

File No. 110912

Committee Item No. 4

Board Item No. 12

### COMMITTEE/BOARD OF SUPERVISORS AGENDA PACKET CONTENTS LIST

Committee PUBLIC SAFETY

Date 9/15/11

Board of Supervisors Meeting

Date 9/27/11

#### Cmte Board

- |                                     |                                     |  |
|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/>            | <input type="checkbox"/>            | Motion                                       |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Resolution                                   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Ordinance                                    |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Legislative Digest                           |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Budget Analyst Report                        |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Legislative Analyst Report                   |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Introduction Form (for hearings)             |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/>            | <input type="checkbox"/>            | MOU  |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Grant Information Form                       |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Grant Budget                                 |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Subcontract Budget                           |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Contract/Agreement                           |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Award Letter                                 |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Application                                  |
| <input type="checkbox"/>            | <input type="checkbox"/>            | Public Correspondence                        |

#### OTHER

(Use back side if additional space is needed)

<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____

Completed by: Gail Johnson

Date 9/9/11

Completed by: [Signature]

Date 9/27/11

An asterisked item represents the cover sheet to a document that exceeds 25 pages. The complete document is in the file.

1 [Accept and Expend Grant - FEMA Assistance to Fire Fighters - Heavy-Duty Washer  
2 Extractors - \$107,296]

3 **Resolution authorizing the San Francisco Fire Department to accept and expend a**  
4 **grant in the amount of \$107,296 from the Federal Emergency Management Agency for**  
5 **the purchase and installation of seven commercial washer extractors to clean personal**  
6 **protective equipment.**

7  
8 WHEREAS, The San Francisco Fire Department (SFFD) responds to over 100,000  
9 incidents each year, including fires, vehicle accidents, and medical and other emergencies;  
10 and,

11 WHEREAS, SFFD employees wear protective clothing and equipment when  
12 responding to incidents to protect against potential exposure to toxins, contaminants and  
13 fluids; and

14 WHEREAS, At fires and other emergency scenes, SFFD employees' protective  
15 clothing may be soiled and exposed to toxins, contaminants poisons, biohazards, and fluids;  
16 and,

17 WHEREAS, Effectively decontaminating SFFD employees' protective clothing may  
18 minimize employees from possible exposure to toxins, contaminants, poisons, biohazards,  
19 and fluids; and,

20 WHEREAS, The SFFD applied for and was awarded a Federal Emergency  
21 Management Agency (FEMA) grant in the amount of \$107,296 for the purchase and  
22 installation of seven washer extractors at fire stations throughout San Francisco; and,

23 WHEREAS, the FEMA grant requires SFFD to purchase seven commercial washer  
24 extractors by January 16, 2012; and

1 WHEREAS, The Fire Commission recommended approval of this grant at its meeting  
2 on March 24, 2011; and,

3 WHEREAS, The grant does not require an ASO amendment; and,

4 WHEREAS, The grant requires the City to provide matching funds worth 20 percent of  
5 the total award, or \$26,824; and,

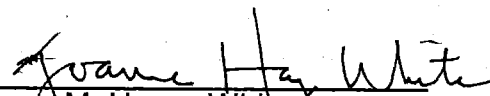
6 WHEREAS, The SFFD proposes to maximize the use of the grant funds on program  
7 expenditures by not including indirect costs in the grant budget; now, therefore, be it

8 RESOLVED, That the Board of Supervisors authorizes the SFFD to accept and expend  
9 grant funds in the amount of \$107,296 from FEMA; and, be it

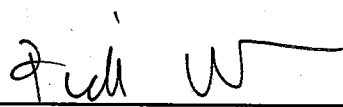
10 FURTHER RESOLVED, That the Board of Supervisors hereby waives inclusion of  
11 indirect costs in the grant budget; and, be it

12 FURTHER RESOLVED, That the Chief of the SFFD is hereby authorized and  
13 empowered to execute, deliver, and perform, in the name of the City and County of San  
14 Francisco, all applications, contracts, agreements, amendments, and payment requests  
15 necessary for the purpose to secure the FEMA grant funds and implement and carry out the  
16 purposes specified in the applicable grant application.

17  
18 Recommended:

19  
20   
21 Joanne M. Hayes-White  
Chief of Department

22 07/27/11

23 Approved:   
24 for Mayor

25 Approved:   
Controller

# SAN FRANCISCO



# FIRE DEPARTMENT

**TO:** Angela Calvillo, Clerk of the Board of Supervisors  
**FROM:** Mark Corso, Finance, San Francisco Fire Department *MC*  
**DATE:** July 22, 2011  
**SUBJECT:** Accept and Expend Ordinance for Grant

**GRANT TITLE:** Assistance to Fire Fighters Grant Program FY2010

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Attached please find the original and 4 copies of each of the following:

- Proposed grant ordinance; original signed by Department, Mayor, Controller
- Grant information form, including disability checklist
- Grant budget
- Grant application
- Letter of Intent or grant award letter from funding agency
- Other (Explain): San Francisco Fire Commission Resolution requesting approval by the Board of Supervisors

**Special Timeline Requirements: N/A**

**Departmental representative to receive a copy of the adopted ordinance:**

Name: Mark Corso Phone: 558-3417

Interoffice Mail Address: 698 Second Street, San Francisco 94107

Certified copy required Yes

No

File Number: \_\_\_\_\_  
(Provided by Clerk of Board of Supervisors)

**Grant Ordinance Information Form**  
(Effective May 2011)

Purpose: Accompanies proposed Board of Supervisors ordinances authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying ordinance:

1. Grant Title: FEMA Assistance to Fire Fighters Grant FY 2010
2. Department: Fire Department
3. Contact Person: Mark Corso Telephone: 558-3417
4. Grant Approval Status (check one):  
 [ X ] Approved by funding agency       [ ] Not yet approved
5. Amount of Grant Funding Approved or Applied for: \$ 107,296
- 6a. Matching Funds Required: \$ 26,824
- b. Source(s) of matching funds (if applicable): Department operating budget
- 7a. Grant Source Agency: Federal Emergency Management Agency
- b. Grant Pass-Through Agency (if applicable): n/a
8. Proposed Grant Project Summary: Purchase of heavy duty Washer extractors
9. Grant Project Schedule, as allowed in approval documents, or as proposed:  
Start-Date: 1/17/2011      End-Date: 1/16/2012
10. Number of new positions created and funded: 0
11. Explain the disposition of employees once the grant ends? n/a
- 12a. Amount budgeted for contractual services: \$0
- b. Will contractual services be put out to bid? n/a
- c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements? n/a
- d. Is this likely to be a one-time or ongoing request for contracting out? n/a
- 13a. Does the budget include indirect costs?       [ ] Yes       [ X ] No
- b1. If yes, how much? \$ n/a

b2. How was the amount calculated? n/a

c. If no, why are indirect costs not included?

Not allowed by granting agency

To maximize use of grant funds on direct services

Other (please explain):

c2. If no indirect costs are included, what would have been the indirect costs? Employee Time

14. Any other significant grant requirements or comments: No

**\*\*Disability Access Checklist\*\***

15. This Grant is intended for activities at (check all that apply):

Existing Site(s)

Existing Structure(s)

Existing Program(s) or Service(s)

Rehabilitated Site(s)

Rehabilitated Structure(s)

New Program(s) or Service(s)

New Site(s)

New Structure(s)

16. The Departmental ADA Coordinator or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments:

Departmental ADA Coordinator or Mayor's Office of Disability Reviewer:

Jesusa Bushong

(Name)

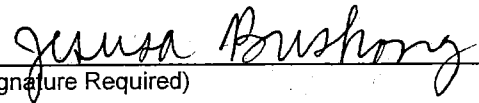
Human Resources Director

(Title)

Date Reviewed:

7-22-11

(Signature Required)



Overall Department Head or Designee Approval:

Mark Corso

(Name)

Chief Financial Officer

(Title)

Date Reviewed:

7-22-11

(Signature Required)



# San Francisco Fire Department

## Grant Budget

FEMA Assistance to Fire Fighters Grant - FY2010

**Grant Code:** FCFAFG FEMA Assistance to Fire Fighters Grant  
**Grant Detail:** FY2010 Fiscal Year 2010

Budget:

<u>Description</u>	<u>Char</u>	<u>Char Desc</u>	<u>Amount</u>	
Heavy Duty Washer Extractors	060	Materials and Supplies	\$ 64,120	\$ 64,120 060
Installation of Washers	081	Work Order Services	\$ 70,000	\$ 70,000 081
		Total:	\$ 134,120	\$ 134,120 Total

**FIRE COMMISSION**  
City and County of San Francisco  
Edwin M. Lee, Mayor

Andrea Evans, *President*  
George Lau, *Vice President*  
Stephen A. Nakajo, *Commissioner*  
London Breed, *Commissioner*  
Michael Hardeman, *Commissioner*



698 Second Street  
San Francisco, CA 94107  
Telephone 415.558.3451  
Fax 415.558.3413  
Monica Quattrin, *Commission Secretary*

**RESOLUTION 2011-01**

RESOLUTION RECOMMENDING THAT THE BOARD OF SUPERVISORS AUTHORIZE THE SAN FRANCISCO FIRE DEPARTMENT TO RETROACTIVELY ACCEPT AND EXPEND A GRANT IN THE AMOUNT OF \$107,296 FROM THE FEDERAL EMERGENCY MANAGEMENT AGENCY TO PURCHASE AND INSTALL SEVEN COMMERCIAL WASHER EXTRACTORS.

WHEREAS, The San Francisco Fire Department (SFFD) responds to over 100,000 incidents each year, including fires, vehicle accidents, and medical and other emergencies; and,

WHEREAS, SFFD employees wear protective clothing and equipment when responding to incidents to protect against potential exposure to toxins, contaminants, poisons, biohazards, and fluids; and

WHEREAS, At fires and other emergency scenes, SFFD employees' protective clothing may be soiled and may contain toxins, contaminants, poisons, biohazards, and fluids; and,

WHEREAS, Effectively decontaminating SFFD employees' protective clothing may protect employees from possible exposure to those toxins, contaminants, poisons, biohazards, and fluids; and,

WHEREAS, The addition of seven washer extractors would compliment the San Francisco Firefighters Cancer Prevention Foundation gift to SFFD of five washer extractors in August of 2010; and,

WHEREAS, The SFFD applied for and was awarded a Federal Emergency Management Agency (FEMA) grant in the amount of \$107,296 for the purchase and installation of seven washer extractors at SFFD fire stations ; and,

WHEREAS, The grant requires the City to provide matching funds worth 20 percent of the total award, or \$26,824; and,

WHEREAS, the FEMA grant requires SFFD to purchase the seven commercial washer extractors by January 16, 2012; and

WHEREAS, The SFFD wishes to accept and expend the grant, to support and promote the health and safety of its members; now, therefore, be it

RESOLVED, That the Fire Commission recommends that the Board of Supervisors authorize the Fire Department to retroactively accept and expend a grant from FEMA in the amount of \$107,296 to purchase seven washer-extractors and to have them installed in Department fire stations.

Adopted at the Regular Meeting of the San Francisco Fire Commission on March 24, 2011.

Ayes: 5 (Evans, Lau, Nakajo, Breed, Hardeman)  
Nays: 0

  
\_\_\_\_\_  
Monica Quattrin, Commission Secretary



## Award Package

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



# FEMA

Ms. Joanne Hayes-White  
San Francisco Fire Department  
698 Second Street  
San Francisco, California 94107-2015

Re: Grant No.EMW-2010-FO-10105

Dear Ms. Hayes-White:

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 2010 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 \$134,120.00. The Federal share is 80 percent or \$107,296.00 of the approved amount and your share of the costs is 20 percent or \$26,824.00.

As part of your award package, you will find 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 Grant Agreement Articles when you request and receive any of the Federal grant funds awarded to you.** By accepting the grant, you agree not to deviate from the approved scope of work without prior written approval from FEMA.

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 awards process or how to request your grant funds, please call the helpdesk at 1-866-274-0960.

A handwritten signature in cursive script that reads "Elizabeth M. Harman".

Elizabeth M. Harman  
Assistant Administrator  
Grant Programs Directorate

## Agreement Articles



# FEMA

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

## AGREEMENT ARTICLES

### ASSISTANCE TO FIREFIGHTERS GRANT PROGRAM - Operations and Safety program

**GRANTEE:** San Francisco Fire Department

**PROGRAM:** Operations and Safety

**AGREEMENT NUMBER:** EMW-2010-FO-10105

**AMENDMENT NUMBER:**

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Article III	Period of Performance
Article IV	Amount Awarded
Article V	Financial Guidelines
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Article VII	GPD Allocations
Article VIII	Financial Reporting
Article IX	FEMA Officials

### Article I - 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 grantee's project submitted as part of the grantee's application, and detailed in the project narrative as well as the request details section of the application - including budget information - is consistent with the program's purpose and worthy of award. Therefore, the grantee 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's narrative. These sections of the application are made a part of these grant agreement articles by reference. The grantee 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 from FEMA.

### 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. By receiving funds under this grant, grantees agree that they will use the funds provided through the Fiscal Year 2010 Assistance to Firefighters Grant Program in accordance with these Articles of Agreement and the program guidelines provided in the Fiscal Year 2010 Assistance to Firefighters Grant program guidance. 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 **17-JAN-11 to 16-JAN-12**.

**Article IV - Amount Awarded**

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

Personnel	\$0.00
Fringe Benefits	\$0.00
Travel	\$0.00
Equipment	\$46,550.00
Supplies	\$0.00
Contractual	\$70,000.00
Construction	\$0.00
Other	\$17,570.00
Indirect Charges	\$0.00
Total	\$134,120.00

**NEGOTIATION COMMENTS IF APPLICABLE** (max 4000 characters)**Article V - Financial Guidelines**

The grantee and any subgrantee shall comply with the most recent version of the Administrative Requirements, Cost Principles, and Audit Requirements. A non-exclusive list of regulations commonly applicable to FEMA grants are listed below:

*A. Administrative Requirements*

1. 44 CFR Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
2. 2 CFR Part 215, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations (OMB Circular A-110)

*B. Cost Principles*

1. 2 CFR Part 225, Cost Principles for State, Local, and Indian Tribal Governments (OMB Circular A-87)
2. 2 CFR Part 220, Cost Principles for Educational Institutions (OMB Circular A-21)
3. 2 CFR Part 230, Cost Principles for Nonprofit Organizations (OMB Circular A-122)
4. Federal Acquisition Regulations (FAR), Part 31.2 Contract Cost Principles and Procedures, Contracts with Commercial Organizations

*C. Audit Requirements*

1. OMB Circular A-133, Audits of States, Local Governments, and Nonprofit Organizations

**Article VI - Prohibition on Using Federal Funds**

Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of FEMA.

#### **Article VII - GPD Allocations**

The recipient agrees that all allocations and use of funds under this grant will be in accordance with the FY 2010 Assistance to Firefighters Grant Program guidance and application kit.

#### **Article VIII - Financial Reporting**

Recipients of any AFG grants will be required to submit a semi-annual Federal Financial Report (FFR) via the automated system on the Standard Form 425. The FFR is intended to provide Federal agencies and grant recipients with a standard format and consistent reporting requirements throughout the government. The FFR, to be submitted using the online e-grant system, will be due semi-annually based on the calendar year beginning with the period after the award is made. Grant recipients will be required to submit a 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 30).

At the end of the grant's period of performance, all grantees are required to produce a final report on how the grant funding was used and the benefits realized from the award. Grantees must submit a final financial report and a final performance report within 90 days after the end of the period of performance.

#### **Article IX - FEMA Officials**

**Program Officer:** Catherine Patterson is the Program Officer for the Assistance to Firefighters 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:** Natalie Romanoff 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 Division POC:** The Grants Management Specialist shall be contacted to address all financial and administrative grant business matters for this award. If you have any questions regarding your grant please call ASK-GMD at 866-927-5646 to be directed to a specialist.

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

1a. AGREEMENT NO. EMW-2010-FO-10105	2. AMENDMENT NO. 0	3. RECIPIENT NO. 94-6000417	4. TYPE OF ACTION AWARD	5. CONTROL NO. W494324N
6. RECIPIENT NAME AND ADDRESS San Francisco Fire Department 698 Second Street San Francisco California, 94107-2015	7. ISSUING OFFICE AND ADDRESS Grant Programs Directorate 500 C Street, S.W. Washington DC, 20528-7000 POC: Natalie Romanoff	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 Joanne Hayes-White	PHONE NO. 4155583417	10. NAME OF PROJECT COORDINATOR Catherine Patterson	PHONE NO. 1-866-274-0960	
11. EFFECTIVE DATE OF THIS ACTION 17-JAN-11	12. METHOD OF PAYMENT SF-270	13. ASSISTANCE ARRANGEMENT Cost Sharing	14. PERFORMANCE PERIOD From:17-JAN-11 To:16-JAN-12	

Budget Period  
From:29-OCT-10 To:30-SEP-11

15. DESCRIPTION OF ACTION

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

PROGRAM NAME ACRONYM	CFDA NO.	ACCOUNTING DATA (ACCS CODE) XXXX-XXX-XXXXXX-XXXX-XXXX-XXXX-X	PRIOR TOTAL AWARD	AMOUNT AWARDED THIS ACTION + OR (-)	CURRENT TOTAL AWARD	CUMMULATIVE NON-FEDERAL COMMITMENT
AFG	97.044	2011-M0-3120GF-25000000-4101-D	\$0.00	\$107,296.00	\$107,296.00	\$26,824.00
TOTALS			\$0.00	\$107,296.00	\$107,296.00	\$26,824.00

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)  
Natalie Romanoff

DATE  
10-JAN-11

[Go Back](#)

## Entire Application

### Overview

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**\*Did you attend one of the workshops conducted by DHS's regional fire program specialist?**

Yes, I have attended workshop

**\*Are you a member, or are you currently involved in the management, of the fire department or non-affiliated EMS organization applying for this grant with this application?**

Yes, I am a member/officer of this applicant

If you are a grant writer or otherwise not affiliated with this applicant, please **complete** the information below.  
**Fields marked with an \* are required.**

If you are a member/officer of this applicant, please do **not** complete the information requested below.

### Preparer Information

\* Preparer's Name

\* Address 1

Address 2

\* City

\* State

\* Zip

**Contact Information**

---

Alternate Contact Information Number 1

\* Title SFFD Grant Writer  
Prefix Ms.  
\* First Name June  
Middle Initial M  
\* Last Name Waechtler  
\* Business Phone 415-558-3487 Ext.  
\* Home Phone 415-558-3487 Ext.  
Mobile Phone/Pager 415-558-3487  
Fax 415-558-3425  
\*Email june.waechtler@sfgov.org

Alternate Contact Information Number 2

\* Title Chief Financial Officer  
Prefix Mr.  
\* First Name Mark  
Middle Initial  
\* Last Name Corso  
\* Business Phone 415-558-3417 Ext.  
\* Home Phone 415-558-3417 Ext.  
Mobile Phone/Pager 415-558-3417  
Fax 415-558-3425  
\*Email mark.corso@sfgov.org



**Applicant Information**

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EMW-2010-FO-10105

Originally submitted on 05/28/2010 by Joanne Hayes-White (Userid: mariotrevino)

**Contact Information:**

Address: 698 Second Street  
 City: San Francisco  
 State: California  
 Zip: 94107  
 Day Phone: 4155583487  
 Evening Phone: 4155583487  
 Cell Phone: 4155583487  
 Email: june.waechtler@sfgov.org

**Application number is EMW-2010-FO-10105**

* Organization Name	San Francisco Fire Department
* Type of Applicant	Fire Department/Fire District
* Type of Jurisdiction Served	City
If other, please enter the type of Jurisdiction	
* <u>Employer Identification Number</u>	94-6000417
* What is your organization's <u>DUNS Number</u> ?	033428819 (call 1-866-705-5711 to get a DUNS number)
Headquarters or Main Station Physical Address	
* Physical Address 1	698 Second Street, Room 317
Physical Address 2	
* City	San Francisco
* State	California
* Zip	94107 - 2015 <a href="#">Need help for ZIP+4?</a>
Mailing Address	
* Mailing Address 1	698 Second Street, Room 317
Mailing Address 2	
* City	San Francisco
* State	California
* Zip	94107 - 2015 <a href="#">Need help for ZIP+4?</a>
Account Information	
* Type of bank account	Checking
* Bank routing number - <u>9 digit</u> number on the bottom left hand corner of your check	121000358
* Your account number	0066180050
Additional Information	
* For this fiscal year (Federal) is your organization	

receiving Federal funding from any other grant program that may duplicate the purpose and/or scope of this grant request? No

\* If awarded the AFG grant, will your organization expend more than \$500,000 in Federal funds during your organization's fiscal year in which this AFG grant was awarded? No

\* Is the applicant delinquent on any Federal debt? No

If you answered yes to any of the additional questions above, please provide an explanation in the space provided below:

### Department Characteristics (Part I)

---

* Are you a member of a Federal Fire Department or contracted by the Federal government and solely responsible for suppression of fires on Federal property?	No
* What kind of organization do you represent?	All Paid/Career
If you answered combination, above, what is the percentage of career members in your organization?	%
If you answered volunteer or combination or paid on-call, how many of your volunteer Firefighters are paid members from another career department?	
* What type of community does your organization serve?	Urban
* What is the square mileage of your first-due response area?	48
* What percentage of your response area is protected by hydrants?	100 %
* In what county/parish is your organization physically located? If you have more than one station, in what county/parish is your main station located?	San Francisco County
* Does your organization protect critical infrastructure of the state?	Yes
* How much of your jurisdiction's land use is for agriculture, wild land, open space, or undeveloped properties?	31 %
* What percentage of your jurisdiction's land use is for commercial, industrial, or institutional purposes?	25 %
* What percentage of your jurisdiction's land is used for residential purposes?	44 %
* How many occupied structures (commercial, industrial, residential, or institutional) in your jurisdiction are more than four stories tall?	4225
* What is the permanent resident population of your <u>Primary/First-Due Response Area or jurisdiction served?</u>	815358
* How many active firefighters does your department have who perform firefighting duties?	1419
* How many ALS level trained members do you have in your department/organization?	150
* How many stations are operated by your organization?	42
* Do you currently report to the National Fire Incident Reporting System (NFIRS)?	Yes
If you answered yes above, please enter your <u>FDIN/FDID</u>	222

\* What services does your organization provide?

Structural Fire Suppression  
Wildland Fire Suppression

Medical First Response  
Basic Life Support  
Advanced Life Support  
Formal/Year-Round Fire Prevention Program

Hazmat Operational Level  
Rescue Operational Level

**Fire Department Characteristics (Part II)**

	2009	2008	2007
* What is the total number of fire-related civilian fatalities in your jurisdiction over the last three years?	2	4	15
* What is the total number of fire-related civilian injuries in your jurisdiction over the last three years?	48	55	15
* What is the total number of line of duty member fatalities in your jurisdiction over the last three years?	0	0	0
* What is the total number of line of duty member injuries in your jurisdiction over the last three years?	254	325	714
* Over the last three years, what was your organization's average operating budget?	259929087		
* What percentage of your TOTAL budget is dedicated to personnel costs (salary, overtime and fringe benefits)?	93 %		
* What percentage of your annual operating budget is derived from: Enter numbers only, percentages must sum up to 100%			
Taxes?	81 %		
EMS Billing?	8 %		
Grants?	0 %		
Donations?	0 %		
Fund drives?	0 %		
Fee for Service?	4 %		
Other?	7 %		

If you entered a value into Other field (other than 0), please explain  
 Payments from other CCSF Departments (Airport, Port) for fire personnel staffing.

\* How many vehicles does your organization have in each of the types or class of vehicle listed below? **You must include vehicles that are leased or on long-term loan as well as any vehicles that have been ordered or otherwise currently under contract for purchase or lease by your organization but not yet in your possession.** (Enter numbers only and enter 0 if you do not have any of the vehicles below.)

Type or Class of Vehicle	Total Number	Total Number of Riding Positions
Engines or Pumpers (pumping capacity of 750 gpm or greater and water capacity of 300 gallons or more): Pumper, Pumper/Tanker, Rescue/Pumper, Foam Pumper, CAFS Pumper, Quint (Aerial device of less than 76 feet), Type I or Type II Engine Urban Interface	51	204
Tankers (pumping capacity of less than 750 gallons per minute (gpm) and water capacity of 1,000 gallons or more): Tanker, Tender, Tanker/Tender	0	0
Aerial Apparatus: Aerial Ladder Truck, Telescoping, Articulating, Ladder Towers, Platform, Tiller Ladder Truck, Quint (Aerial device of 76 feet or greater)	25	125
Brush/Quick attack (pumping capacity of less than 750 gpm and water carrying capacity of at least 300 gallons): Brush Truck, Patrol Unit (Pick up w/ Skid Unit), Quick Attack Unit, Mini-Pumper, Type III Engine, Type IV Engine, Type V Engine, Type VI Engine, Type VII Engine	4	8

Rescue Vehicles:

Rescue Squad, Rescue (Light, Medium, Heavy), Technical Rescue Vehicle, Hazardous Materials Unit	12	24
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Ambulances for transport, emergency or scheduled	40	80
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Other:

EMS Chase Vehicle, Air/Light Unit, Rehab Units, Bomb Unit, Technical Support (Command, Operational Support/Supply), Hose Tender, Salvage Truck, ARFF (Aircraft Rescue Firefighting), Command/Mobile Communications Vehicle, Other Vehicle	12	24
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### Department Call Volume

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	2009	2008	2007
* How many responses per year by category? (Enter whole numbers only. If you have no calls for any of the categories, enter 0)			
Working Structural Fires	234	319	360
False Alarms/Good Intent Calls	14585	13645	12896
Vehicle Fires	481	488	544
Vegetation Fires	1424	1585	1568
EMS-BLS Response Calls	25608	26798	25597
EMS-ALS Response Calls	47954	51962	48024
EMS-BLS Scheduled Transports	223	275	286
EMS-ALS Scheduled Transports	593	561	588
Vehicle Accidents w/o Extrication	3890	4268	4378
Vehicle Extrications	84	118	134
Other Rescue	334	358	347
Hazardous Condition/Materials Calls	2609	3196	2934
Service Calls	3379	3348	3308
Other Calls and Incidents	2076	2483	2199
Total	103474	109404	103163
What is the total acreage of all vegetation fires?	0	0	0
In a particular year, how many times does your organization receive mutual/automatic aid?	0	0	0
In a particular year, how many times does your organization provide mutual/automatic aid? (Please indicate the number of times your department provides or receives mutual aid. Do not include first-due responses claimed above.)	7	12	12

**Request Information**

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\* 1. Select a program for which you are applying. If you are interested in applying under both Vehicle Acquisition and Operations and Safety, and/or regional application **you will need to submit separate applications.**

Program Name

Operations and Safety

\* 2. Will this grant benefit more than one organization?

No

If you answered Yes to Question 2 above, please explain.

\* 3. Enter Grant-writing fee associated with the preparation of this request. Enter 0 if there is no fee.

\$0

**Request Details**

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The activities for program **Operations and Safety** are listed in the table below.

Activity	Number of Entries	Total Cost	Additional Funding
Equipment	1	\$ 46,550	\$ 87,570
Modify Facilities	0	\$ 0	\$ 0
Personal Protective Equipment	0	\$ 0	\$ 0
Training	0	\$ 0	\$ 0
Wellness and Fitness Programs	0	\$ 0	\$ 0

Grant-writing fee associated with the preparation of this request. \$0

**Equipment**

Equipment Details

1\*. What percent of your active firefighters are trained to the level of Firefighter I? 100 % (whole number only)

2. What percentage of your active firefighters are trained to the level of Firefighter II? 100 % (whole number only)

3. If you answered less than 100% to either question above, are you requesting for training funds in this application to bring 100% of your firefighters into compliance with NFPA 1001?

If you've indicated that less than 100% of your firefighters are trained to the Firefighter II level and you are not asking for training funds in this application, please describe in the narrative section of this application your training program and your plans to bring your membership up to Firefighter II.

4\*. What equipment will your organization purchase with this grant? Washer/Extractor

Please provide further description of the item selected above or if you selected Other above, please specify. 40 lb. energy efficient commercial washer extractor that meets NFPA 1851 requirements for care and maintenance of



PPE. Includes programmable cycles for PPE to protect fire-retardancy of materials and reflective tape; equipped with programmable tumble action; equipped with chemical injection for automatic dispensing of liquid chemicals; cycle lockout capability; steel bases, pre-fabricated drain troughs with lint filters

5\*. Number of units

7 (whole number only)

6\*. Cost per unit

\$ 6650 (whole dollar amounts only)

7\*. Generally the equipment purchased under this grant program is:

The equipment will increase your organization's capabilities within existing mission areas or to address a new risk

If you selected "replacing equipment" (from Q7) above, please specify the age of equipment in years.

Select Age

8\*. Generally the equipment purchased under this grant program:

Will bring the organization into statutory compliance. Please explain how this equipment will bring the organization into statutory compliance in the space provided to the right.

The implementation of washer extractors into SFFD Health and Safety Commitment will provide assurance that PPE that are soiled after a fire, or after exposure to body fluids or hazardous materials, are decontaminated efficiently to minimize exposure of carcinogens, flammables, poisons and biohazards to Firefighters and the public they may come in contact with. The use of washer extractors will assure SFFD its PPE are being maintained as required by NFPA 1851.

9\*. Does this equipment provide a health and safety benefit to the members of your organization? If yes, please fully explain in the narrative section.

Yes

10\*. Will the item requested benefit other organizations or otherwise be available for use by other organizations?

Yes

If you answered Yes in the question above, please explain:

During Regional Training Exercises at the SFFD Division of Training.

11\*. Will this equipment be used for wildland firefighting purposes?

Yes

12\*. Is your department trained in the proper use of the equipment being purchased with grant funds?

No

If not, will you be asking for training funds for this purpose with this application or will you obtain the appropriate training through other sources?

Yes

**Firefighting Equipment - Additional Funding (optional)**

Budget Object Class Definitions

## Additional Funding

a. Personnel	<u>Help</u>	\$ 0
b. Fringe Benefits	<u>Help</u>	\$ 0
c. Travel	<u>Help</u>	\$ 0
d. Equipment	<u>Help</u>	\$ 0
e. Supplies	<u>Help</u>	\$ 0
f. Contractual	<u>Help</u>	\$ 70000
g. Construction	<u>Help</u>	\$ 0
h. Other	<u>Help</u>	\$ 17570
i. Indirect Charges	<u>Help</u>	\$ 0

**Explanation**

CONTRACTUAL - Minor renovations to bring mechanical components within firehouse to recommended operational capacity for washer extractor (\$70,000); OTHER COSTS: freight charges (\$2,625 for 7 each 277 lb. units); 9.75% sales tax (\$4,794.56); Installation costs at \$1,450/unit (\$10,150).

**Budget**Budget Object Class

a. Personnel	\$ 0
b. Fringe Benefits	\$ 0
c. Travel	\$ 0
d. Equipment	\$ 46,550
e. Supplies	\$ 0
f. Contractual	\$ 70,000
g. Construction	\$ 0
h. Other	\$ 17,570
i. Indirect Charges	\$ 0
Federal and Applicant Share	
Federal Share	\$ 107,296
Applicant Share	\$ 26,824
Federal Rate Sharing (%)	80/20

\* Non-Federal Resources (The combined Non-Federal Resources must equal the Applicant Share of \$ 26,824)

a. Applicant	\$ 26,824
b. State	\$ 0
c. Local	\$ 0
d. Other Sources	\$ 0

If you entered a value in Other Sources other than zero (0), include your explanation below. You can use this space to provide information on the project, cost share match, or if you have an indirect cost agreement with a federal agency.

**Total Budget** **\$ 134,120**

## Narrative Statement

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### Project Description

\* Please indicate which of these Target Capabilities your request outlined in this application will satisfy. Check all that apply:

#### Responder Safety and Health

\* Please provide your narrative statement in the space provided below. Include in your narrative, details regarding (1) your project's description and budget, (2) your organization's financial need, (3) the benefit to be derived from the cost of your project, and (4) how the activities requested in your application will help your organization's daily operations and how this grant will protect life and property.

#### Project Description and Budget

San Francisco Fire Department (SFFD) Firefighter Larry Murray died of bladder cancer. He committed 30 years of service working for the SFFD. Firefighter Murray was the pump operator of SFFD's Engine 3, the busiest engine company in San Francisco. He stood at the pump panel many hours throughout his career unknowingly inhaling diesel fumes while pumping water to his fellow Firefighters. Firefighter Murray did not die a heroic death in a fire, but silently – and as a hero dedicated to saving the lives of others.

This heartbreaking story is becoming all too common among Firefighters who chose to pursue a career serving the public. Firefighters are exposed to many compounds designated as carcinogens by the International Agency for Research on Cancer (IARC) – including benzene, cyanide, chloroform, soot, styrene, formaldehyde and diesel engine exhaust. These substances are absorbed in the Firefighter's personal protective equipment both at the scene of a fire and in the firehouse, where idling diesel fire trucks produce diesel exhaust. A study conducted by the University of Cincinnati's Environmental Health Researchers and published in the Journal of Occupational and Environmental Medicine (November, 2006) stated that Firefighters are more likely to develop cancer than workers in other fields. Their findings suggest that the protective equipment Firefighters have used in the past did not adequately provide protection against cancer-causing agents they had encountered over the years while working in this profession. The Researchers found that Firefighters are twice as likely to develop testicular cancer and have significantly higher rates of non-Hodgkin's lymphoma and prostate cancer than non-firefighters. The Researchers also confirmed that Firefighters are, in particular, at greater risk for multiple myeloma. The study went on to report that UC Epidemiologist found that half of studied cancers – including prostate, skin, brain, rectum, stomach and colon cancer, non-Hodgkin's lymphoma, multiple myeloma and malignant melanoma – were associated with firefighting to varying levels of increased risks.

#### SFFD Faces New Risks

Although it is clear that the types of fire fighting environments and their hazards vary with each individual incident, the nature of fires has significantly changed over the last 50 years, in particular, from the greater use of synthetic materials in building construction. Firefighters are inherently exposed to various types of carcinogens and contaminants in their line of work. San Francisco is ranked one of the top seven Tier 1 Urban Area Cities and the Port of San Francisco is identified as a Group 1 Port at highest risk for terrorist attack. With the on-going threat of new types of chemical, biological, and neurological agents, the SFFD's work environment is constantly evolving and changing which will continuously result in the creation of new health and safety risks. To combat these growing hazards, the SFFD continuously changes its policies and procedures in order to meet the current health and safety risks of today and in the future.

Since 2004, the SFFD has had work-related claims filed that state 16 SFFD Firefighters have developed cancer due to the cumulative exposures over their lifespan as an SFFD Firefighters. Of the 16 cases reported to SFFD, 9 members had prostate cancer, 3 members had melanoma, 2 members had neck/nasopharyngeal cancer, 1 member had bladder cancer and 1 members had colon cancer. These, however, are not the only cancer cases among SFFD members; these are the cases filed as work related. The SFFD has implemented health and safety components that focus on preventions and mitigation strategies in order to limit exposures to toxins and carcinogens by SFFD Firefighters.

In order for the SFFD to produce an effective response and safe incident scene and to continue to meet its health and safety commitment to SFFD uniform members and the San Francisco community we protect, the San Francisco Fire Department is requesting Federal grant assistance under the 2010 DHS Assistance to Firefighters Grant to purchase and install 7 commercial washer extractors that meet cleaning and decontamination guidelines (NFPA 1851). The acquisition of washer extractors will have an immediate impact

on health and safety of SFFD Firefighters and the San Francisco community. Grant Total (\$134,120): Federal share (\$107,296); Applicant share (\$26,824).

The SFFD seeks to purchase 7 energy efficient commercial washer extractors that meet NFPA 1851 guidelines for care and maintenance of PPE. The commercial wash extractor will have the capability to completely launder 3-4 sets of PPE within 45 minutes. The current outsourced cleaning process can take up to three weeks. Most importantly we are seeking to acquire washer extractors that are specifically designed for Firefighter personal protective equipment cleaning which has programmable wash/rinse temperatures, variable rotation options, programmable extract speeds, tumble features that offer reflective tape protection, and injection connections for automatic dispensing of liquid chemicals.

Seven (7) energy efficient washer extractors, 40 lbs., programmable wash/rinse/tumble cycles, auto dispensing of liquid chemicals, 'cycle lockout capability', steel base, drain trough, lint filters and piping at \$6,650/machine (\$46,550); freight to SFFD Firehouse (\$2,625 for 7 washer extractors); Sales Tax (\$4,794.56); Installation costs to install washer extractors at \$1,450/machine (\$10,150); minor facility alterations to bring electrical, plumbing, etc. up to capacity to accommodate manufacturer's recommendations for optimum operational capacity at \$10,000/firehouse (\$70,000). Total Grant Funding: \$134,120.

#### SFFD's Commitment to Public Safety

The SFFD's Division of Fire Prevention is composed of two Bureaus; Fire Prevention and the Fire Investigation. Both Bureaus have performed roles of tremendous importance in the continuing vigilance of all matters affecting the fire safety of the citizens of San Francisco as it relates to fire prevention, public awareness and education, fire inspections and code enforcement, and fire investigations. Implementing washer extractors as a SFFD health and safety component will have an immediate and direct impact on public safety. If PPE is not cleaned correctly or frequently, toxins, contaminants and bodily fluids can also be passed on to the public. In addition, improper care and maintenance of PPE overtime can impair the fire retardant integrity of the PPE which could ultimately impair a Firefighters rescue attempt.

#### SFFD's Commitment to Firefighter Safety

The SFFD's safety commitment is to ensure that all Firefighters have the physical ability and capacity to perform essential job tasks. All SFFD health and safety components, as described in the SFFD's Rules and Regulations, SFFD Procedure Guides and SFFD General Orders, are in accordance with NFPA and/or Cal-OSHA Standards as required by Fire Departments. Furthermore, the critical adherence to these components is reinforced during Daily Drills, Monthly Battalion Inspections, Tri-Annual Inspections, and during Firefighter Refresher Courses and Specialized Training. The SFFD has implemented the use of diesel exhaust extraction systems in all 42 SFFD firehouses Cal-OSHA Section 5 (a)(1) and 29CFR 1910]; provides medical examinations and vaccine immunization and screening for uniform members [NFPA 1582] and fitness assessments [NFPA 1583]; voluntary cancer screening (bladder and breast); provides light weight fire equipment, respiratory and personal protective gear for structural fire fighting and proximity fire fighting (including some ensembles that provide limited protection from specified chemicals, biological agents, and radiological CBRN particulates [NFPA 1971, NFPA 1981 and Cal-OSHA, T8CCR, Sections 3401 (b)(1) & (2) and 3406 (a), T8CCR, Sections 3401(b)(1) & (a) and 3408 (a)]; conducts annual fit testing on SCBA's and N-95 Masks [Cal-OSHA T8CCR Sections 3409 (b)(i)]; implemented a comprehensive Hearing Conservation Program [Cal-OSHA 29CFR 1910 Subpart G & 1910.95], a comprehensive Wellness and Fitness Program [NFPA 1582 and 1583], Fire Scene Management and On-Scene Rehabilitation.

Implementing washer extractors as a SFFD health and safety component will have an immediate and direct impact on Firefighters' health and safety. If PPE is not cleaned correctly after every chemical or carcinogenic exposure, toxins, contaminants and bodily fluids can build up over time which increases Firefighter's cancer risks. In addition, improper care and maintenance of PPE overtime can impair the fire retardant integrity of the PPE which could ultimately impair a Firefighters rescue attempt. Having washer extractors strategically installed at SFFD Fire houses will improve cleaning and decontamination frequency.

#### SFFD's Organizational Profile

With an estimated population of 815,358 within approximately 47.5 square miles, the City and County of San Francisco is ranked the second most densely populated major city in the United States, yielding roughly 17,165 persons/square miles on its resident population alone. The population dramatically increases to 1.4 million on any given day with the influx of commuters and tourists. Within the SFFD's response area is an array of critical infrastructures including National monuments and famous landmarks, bridges, sports arenas, postal facilities, fuel tanks, water treatment facilities, educational, medical, research, financial, technological industries and home

to over 30 international financial institutions. San Francisco is ranked one of the top seven Tier 1 Urban Area Cities and the Port of San Francisco is identified as a Group 1 Port at highest risk for terrorist attack.

The SFFD's 1,419 Firefighting and Emergency Medical personnel are part of the Metropolitan Medical Task Force (MMTF), Urban Search and Rescue (USAR) and Regional Taskforce (RTF) Response for Chemical Biological Radiological Nuclear Explosive (CBRNE). The SFFD, California's Emergency Management Agency (Cal-EMA) and surrounding 8 Bay Area Counties have developed the first Regional Disaster Response Plan for responding to a catastrophic man-made or natural disaster, such as a paralyzing major earthquake or pandemic. In 2009, the SFFD responded to 102,976 calls for service. All SFFD's Firefighters are 100% compliant in NFPA 1001/1002 Standard. SFFD's Engine 3 ranked the Busiest Engine (with 7,799 runs), and Truck 3 ranked 8th Busiest Ladder (with 3,571 runs) among fire departments surveyed in the 2008 National Run Survey, Firehouse Magazine.

The SFFD also provides immediate mutual aid to the San Francisco Presidio, a former U.S. Military base which consists of 1,480 acres with 800 commercial and residential buildings dating back to 1861, and to 8 surrounding Bay Area counties. The SFFD has been a contributor to the State of California Master Mutual Aid Agreement since its inception in 1950, providing mutual aid to 49 counties within the State of California, as well as parts of southern Oregon and western Nevada. The SFFD also provides water response mutual aid under the same Agreement to Alameda, San Mateo, Contra Costa, Marin, Solano and Sonoma counties.

#### Financial Need – Budget Practices and Funding Sources 2010

The SFFD strives to fulfill its mission of protecting lives and property in the City and County of San Francisco. This has become increasingly challenging due to the economic climate. The SFFD's annual operating budget is funded primarily through general fund support from the City and County of San Francisco (74% of sources), California Public Safety Sales Tax revenue (13%), and revenues collected from various fees and services (13%). Since the majority of the SFFD's annual funding comes from revenues and tax dollars, the current revenue downturn within San Francisco and the State of California itself has put severe financial constraints upon the City and County of San Francisco and the SFFD.

In response to the mounting budget deficit faced by the City and County of San Francisco in Fiscal Year 2009-10, the SFFD was mandated to reduce approximately \$15 million dollars from its operating budget. The financial outlook for Fiscal Year 2010-11 has remained grim for the City and County of San Francisco. The City has been working to solve a projected budget shortfall of \$522 million for Fiscal Year 2010-11. The SFFD in has been asked to propose cuts over \$13 million from its operating budget for Fiscal Year 2010-11. The Department's goal through these difficult economic times has been to reduce costs while at the same time minimizing the effects on services. The SFFD's salary and fringe benefit expenditures account for 93% of its operating budget; the remaining 7% go towards materials and supplies, maintenance of equipment and assets, fuel, property rentals, utilities and miscellaneous services.

#### Cost/Benefit of Washer Extractor Project

It is difficult to put a monetary value on saving the life of a Firefighter and and/or saving the life of a civilian. By implementing the use of washer extractors will not only improve the effectiveness of properly cleaning and decontaminating PPE, but a Battalion-based washer will improve frequency, ease and convenience for Firefighters. This, in turn, will decrease the probability of transference of toxins, contaminants, bodily fluids to the community that we serve. By using a washer extractor, the probably that the PPE protective integrity will be damaged will decrease which will provide the Firefighter with ease of mind. Maintaining the integrity of the PPE will improve Firefighter health and safety, as well as improve public safety.

#### Impact on the SFFD's Daily Operations

Overall health and safety will be improved for each SFFD Firefighter and each member of the public that we come in contact with. Implementing washer extractors will also allow the SFFD to meet its Mission Statement and maintain its safety commitment to its members. Furthermore, by properly maintaining PPE, the Firefighters will be able to maintain rapid interior fire attack on structures, while lowering probability of flashover or structural collapse. Fewer residents will be displaced, less losses to property damage, and less overall injuries or possible deaths to civilians and SFFD Firefighters.

\* Please describe all grants that you have received from DHS including any AFG grants received from DHS or FEMA, for example, 2002 AFG grant for vehicle or 2003 ODP grant for exercises. (Enter "N/A" if Not Applicable)

2008, AFG Advanced Driver Training Program; 2007, AFG Wellness/Fitness Grant; FP&S Senior Risk Assessment; 2004, AFG Wildland Firefighting PPE & Equipment; 2003, AFG Scott Bottles, air compressor,

mobile repeater.

**Assurances and Certifications**

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**Form 20-16A**

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**You must read and sign these assurances.** These documents contain the Federal requirements attached to all Federal grants including the right of the Federal government to review the grant activity. You should read over the documents to become aware of the requirements. The Assurances and Certifications must be read, signed, and submitted as a part of the application.

**Note:** Fields marked with an \* are required.

**Assurances Non-Construction Programs**

**Note:** Certain of these assurances may not be applicable to your project or program. If you have any questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. Section 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. Sections 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290-dd-3 and 290-ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Acts of 1968 (42 U.S.C. Section 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.



7. Will comply, or has already complied, with the requirements of Title II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or Federally assisted programs. These requirements apply to all interest in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply with provisions of the Hatch Act (5 U.S.C. Sections 1501-1508 and 7324-7328), which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. Sections 276a to 276a- 7), the Copeland Act (40 U.S.C. Section 276c and 18 U.S.C. Sections 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. Sections 327-333), regarding labor standards for Federally assisted construction sub agreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in flood plains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. Section 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. Section 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. Section 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. Section 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.
19. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act (29 U.S.C. 201), as they apply to employees of institutions of higher education, hospitals, and other non-profit organizations.

Signed by **Joanne Hayes-White** on 05/28/2010

**Form 20-16C****You must read and sign these assurances.**

Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters and Drug-Free Workplace Requirements.

**Note:** Fields marked with an \* are required.

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 44 CFR Part 18, "New Restrictions on Lobbying; and 44 CFR Part 17, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Homeland Security (DHS) determines to award the covered transaction, grant, or cooperative agreement.

**1. Lobbying**

A. As required by the section 1352, Title 31 of the US Code, and implemented at 44 CFR Part 18 for persons (entering) into a grant or cooperative agreement over \$100,000, as defined at 44CFR Part 18, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned to any person for influencing or attempting 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 the making of any Federal grant, the entering into of any cooperative agreement and extension, continuation, renewal amendment or modification of any Federal grant or cooperative agreement.

(b) If any other funds than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting 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 this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities", in accordance with its instructions.

(c) The undersigned shall require that the language of this certification be included in the award documents for all the sub awards at all tiers (including sub grants, contracts under grants and cooperative agreements and sub contract(s)) and that all sub recipients shall certify and disclose accordingly.

**2. Debarment, Suspension and Other Responsibility Matters (Direct Recipient)**

A. As required by Executive Order 12549, Debarment and Suspension, and implemented at 44CFR Part 67, for prospective participants in primary covered transactions, as defined at 44 CFR Part 17, Section 17.510-A, the applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency.

(b) Have not within a three-year period preceding this application been convicted of or had a civilian judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or perform a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

(c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification: and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. Drug-Free Workplace (Grantees other than individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 44CFR Part 17, Subpart F, for grantees, as defined at 44 CFR part 17, Sections 17.615 and 17.620:

(A) The applicant certifies that it will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug free awareness program to inform employees about:

- (1) The dangers of drug abuse in the workplace;
- (2) The grantees policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant to be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:

- (1) Abide by the terms of the statement and
- (2) Notify the employee in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

(e) Notifying the agency, in writing within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to the applicable DHS awarding office, i.e. regional office or DHS office.

(f) Taking one of the following actions, against such an employee, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement or other appropriate agency.

(g) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

(B) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance

Street	City	State	Zip	Action
698 2nd Street	San Francisco	California	94107 -2015	

If your place of performance is different from the physical address provided by you in the Applicant Information, press *Add Place of Performance* button above to ensure that the correct place of performance has been specified. You can add multiple addresses by repeating this process multiple times.

Section 17.630 of the regulations provide that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for DHS funding. States and State agencies may elect to use a Statewide certification.

Signed by **Joanne Hayes-White** on 05/28/2010

**FEMA Standard Form LLL**

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Only complete if applying for a grant for more than \$100,000 and have lobbying activities. See Form 20-16C for lobbying activities definition.

**This form is not applicable**