo to Committees from the Department with recommendation of award
 Other: _____

CONTRACT*

YES N/A

Copy of Executed Contract
 Copy of all documentation presented to the Committees
 Finalized Council Committee Minutes
 Other: after approval by council _____

Include all other substantive documents and records of communication that pertain to the procurement and any resulting contract.

Create a separate file folder which may contain any documents with trade secrets or other competitively sensitive, confidential or proprietary information.

JAN SNYDER
Department Rep Printed Name and Title

[Signature]
Department Rep Signature attesting that all information included

City of Santa Fe, New Mexico

memo

DATE: May 27, 2015
TO: Finance Committee
City Council
FROM: Jan M. Snyder, Assistant Fire Chief *JMS*
SUBJECT: Budget Increase for FEMA Assistance to Firefighters Grant (AFG)
VIA: Erik J. Litzenberg, Fire Chief
CC: Oscar Rodriguez, Finance Director
Robert Rodarte, Purchasing Director *RR*

The City of Santa Fe Fire Department respectfully requests permission to accept a recently awarded FEMA Assistance to Firefighters Grant (AFG) of sixty-one thousand two hundred dollars (\$61,200.00) to support the Department's Health and Safety programs and to increase our budget by the same amount.

These funds will be used to develop a professional services agreement (PSA), see attached, with the University of New Mexico to provide continuing Max VO2 testing (cardiopulmonary test) for our Department personnel.

The funds for the ten percent (10%) cost share of sixty-eight hundred dollars (\$6,800.00) will come from the Department's General Fund business unit (12087.510300) as identified in our fiscal year 2015-2016 budget.

We are requesting your acceptance of the grant funding and increase to the Fire Departments budget.

Please feel free to contact me with any further questions at 955-3121.

Attachments: (6)
FEMA AFG Acceptance Letter - EMW-2013-FO-06166
FEMA AFG Summary Award Memo - EMW-2013-FO-06166
FEMA AFG Agreement Articles - EMW-2013-FO-06166
FEMA AFG Obligating Document for Award/Amendment - EMW-2013-FO-06166
PSA - UNM #15-1109
Summary of Contracts - PSA - UNM #15-1109



THE UNIVERSITY of
NEW MEXICO

FIXED PRICE

PROFESSIONAL SERVICES AGREEMENT

AGREEMENT #: 15-1104

UNIVERSITY

The Regents of The University of New Mexico
Pre Award Services, Main & Branches
MSC01 1247
1 University of New Mexico
Albuquerque, NM 87131-0001
Phone: (505) 277-4186
Email: cga@unm.edu

ENTITY

Name: Santa Fe Fire Department
Address: 200 Murales
City: Santa Fe
State: New Mexico Zip Code: 87504 87501
Phone: 505-955-3118
Fax:
Email: sabeuler@ci.santa-fe.nm.us

Price: \$ 250.00 x 170 subjects
Period of Performance: 7/1/15 thru 6/30/16
Payment Terms: monthly billings

Send invoices to (if different than above)
See Attached "Addednum" incorporated herein

PI: Christine Mermier & Ann Gibson
Make checks payable to:
The Regents of The University of New Mexico

Entity Contact: Sheila Beuler

TERMS AND CONDITIONS

1. Project. University will perform the services and provide the deliverables as specified in the proposal, attached as Exhibit A, under the direction of the above-referenced Principal Investigator (the "Project").
2. Payment Terms. Entity will pay University the fixed price in accordance with the payment terms listed above. Entity will use no federal funds to pay for this Agreement.
3. Deliverable. Deliverable(s) shall be the property of the Entity.
4. Publication. University will be free to publish the Project results after providing Entity with a thirty (30) day period in which to review each publication to identify patentable subject matter or to identify any inadvertent disclosure of the Entity's Confidential Information. Any extension of this review time will require the written consent of the University.
5. Confidential Information. University shall use Confidential Information only for the purposes of performing this Agreement. University agrees to use the same degree of care as it uses to protect its own confidential information and to maintain the confidentiality of the information for a period of three (3) years from the date of receipt by the Principal Investigator referred to above. Confidential Information shall mean any non-public information of Entity which is disclosed to University in performance of this Agreement provided that it is in writing and labeled as "confidential", or identified as confidential at the time of visual or oral disclosure and reduced to writing and transmitted to University within 30 days of such non-written disclosure. University's obligations do not apply to information that is in the public domain, independently known, independently developed or obtained by University, or required by law or regulation to be disclosed by University.
6. Intellectual Property. Entity shall own all reports, copyrighted works, and inventions created under this Agreement. University shall have the right to use all such intellectual property for non-commercial research and educational purposes, including the right to publish. The University will cooperate with the Entity, at Entity's expense, if any patents are filed by the Entity on the results.
7. Status. The parties shall be an independent contractor in its activities under this Agreement.
8. Publicity. Either party may identify the parties to this Agreement, title of the Project, and price. Any other use of the name of the other party in any publicity, advertising, or news releases requires the prior written approval of the authorized representative of the other party.
9. Export Controls. University and Entity are subject to applicable U.S. export laws and regulations. Entity shall identify any export controlled information or materials prior to providing such information or materials to University.
10. Choice of Law. This contract will be governed by the laws of the State of New Mexico, without regard to conflict of laws.
11. Termination. Either party may terminate this Agreement upon thirty (30) days prior written notice to the other. Project results to the date of termination shall be provided to Entity. All reasonable costs and non-cancelable obligations incurred by University prior to termination shall be reimbursed by Entity. University shall return any prepayment by Entity in excess of such reimbursable amounts. At the request of Entity, all unused Entity provided materials at the time of termination shall either be destroyed by University or returned to Entity.
12. Best Efforts. University will use its reasonable best efforts to perform the Project. Project results are provided "as-is", and University makes no representations or warranties, expressed or implied, in regard to the quality of the services, Project deliverables or the Project results. Entity agrees to indemnify and hold harmless University against any claims arising out of Entity's use, commercial sale, or distribution of Project results.
13. Liability. The liability of University will be subject in all cases to the immunities and limitations of the New Mexico Tort Claims Act, Sections 41-4-1 et seq. NMSA 1978, as amended.
14. Entire Agreement. This contract contains the entire and only agreement between University and Entity respecting the Project and supersedes or cancels all previous negotiations, agreements, commitments and writings between the parties on the Project. This Agreement may only be amended in writing signed by the duly authorized representatives of each of the parties. Entity agrees that this Agreement supersedes the terms and conditions of any Purchase Order issued by Entity, even if issued after the date of this Agreement. Entity acknowledges that PI is not authorized to execute any agreement on behalf of University.

ENDORSEMENTS

UNIVERSITY MW

ENTITY

Name:

Christine Mermier 5/13/15

Name:



Department of Health, Exercise and Sports Sciences
Exercise Physiology Laboratories

Exhibit A

February 18, 2015

To: Sheila Beuler, Chief Fire Officer
From: Christine Mermier, Ph.D., Exercise Testing Lab Director
Ann Gibson, Ph.D., Associate Professor
Re: VO₂ Max Testing Quote for the Santa Fe Fire Department

Quote:

\$250.00 per each cardiopulmonary test with two exercise science technicians from UNM

UNM personnel obligations:

Pre-test:

- Calibrate metabolic cart
- Build mouthpiece/headgear
- Greet fire department personnel and explain all required paperwork (informed consent, health history questionnaire).
- Ensure that client has adhered to pre-test guidelines.
- Explain and answer any questions about VO_{2max} testing.
- Devise bike protocol based on fitness level, sex, and size of subject
- Prepare participant for a 12-lead EKG assessment by placing 10 electrodes on the chest
- Adjust cycle ergometer for subject comfort.
- Measure resting blood pressure

During Test:

- Monitor electrocardiogram (EKG), metabolic parameters, and test participants for signs/symptoms of distress.
- Measure exercise blood pressures, monitor perceived exertion and oxygen saturation
- At test conclusion, monitor EKG, heart rate and blood pressure for at least five minutes while subject stays on cycle (active recovery).
- All testing done in accordance with the American College of Sports Medicine guidelines (ACSM's Guidelines of Exercise Testing and Prescription, 9th edition, 2014).

Consultation:

- Explain VO_{2max} report to all participants and interpret the meaning of their results.
- Consultation would include comparing with past test results (as applicable and available), comparing VO_{2max} to normative values for individual's age and sex, and suggesting ways to increase or maintain aerobic fitness (exercise prescription).
- Answer any questions participants have about the test. Suggest follow up care and/or monitoring as needed.

Post-test

- Clean/sterilize mouthpiece/headgear set-up
- Build new mouthpiece/headgear for next subject

Regular maintenance of metabolic cart:

- Every 3 months change sample lines, filters, drying loops, calibration reconstruction, clean pneumotach
- Each maintenance session takes 1-1.5 hours

SFFD obligations:

- Scheduling firefighters for testing in groups of four or more per session
- Make adequate number of copies of questionnaire and informed consent available
- Provide equipment and supplies for testing (gases, mouthpiece set-up and sterilization supplies, gloves, alcohol, EKG electrodes, EKG mesh vests, maintenance supplies)
- Provide calibrated weight scale
- Provide physician or cardiologist for interpretation of resting and exercising EKG

Note: Facilities and Administration and/or overhead costs will not be covered by The City of Santa Fe or the Santa Fe Fire Department.

Budget for Santa Fe Fire Department Testing

170 tests @ \$250 each = \$42,500

Personnel costs

Technicians will be paid \$25/hr and Faculty summer daily rate (July)

| Name & position | #hrs or days | rate | total |
|---------------------------|--------------|--------------|-------------------|
| Trisha McClain- GA | 170 hrs | \$25/hr | \$4250.00 |
| Kelly Johnson-GA | 170 hrs | \$25/hr | \$4250.00 |
| Kurt Escobar- GA | 110 hrs | \$25/hr | \$2750.00 |
| Christine Mermier-faculty | 22 days | \$348.25/day | \$7661.50 |
| Ann Gibson- faculty | 22 days | \$347.80/day | \$7651.60 |
| Personnel total | | | \$26313.10 |

Mileage costs

\$0.56/mile @ 118 miles = \$66.08/trip

| # trips | mileage cost | miles | total |
|----------------------|---------------------|-------------|--------------------|
| 175 | \$66.08 (\$0.56/mi) | 118 mi/trip | \$11564.00 |
| Mileage total | | | \$11,564.00 |

Fringe & insurance

Insurance \$370/student (summer) & faculty 22% fringe

| Name | item | amount | |
|---------------------|------------------|------------------|----------------------------------|
| Trisha McClain- GA | health insurance | \$327 | |
| Kelly Johnson-GA | health insurance | \$327 | |
| Kurt Escobar- GA | health insurance | \$327 | |
| Christine Mermier | fringe | \$1685.53 | |
| Ann Gibson | fringe | \$1683.35 | |
| Fringe total | | \$4349.88 | Grand Total = \$ 42476.98 |

City of Santa Fe (Entity) and University of New Mexico (University)

ADDENDUM

A. NEW MEXICO TORT CLAIMS ACT

Any liability incurred by the Entity in connection with this Agreement is subject to the immunities and limitations of the New Mexico Tort Claims Act, Section 41-4-1, et. seq. NMSA 1978, as amended. The Entity and its "public employees" as defined in the New Mexico Tort Claims Act, do not waive sovereign immunity, do not waive any defense and do not waive any limitation of liability pursuant to law. No provision in this Agreement modifies or waives any provision of the New Mexico Tort Claims Act.

B. APPROPRIATIONS

The terms of this Agreement are contingent upon sufficient appropriations and authorization being made by the Entity for the performance of this Agreement. If sufficient appropriations and authorization are not made by the Entity, this Agreement shall terminate upon written notice being given by the Entity to the University. The Entity's decision as to whether sufficient appropriations are available shall be accepted by the University and shall be final.

C. RECORDS AND AUDIT

The University shall maintain, throughout the term of this Agreement and for a period of three years thereafter, detailed records that indicate the date, time and nature of services rendered. These records shall be subject to inspection by the Entity, the Department of Finance and Administration, and the State Auditor. The Entity shall have the right to audit the billing both before and after payment. Payment under this Agreement shall not foreclose the right of the Entity to recover excessive or illegal payments.

Signature Lines required:

Entity:

University of New Mexico: *MW*

Brian K Snyder, City Manager

[Handwritten Signature]

Name & Title

Date: _____

Date: 6/13/15

Attest:

Yolanda Y. Vigil, City Clerk

Approved as to form:

KAB 5/20

Kelley A. Brennan, City Attorney

Approved:

Oscar Rodriguez, Finance Director



**City of Santa Fe
Summary of Contracts, Agreements, & Amendments**

Section to be completed by department for each contract or contract amendment

- | | | | | |
|---|--------------------------|-------------------------------------|-----------------------------|--------------------------|
| 1 | FOR: ORIGINAL CONTRACT | <input checked="" type="checkbox"/> | CONTRACT AGREEMENT | <input type="checkbox"/> |
| | MAINTENANCE AGREEMENT | <input type="checkbox"/> | LICENSE AGREEMENT | <input type="checkbox"/> |
| | LEGAL SERVICES AGREEMENT | <input type="checkbox"/> | MEMORANDUM OF UNDERSTANDING | <input type="checkbox"/> |
| | MEMORANDUM OF AGREEMENT | <input type="checkbox"/> | JOINT POWERS AGREEMENTS | <input type="checkbox"/> |
| | GRANT AGREEMENTS | <input type="checkbox"/> | CHANGE ORDERS | <input type="checkbox"/> |

2 Name of Contractor The University of New Mexico

3 Complete information requested Plus GRT
 Inclusive of GR

Original Contract Amount: _____ \$42,500.00

Termination Date: _____ June 30, 2016

Approved by Council Date: _____

or by City Manager Date: _____

Contract is for: VO2 Max Testing.

Amendment # _____ to the Original Contract# _____

Increase/(Decrease) Amount \$ _____

Extend Termination Date to: _____

Approved by Council Date: _____

or by City Manager Date: _____

Amendment is for:

4 **History of Contract & Amendments:** (option: attach spreadsheet if multiple amendments) Plus GRT
 Inclusive of GR

Amount \$ _____ of original Contract# _____ Termination Date: _____
Reason: _____

Amount \$ _____ amendment # 1 Termination Date: _____
Reason: _____

Amount \$ _____ amendment # _____ Termination Date: _____
Reason: _____

Amount \$ _____ amendment # _____ Termination Date: _____
Reason: _____

Total of Original Contract plus all amendments \$ _____



**City of Santa Fe
Summary of Contracts, Agreements, & Amendments**

5 **Procurement Method of Original Contract:** (complete one of the lines)

RFP RFQ Sole Source Other

6 **Procurement History:** The only company that can provide service in New Mexico.
example: (First year of 4 year contract)

7 **Funding Source:** Grant **BU/Line Item:** _____

8 **Any out-of-the ordinary or unusual issues or concerns:**

(Memo may be attached to explain detail.)

9 **Staff Contact who completed this form:** Karyn Romero Phone # 3113

Division Contract Administrator: Jan Snyder

Division Director: _____

Department Director: Erik Litzenberg, Fire Chief

10 **Certificate of Insurance attached.** (if original Contract)

11 **Description of your efforts to reduce the cost of the contract including information on efforts to obtain other quotes for the contracted activity:** _____

12 **Prior year's contract amount?:** _____

13 **Describe service impact from an ongoing commitment to the contractor:** _____

14 **Why staff cannot perform the work?:** Staff needs to be trained and certified in Cardiopulmonary testing.

15 **If extending contract, why?:** _____

16 **Was a Santa Fe company awarded contract? If not, why?:** Sole Source

17 **Is this for City Manager or Council approval?:** City Manager

To be recorded by City Clerk:

Contract # _____

Date of contract Executed (i.e., signed by all parties): _____

Note: If further information needs to be included, attach a separate memo.

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



FEMA

Mr. Erik Litzenberg
Santa Fe Fire Department
P.O. Box 909, 200 Murales Road
Santa Fe, New Mexico 87504-0909

Re: Grant No.EMW-2013-FO-06166

Dear Mr. Litzenberg:

On behalf of the Federal Emergency Management Agency (FEMA) and the Department of Homeland Security (DHS), I am pleased to inform you that your grant application submitted under the FY 2013 Assistance to Firefighters Grant has been approved. FEMA's Grant Programs Directorate (GPD), in consultation with the U.S. Fire Administration (USFA), carries out the Federal responsibilities of administering your grant. The approved project costs total to \$68,000.00. The Federal share is 90 percent or \$61,200.00 of the approved amount and your share of the costs is 10 percent or \$6,800.00.

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

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

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

Sincerely,

A handwritten signature in black ink, appearing to read "B. Kamoie".

Brian E. Kamoie
Assistant Administrator
Grant Programs Directorate

Summary Award Memo

**SUMMARY OF ASSISTANCE ACTION
ASSISTANCE TO FIREFIGHTERS GRANT PROGRAM
Application**

INSTRUMENT: GRANT
AGREEMENT NUMBER: EMW-2013-FO-06166
GRANTEE: Santa Fe Fire Department
AMOUNT: \$68,000.00, Operations and Safety

Project Description

The purpose of the Assistance to Firefighters Program is to protect the health and safety of the public and firefighting personnel against fire and fire-related hazards.

After careful consideration, FEMA has determined that the recipient's project 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 Assistance to Firefighters Grant program's purpose and worthy of award. The recipient shall perform the work described in the approved grant application as itemized in the request details section of the application and further described in the grant application narrative. These sections of the application are made a part of these grant agreement articles by reference. 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.

Grantee Concurrence

By providing the Primary Contact's electronic signature and indicating acceptance of the award, the recipient accepts and agrees to abide by the terms and conditions of the grant as set forth in this document. Recipients agree that they will use the funds provided through the Fiscal Year 2013 Assistance to Firefighters grant in accordance with these Articles of Agreement and the program guidelines provided in the Fiscal Year 2013 Assistance to Firefighters program guidance. All documents submitted as part of the original grant application are made a part of this agreement by reference.

Period of Performance

03-SEP-14 to 02-SEP-15

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: | \$0.00 |
| Fringe Benefits | \$0.00 |
| Travel | \$0.00 |
| Equipment | \$0.00 |
| Supplies | \$0.00 |
| Contractual | \$68,000.00 |
| Construction | \$0.00 |
| Other | \$0.00 |
| Indirect Charges | \$0.00 |
| Total | \$68,000.00 |

NEGOTIATION COMMENTS IF APPLICABLE (max 4000 characters)

. Any questions pertaining to your award package, please contact your GPD Grants Management Specialist: Francisco Bernal at FRANCISCO.Bernal1@dhs.gov.

System for Award Management (SAM)

Prior to requesting federal funds, all recipients are required to register their entity information 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 at least 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.

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 4000 characters)

Agreement Articles



FEMA

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

AGREEMENT ARTICLES

ASSISTANCE TO FIREFIGHTERS GRANT PROGRAM - Operations and Safety

GRANTEE: Santa Fe Fire Department

PROGRAM: Operations and Safety

AGREEMENT NUMBER: EMW-2013-FO-06166

AMENDMENT NUMBER:

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| | |
|----------------|--|
| Article XXV | Coastal Wetlands Planning, Protection, and Restoration Act of 1990 |
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| Article XXVIII | Vehicle Awards |

Article I - Administrative Requirements

The administrative requirements that apply to most DHS award recipients through a grant or cooperative agreement arise from two sources: - Office of Management and Budget (OMB) Circular A-102, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments (also known as the "A-102 Common Rule"), found under FEMA regulations at Title 44, Code of Federal Regulations (CFR) Part 13, "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments." - OMB Circular A-110, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations, relocated to 2 CFR Part 215. The requirements for allowable costs/cost principles are contained in the A-102 Common Rule, OMB Circular A-110 (2 CFR § 215.27), DHS program legislation, Federal awarding agency regulations, and the terms and conditions of the award. The four costs principles circulars are as follows: - OMB Circular A-21, Cost Principles for Educational Institutions, relocated to 2 CFR Part 220. - OMB Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments, relocated to 2 CFR Part 225. - OMB Circular A-122, Cost Principles for Non-Profit Organizations, relocated to 2 CFR Part 230. - OMB Circular A-133, Audits of States, Local Governments and Non-Profit Organizations.

Article II - Lobbying Prohibitions

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 of any Federal contract, grant, loan, cooperative agreement. These lobbying prohibitions can be found at 31 U.S.C. § 1352.

Article III - Financial Reporting

Recipients will be required to submit a semi-annual Federal Financial Report (FFR), Standard Form (SF-425) through the AFG online e-grant system. The FFR is intended to provide Federal agencies and grant recipients with a standard format and consistent reporting requirements throughout the government. The FFR is due semi-annually based on the calendar year beginning with the period after the award is made. Recipients are required to submit an FFR throughout the entire period of performance of the grant. The reporting periods for the FFR are January 1 through June 30 (report due by July 31), and July 1 through December 31 (report due by January 31). At the end of the grant's period of performance, all recipients are required to produce a final report on how the grant funding was used and the benefits realized from the award. Recipients must submit a final financial report and a final performance report within 90 days after the end of the period of performance.

Article IV - GPD - Trafficking Victims Protection Act of 2000

All recipients of financial assistance will 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), located at 2 CFR Part 175. This is implemented in accordance with OMB Interim Final Guidance, Federal Register, Volume 72, No. 218, November 13, 2007. In accordance with the statutory requirement, in each agency award under which funding is provided to a private entity, Section 106(g) of the TVPA, as amended, requires the agency to include a condition that authorizes the agency to terminate the award, without penalty, if the recipient or a sub-recipient - (a) Engages in severe forms of trafficking in persons during the period of time that the award is in effect; (b) Procures a commercial sex act during the period of time that the award is in effect; or (c) Uses forced labor in the performance of the award or subawards under the award. Full text of the award term is provided at 2 CFR § 175.15.

Article V - GPD - Drug-Free Workplace Regulations

All recipients of financial assistance will comply with the requirements of 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. The recipient must notify the awarding office if an employee of the recipient is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment. These regulations are codified at 2 CFR3001.

Article VI - Fly America Act of 1974

All recipients of financial assistance will comply with the requirements of the Preference for U.S. Flag Air Carriers: Travel supported by U.S. Government funds requirement, which states preference for the use of 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. - 4 -§ 40118) and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B138942.

Article VII - Activities Conducted Abroad

All recipients of financial assistance will comply with the requirements 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.

Article VIII - Acknowledgement of Federal Funding from DHS

All recipients of financial assistance will comply with requirements to acknowledge 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.

Article IX - Copyright

All recipients of financial assistance will comply with requirements that publications or other exercise of copyright for any work first produced under Federal financial assistance awards hereto related 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). For any scientific, technical, or other copyright work based on or containing data first produced under this award, including those works published in academic, technical or professional journals, symposia proceedings, or similar works, the recipient grants the Government a royalty-free, nonexclusive and irrevocable license to reproduce, display, distribute copies, perform, disseminate, or prepare derivative works, and to authorize others to do so, for Government purposes in all such copyrighted works. The recipient shall 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 an award.

Article X - Use of DHS Seal, Logo and Flags

All recipients of financial assistance 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.

Article XI - DHS Specific Acknowledgements and Assurances

All recipients of financial assistance must acknowledge and agree-and require any subrecipients, 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.

Article XII - Civil Rights Act of 1964

Recipients of financial assistance will 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.

Article XIII - Civil Right Act of 1968

All recipients of financial assistance will 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 CFR 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 CFR § 100.201).

Article XIV - Americans with Disabilities Act of 1990

All recipients of financial assistance will 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).

Article XV - Age Discrimination Act of 1975

All recipients of financial assistance will 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.

Article XVI - Title IX of the Education Amendments of 1972

All recipients of financial assistance will 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. These regulations are codified at 44 CFR Part 19.

Article XVII - Rehabilitation Act of 1973

All recipients of financial assistance will 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.

Article XVIII - Limited English Proficiency

All recipients of financial assistance will comply with the requirements of Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin and resulting agency guidance, national origin discrimination includes discrimination on the basis of

limited English proficiency (LEP). To ensure compliance with Title VI, recipients must take reasonable steps to ensure that LEP persons have meaningful access to your programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. Recipients are encouraged to consider the need for language services for LEP persons served or encountered both in developing budgets and in conducting programs and activities. For assistance and information regarding LEP obligations, go to <http://www.lep.gov>.

Article XIX - 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.

Article XX - Clean Air Act of 1970 and Clean Water Act of 1977

All recipients of financial assistance will comply with the requirements of 42 U.S.C. § 7401 et seq. and Executive Order 11738, which provides for the protection and enhancement of the quality of the nation's air resources to promote public health and welfare and for restoring and maintaining the chemical, physical, and biological integrity of the nation's waters is considered research for other purposes.

Article XXI - 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.

Article XXII - National Environmental Policy Act (NEPA) of 1969

All recipients of financial assistance will comply with the requirements of the National Environmental Policy Act (NEPA), as amended, 42 U.S.C. § 4331 et seq., which establishes national policy goals and procedures to protect and enhance the environment, including protection against natural disasters. To comply with NEPA for its grant-supported activities, DHS requires the environmental aspects of construction grants (and certain non-construction projects as specified by the Component and awarding office) to be reviewed and evaluated before final action on the application.

Article XXIII - National Flood Insurance Act of 1968

All recipients of financial assistance will comply with the requirements of Section 1306(c) of the National Flood Insurance Act, as amended, which provides for benefit payments under the Standard Flood Insurance Policy for demolition or relocation of a structure insured under the Act that is located along the shore of a lake or other body of water and that is certified by an appropriate State or local land use authority to be subject to imminent collapse or subsidence as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels. These regulations are codified at 44CFR Part 63.

Article XXIV - Flood Disaster Protection Act of 1973

All recipients of financial assistance will comply with the requirements of the Flood Disaster Protection Act of 1973, as amended (42 U.S.C. § 4001 et seq.), which provides that no Federal financial assistance to acquire, modernize, or construct property may be provided in identified flood-prone communities in the United States, unless the community participates in the National Flood Insurance Program and flood insurance is purchased

within one year of the identification. The flood insurance purchase requirement applies to both public and private applicants for DHS support. Lists of flood prone areas that are eligible for flood insurance are published in the Federal Register by FEMA.

Article XXV - Coastal Wetlands Planning, Protection, and Restoration Act of 1990

All recipients of financial assistance will comply with the requirements of Executive Order 11990, which provides that federally funded construction and improvements minimize the destruction, loss, or degradation of wetlands. The Executive Order provides that, in furtherance of Section 101(b)(3) of NEPA (42 U.S.C. § 4331(b)(3)), Federal agencies, to the extent permitted by law, must avoid undertaking or assisting with new construction located in wetlands unless the head of the agency finds that there is no practicable alternative to such construction, and that the proposed action includes all practicable measures to minimize harm to wetlands that may result from such use. In making this finding, the head of the agency may take into account economic, environmental, and other pertinent factors. The public disclosure requirement described above also pertains to early public review of any plans or proposals for new construction in wetlands. This is codified at 44 CFR Part 9.

Article XXVI - USA Patriot Act of 2001

All recipients of financial assistance will comply with the 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, it 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. The act also establishes restrictions on access to specified materials. "Restricted persons," as defined by the act, may not possess, ship, transport, or receive any biological agent or toxin that is listed as a select agent.

Article XXVII - Environmental Planning and Historic Preservation Screening

AFG funded activities (Modification to Facility or Equipment) that may require an EHP review, involving the installation or requiring renovations to facilities, including but not limited to air compressor/fill station/cascade system (Fixed) for filling SCBA, air improvement systems, alarm systems, antennas, gear dryer, generators (fixed), permanently mounted signs, renovations to facilities, sprinklers, vehicle exhaust systems (fixed) or washer/extractors are subject to FEMA's Environmental Planning and Historic Preservation (EHP) review process.

FEMA is required to consider the potential impacts to natural and cultural resources of all projects funded by FEMA grant funds, through its EHP Review process, as mandated by the National Environmental Policy Act; National Historic Preservation Act of 1966, as amended; National Flood Insurance Program regulations; and, any other applicable laws and Executive Orders.

To access the FEMA's Environmental and Historic Preservation (EHP) screening form and instructions go to our Department of Homeland Security/Federal Emergency Management Agency- website at: <https://www.fema.gov/library/viewRecord.do?id=6906>

In order to initiate EHP review of your project(s), you must complete all relevant sections of this form and submit it to the Grant Programs Directorate (GPD) along with all other pertinent project information. Failure to provide requisite information could result in delays in the release of grant funds.

Article XXVIII - Vehicle Awards

If awarded any AFG vehicle grant, you must obtain a vehicle purchase contract from the vendor or manufacturer and send it by e-mail to your AFG Regional Representative. A list of the AFG Regional Representatives and their contact information can be found on the AFG website at <http://www.fema.gov/fire-grant-contact-information>.

The grantee must include in their vehicle purchase contract specific performance requirements and penalties (penalty clause) for noncompliance with the requirements. The clause should specify a delivery date for the vehicle under contract and include a provision for a penalty for non-delivery on the specified date. Non-delivery by the contract's guaranteed date should require a penalty for non-performance of at least \$100 per day until the date that the vehicle is delivered.

It is recommended that any department/organization that will advance their own local funds to their vendor prior to receipt of the vehicle obtain a performance bond. The bond may be obtained through the vendor or a local bank.

It is required that any department/organization that will advance of Federal funds to their vendor prior to receipt of the vehicle obtain a prepayment bond. A prepayment bond may be obtained through your bank or the vendor. The cost for the bond may be included in the grant.

Grantees that fail to comply with these requirements--fail to provide the AFG with a copy of the vehicle purchase contract, or fail to obtain the necessary prepayment bond - will not be eligible for an extension of the grant's period of performance.

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.

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

| | | | | |
|---|---|--|---|----------------------------|
| 1a. AGREEMENT NO. EMW-2013-FO-06166 | 2. AMENDMENT NO. 0 | 3. RECIPIENT NO. 85-6000168 | 4. TYPE OF ACTION AWARD | 5. CONTROL NO. W518706N |
| 6. RECIPIENT NAME AND ADDRESS Santa Fe Fire Department 200 Lincoln Avenue Santa Fe New Mexico, 87504-0909 | 7. ISSUING OFFICE AND ADDRESS Grant Programs Directorate 500 C Street, S.W. Washington DC, 20528-7000 POC: Rosalie Vega | 8. PAYMENT OFFICE AND ADDRESS FEMA, Financial Services Branch 500 C Street, S.W., Room 723 Washington DC, 20472 | | |
| 9. NAME OF RECIPIENT PROJECT OFFICER Erik Litzenberg | PHONE NO. 5059553111 | 10. NAME OF PROJECT COORDINATOR Catherine Patterson | PHONE NO. 1-866-274-0960 | |
| 11. EFFECTIVE DATE OF THIS ACTION 03-SEP-14 | 12. METHOD OF PAYMENT SF-270 | 13. ASSISTANCE ARRANGEMENT Cost Sharing | 14. PERFORMANCE PERIOD From:03-SEP-14 To:02-SEP-15 | |

Budget Period
From:05-MAR-14 To:30-SEP-14

15. DESCRIPTION OF ACTION

a. (Indicate funding data for awards or financial changes)

| PROGRAM NAME ACRONYM | CFDA NO. | ACCOUNTING DATA (ACCS CODE) XXXX-XXX-XXXXXX-XXXXX-XXXX-XXXX-X | PRIOR TOTAL AWARD | AMOUNT AWARDED THIS ACTION + OR (-) | CURRENT TOTAL AWARD | CUMMULATIVE NON-FEDERAL COMMITMENT |
|----------------------|----------|--|-------------------|--|---------------------|------------------------------------|
| AFG | 97.044 | 2014-M3-C111-P4310000-4101-D | \$0.00 | \$61,200.00 | \$61,200.00 | \$6,800.00 |
| TOTALS | | | \$0.00 | \$61,200.00 | \$61,200.00 | \$6,800.00 |

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

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

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

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

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

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

DATE
N/A

18. FEMA SIGNATORY OFFICIAL (Name and Title)
Rosalie Vega

DATE
02-SEP-14

[Go Back](#)

City of Santa Fe, New Mexico

BUDGET ADJUSTMENT REQUEST (BAR)

| DEPARTMENT / DIVISION / SECTION / UNIT NAME | | | DATE | |
|---|------------------|--|-------------------|----------|
| EMW-2013-FO-06166 | | | 06/08/2015 | |
| ITEM DESCRIPTION | B.U. / LINE ITEM | SUBLEDGER <small>(Finance Dept. Use Only)</small> | INCREASE | DECREASE |
| REVENUE | 21206.490610 | | (61,200) | |
| SERVICE CONTRACTS | 22238.510310 | | 68,000 | |
| OPERATING TRANSFERS OUT | 12087.700100 | 2206 | 6,800 | |
| OPERATING TRANSFERS IN | 21206.600100 | 1001 | (6,800) | |
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| TOTAL | | | 6,800 -142,800 | 0 |

JUSTIFICATION: *(use additional page if needed)*

FEMA Assistance to FireFighter Grant (AFG) to support the Departments Health and Safety programs. These Funds will be used to develop a Professional Service Agreement with UNM to provide continuing Max V02 testing (Cardiopulmonary test) for Fire Department Personnel.

| | | |
|---|--|---|
| Prepared By: <u>Michelle Dominguez-Morfova</u> Date: <u>06/08/15</u> | CITY COUNCIL APPROVAL City Council Approval Required <input type="checkbox"/> City Council Approval <input type="checkbox"/> Date: <u>6-8-15</u> Date: <u>6/9/15</u> Agenda Item #: <input type="text"/> | Budget Officer: <u>[Signature]</u> Date: <u>6/10/15</u> Finance Director: <u>[Signature]</u> Date: <u>6-11-2015</u> City Manager: _____ Date: _____ |
| Division Director: <u>[Signature]</u> Date: _____ | Department Director: <u>[Signature]</u> Date: _____ | |