

## Entire Application

### Applicant's Acknowledgements

- \* I certify the DUNS number in this application is our only DUNS number and we have confirmed it is active in SAM.gov as the correct number.
- \* As required per 2 CFR § 25, I certify that prior to submission of this application I have checked the DUNS number listed in this application against the SAM.gov website and it is valid and active at time of submission.
- \* I certify that the applicant organization has consulted the appropriate Notice of Funding Opportunity and that all requested activities are programmatically allowable, technically feasible and can be completed within the award's Period of Performance (POP).
- \* I certify that the applicant organization is aware that this application period is open from 04/17 to 05/19/2017 and will close at 5 PM ET; further that the applicant organization is aware that once an application is submitted, even if the application period is still open, a submitted application cannot be changed or released back to the applicant for modification.
- \* I certify that the applicant organization is aware that it is solely the applicant organization's responsibility to ensure that all activities funded by this award(s) comply with Federal Environmental planning and Historic Preservation (EHP) regulations, laws, and Executive Orders as applicable. The EHP Screening Form designed to initiate and facilitate the EHP Review is available at: [http://www.fema.gov/media-library-data/1431970163011-80ce3cd907072a91295b1627c56d8fd2/gpd\\_ehp\\_screening\\_form\\_51815.pdf](http://www.fema.gov/media-library-data/1431970163011-80ce3cd907072a91295b1627c56d8fd2/gpd_ehp_screening_form_51815.pdf)
- \* I certify that the applicant organization is aware that the applicant organization is ultimately responsible for the accuracy of all application information submitted. Regardless of the applicant's intent, the submission of information that is false or misleading may result in actions by FEMA that include, but are not limited to: the submitted application not being considered for award, an existing award being locked pending investigation, or referral to the Office of the Inspector General.

Signed by **Mark Corso** on **2017-05-19 20:53:51.0**

### Overview

<p><b>* Are you a member, or are you currently involved in the management of the fire department or organization applying for this grant with this application?</b></p>	
<p>No, I am a grant writer or otherwise not affiliated with this applicant</p>	

If you answered "No", please **complete** the information below. If you answered "Yes", please skip the Preparer Information section.

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

Preparer Information	
Preparer's Name	Fire Grants Help
Address 1	200 Green Street
Address 2	Suite 200
City	San Francisco
State	California
Zip	94111 - 1340 <a href="#">Need help for ZIP+4?</a>
Primary Phone	866-463-7792 Ext. work
Email	expert@firegrantshelp.com

In the space below please list the person your organization has selected to be the **Primary Point of Contact** for this grant. This should be an officer or member of the fire department or an employee of the organization applying for the grant that will see this grant through completion and has the authority to make decisions on and to act upon this grant application.

The Primary Contact, as listed below, is the person for which all exchanges of information will be made relative to the application; all information provided must be specific to the contact listed. The Primary Contact must be an employee of the fire department or organization applying for the grant and shall not be a grant writer or a non-employee of the fire department or organization.

In addition to the Primary Contact information, you will be asked to provide two (2) Alternate Points of Contact on the next page. The Alternate contacts must be familiar with the application and should be able to answer any questions relative to this application in the event that Primary Point of Contact is unavailable. When you are finished, click the Save and Continue button below.

**Reminder:** Please list only phone numbers and email addresses where we can get in *direct contact* with the respective point of contact(s). If this contact changes at any time during the period of performance please update this information.

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

Primary Point of Contact	
* Title	Deputy Director
Prefix	Mr.
* First Name	Mark
Middle Initial	
* Last Name	Corso
* Primary Phone	415-558-3417 Ext. Type work
* Secondary Phone	415-558-3400 Ext. Type home
Optional Phone	Ext. Type Select
Fax	415-558-3455
* Email	mark.corso@sfgov.org

<p>* Is there a grant-writing fee associated with the preparation of this request? This fee must be specifically identified and listed in the application "Request Details" section as a budget line item in order to be eligible for reimbursement.</p> <p>Fees for grant writers may be included as a pre-award or pre-application expenditure. However, fees payable on a contingency basis are not an eligible expense. For grant writer fees to be eligible as a pre-award expenditure they must be paid prior to award, (i.e., paid within 60 days of the end of the application period).</p> <p>If you answered "Yes" above, what is the fee?</p>	<table border="1"><tr><td data-bbox="683 88 1508 168"></td></tr><tr><td data-bbox="683 168 1508 210">Yes</td></tr><tr><td data-bbox="683 210 1508 310">\$ 1500</td></tr></table>		Yes	\$ 1500
Yes				
\$ 1500				

**Contact Information**

Alternate Contact 1 Information	
* Title	Assistant Deputy Chief
Prefix	N/A
* First Name	Shane
Middle Initial	
* Last Name	Francisco
* Primary Phone	415-558-3680 Ext. Type work
* Secondary Phone	415-558-3258 Ext. Type home
Optional Phone	Ext. Type Select
Fax	
* Email	shane.francisco@sfgov.org

Alternate Contact 2 Information	
* Title	Deputy Chief
Prefix	N/A
* First Name	Raemona
Middle Initial	
* Last Name	Williams
* Primary Phone	415-558-3411 Ext. Type work
* Secondary Phone	415-558-3258 Ext. Type home
Optional Phone	Ext. Type Select
Fax	
* Email	raemona.williams@sfgov.org

## Applicant Information

EMW-2016-FP-00834

Originally submitted on 05/19/2017 by Joanne Hayes-White (Userid: mariotrevino)

## Contact Information:

Address: 698 Second Street

City: San Francisco

State: California

Zip: 94107

Day Phone: 4155583417

Evening Phone: 4155583417

Cell Phone: 4155583417

Email: mark.corso@sfgov.org

Application number is EMW-2016-FP-00834

* Organization Name	San Francisco Fire Department
* Are you a Fire Department?	Yes
* Type of Applicant	Fire Department
If "Other", please enter the type of Applicant	
What kind of Fire Department do you represent?	All Paid/Career
If you answered "Combination" above, what is the percentage of career members in your organization?	
* Are you a non-fire based EMS?	No
* Type of community served?	Urban
<b>SAM.gov (System For Award Management)</b>	
* What is the legal name of your Entity as it appears in SAM.gov? Note: This information must match your <a href="#">SAM.gov</a> profile if your organization is using the DUNS number of your Jurisdiction.	San Francisco Fire Department
* What is the legal business address of your Entity as it appears in <a href="#">SAM.gov</a> ? Note: This information must match your <a href="#">SAM.gov</a> profile if your organization is using the DUNS number of your Jurisdiction.	
* Mailing Address 1	698 2nd Street
Mailing Address 2	
* City	San Francisco
* State	California
* Zip	94107 - 2015 <a href="#">Need help for ZIP+4?</a>
* <a href="#">Employer Identification Number</a> (i.e. 12-3456789) Note: This information must match your <a href="#">SAM.gov</a> profile.	94-6000417
* Is your organization using the DUNS number of your Jurisdiction?	Yes
* I certify that my organization is authorized to use the DUNS number of my Jurisdiction provided in this application. (Required if you select "Yes" above)	<input checked="" type="checkbox"/>
* What is your 9 digit <a href="#">DUNS number</a> ?	033428819 (call 1-866-705-5711 to get a DUNS number)
If you were issued a 4 digit number (DUNS plus 4) by your Jurisdiction in addition to your 9 digit number please enter it here. Note: This is only required if you are using your Jurisdiction's DUNS number and have a separate bank account from your Jurisdiction. Leave the field blank if you are using your Jurisdiction's bank account or have your own <a href="#">DUNS number</a> and bank account separate from your Jurisdiction.	
* Is your <a href="#">DUNS Number</a> registered in <a href="#">SAM.gov</a> (System for Award Management previously CCR.gov)?	Yes
* I certify that my organization/entity is registered and active at <a href="#">SAM.gov</a> and registration will be renewed annually in compliance with Federal regulations. I acknowledge that the information submitted in this application is accurate, current and consistent with my organization's/entity's <a href="#">SAM.gov</a> record.	<input checked="" type="checkbox"/>
* Please describe your organization and/or community that you serve. <b>4000 characters</b>	<p>The San Francisco Fire Department (SFFD) is the Fire Department of the jurisdiction of San Francisco, both a City and a County. The mission of the San Francisco Fire Department is to protect the lives and property of the people of San Francisco from fires, natural disasters, and hazardous materials incidents; to save lives by providing emergency medical services; to prevent fires through prevention and education programs; and to provide a work environment that values health, wellness and cultural diversity and is free of harassment and discrimination.</p> <p>With an estimated population of 864,816 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 18,206 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.</p> <p>Within the SFFD's response area is an array of critical infrastructures including</p>

	<p>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.</p> <p>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 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.</p> <p>All SFFD's Firefighters are 100% compliant in NFPA 1001/1002 Standard. A number of SFFD apparatus rank in the top ten in runs per year in the National Run Survey annually completed by Firehouse Magazine. The SFFD also provides first response 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 mutual aid response 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.</p>
* What is the permanent resident population of your <a href="#">Primary/First-Due Response Area or jurisdiction served?</a>	870887
* Do you currently report to the National Fire Incident Reporting System (NFIRS)? Note: You will be required to report to NFIRS for the entire period of the grant.	Yes
If you answered "Yes" above, please enter your FDIN/FDID.	38005
Headquarters or Main Station Physical Address	
* Physical Address 1	698 2nd Street
Physical Address 2	
* City	San Francisco
* State	California
* Zip	94107 - 2015
* Mailing Address 1	698 2nd Street
Mailing Address 2	
* City	San Francisco
* State	California
* Zip	94107 - 2015
Bank Account information	
* The bank account being used is: (Please select one from right)	Maintained by my Jurisdiction
Note: The following banking information must match your <a href="#">SAM.gov</a> profile.	
* Type of bank account	Checking
*Bank routing number - <a href="#">9 digit</a> number on the bottom left hand corner of your check	121000358
*Your account number	0066180050
Applicant Budget	
* What is your department's operating budget (i.e., personnel, maintenance of apparatus, equipment, and facilities; utility costs; purchasing expendable items, etc.) for the current (at time of application) fiscal year and for the previous three fiscal years? Please indicate in the text box next to each of the budget figures what fiscal year that amount pertains to.	376049960 Budget: 360061089 Fiscal Year: 2016 Budget: 357983048 Fiscal Year: 2015 Budget: 346149758 Fiscal Year: 2014
* Financial Need: Why are you unable to fund this project without Federal assistance? How are the critical functions of your organization affected without this funding? Please provide the details of your current operating budget. Include information on efforts to obtain funding elsewhere and how similar projects have been funded in the past(4000 characters).	
<p>The San Francisco Fire Department (SFFD) is requesting much needed financial assistance to fund two projects related to Fire Prevention and Safety. Given the economic recession of a few years ago, the SFFD has found it extremely difficult to fund many needed projects. Even given the overall health of the San Francisco economy, the City's general fund has seen a large negative impact to its ability to fund City Departments and programs due to expenditure growth outpacing revenue growth. At the onset of the current budget process, the City of San Francisco was looking at a fiscal year with a projected shortfall of \$119 million for Fiscal Year 2017-18 and \$283 million for Fiscal Year 2018-19. Given this fiscal environment, the SFFD has not been able to procure operating funds to implement (or, in some cases, restore) much needed projects. As the City of San Francisco attempts to grapple with increasing personnel and benefit costs, requests for increases in funding for these projects remain challenging.</p> <p>The SFFD's Fiscal Year 2016-17 Operating budget is approximately \$376 million, 75% of which is supported through the City's General Fund. The remaining 25% is funded through State sales tax revenue (13%), EMS Ambulance revenue (8%), Fire Prevention fees (3%), and other fees for services (1%). Of the SFFD's total operating budget, 92% is for personnel costs, including salaries, overtime, and fringe benefits. These personnel costs go to support Department mandatory minimum staffing requirements. That leaves the SFFD with 8% to cover all of the non-personnel costs for the Department. During Fiscal Year 2016-17 budget process, the Department has been requested to reduce its general fund support by 3% in each of the next two years. This was in addition to previous reductions over the past fiscal years. The Department is prepared for the potential of on-going mid-year cuts on the horizon in the current and subsequent fiscal years, as the City experiences the fallout of severe funding issues at the State and Federal levels as well as the pension system. The Department has requested funding for these projects in its annual operating budget request for the past few years, but has not been able to secure funding for them. Because these functions from Fire Prevention do not result in revenue for providing these services, it has been extremely difficult to secure funding for them, even though the Department considers them a high priority.</p>	
Additional Information	

* This fiscal year, are you receiving Federal funding from any other grant program for the same purpose for which you are applying for this grant?	No
* Is the applicant <a href="#">delinquent on any federal debt</a> ?	No
* This fiscal year, are you receiving Federal funding from any other grant program regardless of purpose?	Yes
* If awarded, will your organization expend more than \$750,000 in Federal funds during your organization's fiscal year? If "Yes", your organization will be required to undergo an A-133 audit. Reasonable costs incurred for an A-133 audit are an eligible expenditure and should be included in the applicant's proposed budget. Please enter audit costs only once under any "Additional Funding" in the "Request Details" section of the application.	Yes
If you answered "Yes" to any of the additional questions above, please provide an explanation in the space provided below(4000 characters):	
<p>The Department has been fortunate to receive a number of Federal awards that will be expended during its fiscal year.</p> <p>These funds predominately come in the form of Federal grants. The Department was allocated funding in the FY 2015 and FY 2016 SAFER Grant programs as well as the FY 2016 AFG Grant that will exceed the \$750,000 threshold itself. In addition, the Department has received a number of Homeland Security (UASI) grant awards as well as a Port Security Grant award and other Federal grants that will push the Department's Federal allocation past the threshold even further. Additional detail can be provided upon request.</p>	

**Request Information**

Program Name
Fire Prevention and Safety

**Request Details Summary**

The number of projects and cost for the activity **Fire Prevention and Safety** are listed in the table below.

Activity	Number of Projects	Total Cost
Fire Prevention and Safety	1	\$ 226,148

**Fire Prevention And Safety Projects**

To review other sections of your application, select the appropriate section from the pull-down menu above and then press the Go button. You may [edit this application](#) if you want to correct a mistake. After you have reviewed all the sections and are satisfied with the information, please click on the Submit Application link on the left to complete your submission.

Note: Fields marked with an \* is required.

Fire Prevention and Safety								
Fire & Arson Investigation Project							Action	
Fire & Arson Investigation - Capabilities Information							<a href="#">View Details</a>	
Project								Action
Fire & Arson Investigation-Fire & Arson Investigation - Youth Firesetter Arson Investigator								<a href="#">View Details</a>
In the space provided below, please provide a brief synopsis of the proposed project and then identify the specific goals and objectives of your project.								
The SFFD seeks funding to implement the SF Youth Fire Setter Program (YFS) targeting children (11-17 y/o) to include funds for personnel, brochures, DVDs & audio/visual equipment for presentations to youths & their families. Additional SFFD resources would enhance our outreach abilities. Our goal is to prevent fire death, injuries, and property loss due to juvenile arson by changing behaviors of child fire setters through appropriate intervention strategies. If funded, the program will be aggressively marketed throughout the City reaching 20,000 youths. In collaboration with local agencies serving the youth, the SFPD, and SFUSD, a dedicated YFS Investigator will champion the program and ensure every fire is investigated. The investigator will identify/assess each case & recommend appropriate interventions for child and family. This program with marketing strategies, implementation plan/objectives, and evaluation and sustainability measures is ready for implementation.								
Item	Number of units for first 12 months	Cost per unit for first 12 months	Total Cost in first 12 months	Number of units for second 12 months	Cost per unit for second 12 months	Total Cost in second 12 months	Total Cost	Action
1. Personnel Costs for one Investigator	1	\$ 201,148	\$ 201,148	0	\$ 0	\$ 0	\$ 201,148	<a href="#">View Details</a>
2. Outreach and Educational Materials	1	\$ 15,000	\$ 15,000	0	\$ 0	\$ 0	\$ 15,000	<a href="#">View Details</a>
3. Presentation Equipment	1	\$ 10,000	\$ 10,000	0	\$ 0	\$ 0	\$ 10,000	<a href="#">View Details</a>
<b>Total</b>			\$ 226,148			\$ 0	\$ 226,148	

Fire & Arson Investigation Project(s)

**View Project**

Fire & Arson Investigation Project Information	
*1. Project	Fire & Arson Investigation
*If you are submitting more than one Fire & Arson Investigation project, please provide a project title (i.e.: commercial inspections, update code books, etc)	Youth Firesetter Arson Investigator
*2. Who is the target audience for the planned project?	Children under 14 Other: Children under 18 High risk group
*3. What is your estimated size of the target audience?	20000
*4. How was this target audience determined?	Informal Assessment

If "None of the above", briefly describe the method used to determine target audience(800 characters)

Based on Department data, SFFD responds to approximately 4500 fire incidents annually. There is a growing trend of fires caused by youth fire setters (YFS). The lack of a YFS program prohibits our abilities to collect accurate data. In alignment with 2013 DOJ Statistics, we know 50% of all incendiary fires involve a youth and 58% of serial arsonists have set fires before the age of 18. This is a progressive behavior and escalates over time.

The SF Unified School District educates 57K students per year and operates the following: 64 elementary schools, 8 alternatively configured schools, 13 middle schools, 19 high schools, 16 transitional kindergarten schools, 13 active charter schools. The Archdiocese of SF operates 28 elementary schools and 8 high schools in San Francisco.

\* In the space provided below, please provide a brief synopsis of the proposed project and then identify the specific goals and objectives of your project. (1000 characters)

The SFFD seeks funding to implement the SF Youth Fire Setter Program (YFS) targeting children (11-17 y/o) to include funds for personnel, brochures, DVDs & audio/visual equipment for presentations to youths & their families. Additional SFFD resources would enhance our outreach abilities. Our goal is to prevent fire death, injuries, and property loss due to juvenile arson by changing behaviors of child fire setters through appropriate intervention strategies.

If funded, the program will be aggressively marketed throughout the City reaching 20,000 youths. In collaboration with local agencies serving the youth, the SFFD, and SFUSD, a dedicated YFS Investigator will champion the program and ensure every fire is investigated. The investigator will identify/assess each case & recommend appropriate interventions for child and family. This program with marketing strategies, implementation plan/objectives, and evaluation and sustainability measures is ready for implementation.

\* Will this project aim to aggressively investigate every fire?

Yes

If "Yes", this project will aim to aggressively investigate every fire, please explain how this project will assist you in reaching this goal(1000 characters).

Without a YFS program, we are not effectively investigating nor providing the interventions necessary to deter and prevent youth fire setting. We do not have the resources. A YFS program with dedicated personnel will be able to focus solely on program objectives and investigate specifically for YFS behavior and characteristics. We will be able to consistently follow-up with youth cases, their families, community partners and the Juvenile Justice System to ensure that the identified child receives the appropriate help.

If we can make a reduction in the number fires involving youths, it reduces harm to the community and our number of investigations allowing us to focus on proactive prevention measures. This program will enable our investigators to fully investigate every fire involving a youth. Currently, each investigator conducts approximately 45 investigations each, per year, leaving little time to focus on youth fire setters that is needed for this serious and significant issue.

\* If applicable, explain your current fire and arson investigation program, including the number of personnel, training and certifications of personnel, and any partnerships (local/regional). Please enter "N/A" if not applicable and you are just starting a new program(1000 characters).

The SFFD Bureau of Fire Investigation/Arson Task Force is comprised of 9 SFFD Investigators (2 Investigators on a 24 hr. shift per day) and 2 supervisors, one Lieutenant and one Captain, who both work a 2 days 2 schedule. The San Francisco Police Department (SFPD) supplies 2 Inspectors on a 2 days 2 schedule to make up the Task Force. The SFPD Inspectors handle the arson/criminal aspects of the investigation, while the SFFD Investigators handle the cause and origin determination. However, all of our Investigators are qualified Peace Officers, carry a firearm, and have arrest powers. The entire Task Force operates out of a dedicated facility for the Task Force. The BFI Unit conducts over 400 investigations per year, about 45 investigations per investigator each year. In 2015, the BFI Unit made 60 prosecutions, with 57 of those 2 Held to Answer 2.

\* Explain your jurisdiction's training requirements for fire investigation personnel(800 characters).

All SFFD Investigators are trained to the CA State Fire Marshal Standards for Level 1 Fire Investigator. This includes: Fire Investigation 1A, 1B & Penal Code 832 (Officer Standards & Training for Peace Officer). The SFFD also has an internal requirement of responding to at least 100 documented fires as a FF to apply for an investigator position. In 2015, all 9 investigators completed the NFA's Level 1 Juvenile Firesetter Program. 7 of those 9 have completed Level 2 of that program. Despite this, we are not able to dedicate an investigator to the Youth Firesetter Program due to our limited resources. We need an additional Investigator to be on a 'days' schedule in order to perform the required follow up with our partnering agencies (such as schools) to ensure success of this program.

\* How will the items you are requesting enhance your fire and arson investigation efforts(800 characters)?

Funding the Youth Fire Setters Program will give us the necessary resources to expand the BFI Unit's investigative services. We will designate a position to investigate every fire to focus on and identify children with firesetter behavior and characteristics to get them the help they need. This position will be able to consistently provide education, conduct follow-up and work with community partners, the SFPD School Resource Officers, Child Protective Services, Youth Guidance Center (Juvenile Justice System), Firesetter Behavior Specialist (counselors) and parents/families to address youth fire setter behavior. This position will also train field suppression crews on early recognition of youth fire setter behaviors to support our mission.

\* 5. In the space provided below, please explain your experience and ability in developing and conducting (i.e., timely and satisfactory project completion) past fire prevention and safety projects. Additionally, please demonstrate the experience and expertise you have in managing the type of project you are proposing:(2000 characters)

The San Francisco Fire Department (SFFD) has a long sustained history of successfully implementing and administrating community risk reduction projects. We have been fortunate to be awarded numerous FEMA grants, including prior year Assistance to Firefighters Grants (AFG) and Fire Prevention and Safety (FP&S) Grants. The SFFD has experience completing its AFG and FP&S grants, both from an operational perspective (scope of project, implementation) but also from an administrative perspective (procurement, expenditure tracking, reimbursement, audits).

We had two successful FP&S programs that demonstrate our experience with similar projects. In 2002, due to the passage of a local sprinkler ordinance for Single Room Occupancies (SRO's), the Bureau of Fire Prevention partnered with local community groups where there is a high number of SRO buildings to develop and establish the SRO Collaborative Project, which continues to this day. This program provides community outreach by conducting 60 minute presentations on fire safety to building occupants and allows the building owner to be hand-held through a fire inspection walk-through. The second program, the Senior Home Safety Program, was established in 2006. This program partnered with the Kidde Corporation, the Alisa Ann Ruch Burn Foundation and local senior citizen groups to provide community education on fire and fall prevention to senior citizens and the installation of free smoke detectors in senior homes. In that year, 112 presentations were conducted and 1500 smoke detectors were distributed.

If awarded the grant, we will have one full-time Investigator champion the program to ensure its success. Our programs are thoughtfully planned, implemented with clear objectives, and carefully evaluated to identify outcomes and trends. This program is ready for full implementation if given the opportunity. We are committed and absolutely confident we will be successful.

\*6. The narrative portion of the application should contain supporting information that allows for evaluation of this project. If you are applying for a grant in the Fire Prevention and Safety Activity, your Narrative Statement must address the evaluation elements as outlined in the FY2016 Notice of Funding Opportunity.

Keep in mind that the evaluation of your application will also be based on a clear understanding of your proposal, your ability to meet the objectives of the program, and your probability of successfully delivering your project to the population targeted. You need to fully explain how the funds will be used to accomplish the goals of your project. To that end, be sure to include descriptions/justification for all budgeted items - items not justified may be disallowed.

Your narrative is broken out into 5 separate sections which are required, with an optional Additional Comments section. Each section will address each of the criteria upon which your application will be evaluated and scored. Due to the built in "time-out" feature, we recommend you create the narrative text in your word processing system and then copy it into the spaces provided below. Images, attachments, and special characters of formatting (i.e.: quote marks, bold print, bullet points, symbols, etc.) are not allowed.



**\*6a. Vulnerability Statement: What is the vulnerability in your community that you have identified? What statistics correspond with and support your project and target audience? Please describe the steps which were taken to determine the vulnerability and target audience and describe the methodology for determining all of the above. (Up to 5000 characters)**

Specific to this program, our target audience is children (11-17 y/o) in the more densely populated lower social-economic areas of the city. This target group is at highest risk for setting fires intentionally or unintentionally. We believe many of these fires have resulted in significant property loss, injuries, and even deaths.

Focusing specifically on our vulnerability to the effects of fire (human, economic, social, political, & environmental), we performed a local community risk assessment by first developing a community demographics profile utilizing U.S. Census Bureau data and other local sources to include data from our school district, chamber of commerce, nonprofit organizations, and GIS department. Drawing data from NFIRS, information from our community profiles, and anecdotal data, we believe there is a serious trend between juveniles in the inner city and the rate of fires. In addition, an U.S. Fire Administration Investigation Unit Technical Assistance Project for the SFFD was performed and identified our risk for youth fire setters.

San Francisco experienced 30 commercial and 69 residential fires in 2015, 26 of those were greater alarm fires. The total property loss was over \$26 million and the estimated contents loss was \$10.6 million. Due to the fact that we do not have a YFS program, accurate data collection specific to youth fire setter has been difficult. Our fire problem in San Francisco is great. Anecdotally, we believe a portion of these fires with causes documented as 'intentional', 'other heat', 'unknown', and 'other unintentional careless', are youth related. As seen nationwide, according to the Department of Justice (DOJ) national statistics from 2013, approximately 50% of incendiary fires are related to youth fire setters. The DOJ reports that 58% of serial arsonists have set fires before the age of 18. Furthermore, it is estimated that 46% of youths are declined in an arrest due to the lack of reporting since 1994. Crews frequently report possible juvenile activities on exterior fires. Our lack of resources, however, prevents us from investigating any further. We confidently believe one of the 'weak links' in our causal chain analysis of fires in our city is due to the preventable behaviors of youths in the inner city. Factors within this group such as demographics, social, and economics contribute to a statistically higher risk.

This youth population puts themselves, their families and/or neighbors at risk with fire setter behaviors whether intentional or unintentional (fire play or experimental). Youth fire setter behavior is progressive and escalates over time.

**\*6b. Implementation Plan: Provide details on the implementation plan which discusses the proposed project's goals and objectives. What are the methods and specific steps that will be used to achieve the goals and objectives? If applicable, what examples can you provide of marketing efforts to promote the project? Who will deliver the project and what partnerships may be involved along with how they will support this project? How will the materials or deliverables be distributed? (Up to 5000 characters)**

**Goal:**

The outcome objective of the 'SFFD Youth Fire Setter Program' is to reduce 50% of fires in the city set by youths between the ages of 11-17 y/o by 12 months of implementation.

**Intervention Strategies:**

Education-A designated YFS investigator and FFs will provide direct classroom instruction on the dangers of fire and setting fires. It is our goal to prevent our target audience from ever setting a fire.

Enforcement-The YFS investigator will investigate and track all suspicious fires. Working collaboratively with partnering agencies (SFPD, School District, CMH/CCS), each individual case will be identified & assessed for the best corrective steps to include legal actions (citation, diversion, probation, detention) vs. voluntary actions. The FEMA JFS Intervention Handbook will be used as our guiding document in this process.

Emergency Response-Emergency crews will be trained to identify, preserve & report potential juvenile fire activity.

**Implementation Plan:**

According to a U.S. Fire Administration Investigation Unit TA Project for the SFFD, 3 recommendations were made: 1) given the high rate of youth related fires, the SFFD should establish a formal impact measurement system to track mid & long range success of a youth intervention program, 2) a structured system should be put in place that coordinates statistical data between the SFFD & the Community Mental Health/Comprehensive Child Crisis Service (CMH/CCCS), 3) The SFFD should fully recognize the YFS problem & dedicate more personnel & resources to establish a firesetter program that is recognized in Juvenile Court as an alternative intervention.

Our Implementation plan to meet these recommendations is as follows:

(1-2mos) Confirm partnerships with CMH/CCCS, SFPD, SF Unified School District, community churches, parents & the Juvenile Probation Department. Designate full-time YFS investigator/program manager to champion program. Provide internal training on the YFS program to crews. Actively seek additional participants (on-going). Develop & print campaign materials.

(3-12mos) Launch and market program utilizing printed materials & social media. Schedule public education visits with schools & youth programs/facilities. The YFS investigator with the support of on-duty crews will deliver the instruction to youths. Lessons will include fire safety education, fire science, and consequences of firesetting, burn injuries, choices, and California arson and fireworks laws. The program will also provide a parent education on home fire safety, the California arson and fireworks laws, consequences of youth firesetting, responsibility, & decision-making. Utilizing established process and impact objectives as benchmarks, the investigator will track progress/successes of the program & maintain accurate data on all outreach activities (numbers of students, ages, evaluations, teacher surveys, student pre- and post-tests).

In addition, the YFS investigator will aggressively investigate every suspicious fire & work cooperatively with partnering agencies to assess and identify the behavioral risk of each individual case to determine best corrective actions. Each case will be referred to the appropriate program. The YFS investigator will also maintain and track data to help identify trends. One month, six month and one year progress evaluations will be conducted. All 9 investigators have completed the National Fire Academy's Level 1 Juvenile Firesetter Program. 7 of those 9 have now completed Level 2 of that program. Staff is qualified and will use the guidelines recommended by FEMA.

This program will use a 'systems' approach incorporating identification, intake, screening, interviews, and follow-up, where each public service partner understands their role in the system. The goal is to get youth fire setters into the Juvenile Justice System so that the appropriate resources can be leveraged to address fire setter behaviors. Fire and Law Enforcement investigates, identifies and refers juveniles to the system. Schools identify learning problems, and the Juvenile Justice System holds the youth accountable by mandating intervention.

The Mental Health/Juvenile Firesetter Specialist component evaluates and treats the problem behavior, and Child Welfare provides the parenting and family support. The SFFD has already built and established partnerships with CMH/CCCS, SFPD youth crimes, the SF Unified School District, SF DA Office, Psychiatric Service, St. Francis Hospital Burn Center Outreach Programs for youth, the Boys and Girls Clubs, churches and parents.

(12mos and after) Evaluation period. Data from surveys will be evaluated for program improvement and possible future CRR projects. We will identify data trends to evaluate effectiveness of program. Next, we will seek support from the City and other stakeholder groups to continue program (sustainment). Pertinent data and trends will be shared with our organization and region.

**Budget Item**

* Item	Personnel Costs for one Investigator
* Select Object Class	Personnel
If you selected other above, please specify	
<b>First Twelve Months:</b>	
Number of units, first twelve months	1 (Whole number only)
Cost per unit, first twelve months	\$ 201148 (Whole dollar amounts only)
Total for first twelve months:	\$ 201148
<b>Second Twelve Months:</b>	
Number of units second twelve months	0 (Whole number only)
Cost per unit second twelve months	\$ 0 (Whole dollar amounts only)
Total for second twelve months:	\$ 0
* Description	This is the personnel cost for one youth firesetter investigator needed for this program for one year. \$152,603 annual salary, \$48,545 in fringe benefits including medical, dental, vision, insurance, etc.
<p>The space to the right should be used to provide further clarification on the costs (i.e. personnel costs: number of hours/rate/staff, or meeting costs: number of meetings/days/attendees). When describing personnel costs please include an hourly rate per person and percentage of effort. When describing travel costs, please include cost per person/per trip and detail out airfare costs, lodging costs, per diem costs and other costs as well as number of days of travel. Budget justification for travel should also be included in the project narrative. (800 characters)</p>	

**Budget Item**

* Item	Presentation Equipment
* Select Object Class	Equipment
If you selected other above, please specify	
<b>First Twelve Months:</b>	
Number of units, first twelve months	1 (Whole number only)
Cost per unit, first twelve months	\$ 10000 (Whole dollar amounts only)
Total for first twelve months:	\$ 10000
<b>Second Twelve Months:</b>	
Number of units second twelve months	0 (Whole number only)
Cost per unit second twelve months	\$ 0 (Whole dollar amounts only)
Total for second twelve months:	\$ 0
* Description	Audio/Visual equipment for presentation to youths and their families.
<p>The space to the right should be used to provide further clarification on the costs (i.e. personnel costs: number of hours/rate/staff, or meeting costs: number of meetings/days/attendees). When describing personnel costs please include an hourly rate per person and percentage of effort. When describing travel costs, please include cost per person/per trip and detail out airfare costs, lodging costs, per diem costs and other costs as well as number of days of travel. Budget justification for travel should also be included in the project narrative. (800 characters)</p>	

**Budget Item**

* Item	Outreach and Educational Materials
* Select Object Class	Supplies
If you selected other above, please specify	
<b>First Twelve Months:</b>	
Number of units, first twelve months	1 (Whole number only)
Cost per unit, first twelve months	\$ 15000 (Whole dollar amounts only)
Total for first twelve months:	\$ 15000
<b>Second Twelve Months:</b>	
Number of units second twelve months	0 (Whole number only)
Cost per unit second twelve months	\$ 0 (Whole dollar amounts only)
Total for second twelve months:	\$ 0
* Description	Outreach and educational materials including brochures, pamphlets, DVDs, etc. that offer educational information and awareness regarding youth fire setter prevention.
<p>The space to the right should be used to provide further clarification on the costs (i.e. personnel costs: number of hours/rate/staff, or meeting costs: number of meetings/days/attendees). When describing personnel costs please include an hourly rate per person and percentage of effort. When describing travel costs, please include cost per person/per trip and detail out airfare costs, lodging costs, per diem costs and other costs as well as number of days of travel. Budget justification for travel should also be included in the project narrative. (800 characters)</p>	

**Research And Development Projects****Budget**

Budget Object Class

Budget Amount	First 12-Month Period	Second 12-Month Period	Total
Personnel	201,148	0	201,148
Benefits	0	0	0
Travel	0	0	0
Equipment	10,000	0	10,000
Supplies	15,000	0	15,000
Contractual	0	0	0
Construction	0	0	0
Other	0	0	0
Indirect Charges	0	0	0
<b>Total</b>	<b>226,148</b>	<b>0</b>	<b>226,148</b>
Indirect Cost Details (complete this section only if you have a Federally approved Indirect Cost Rate agreement). Please note you must add the Indirect Costs as a line item within the Request Details section as they are not automatically calculated.			
Agency Indirect Cost Agreement with			
Indirect Cost Rate	%		
Agreement Summary(4000 characters)			
<b>Total Federal and Applicant Share</b>			
Federal Share			\$ 215,380
Applicant Share (Cash OR In-Kind)			\$ 10,768
Applicant Share of Award (%)			5
<b>* Non-Federal Resources (The combined Non-Federal Resources must equal the Applicant Share of \$ 10,768)</b>			
a. Applicant			\$ 10,768
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(4000 characters).			
<b>Total Budget</b>			<b>\$ 226,148</b>

**Narrative Statement**

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The narrative for Fire Prevention and Safety is provided when adding Fire Prevention and Safety Projects under the Request Details section.

## Assurances and Certifications

## FEMA Form SF 424B

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.

## O.M.B Control Number 4040-0007

## 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 or organizational conflict of interest, or 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) §§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, as applicable, with provisions of the Hatch Act (5 U.S.C. §§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. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
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 floodplains 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. §§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. §§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 Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

Signed by **Mark Corso** on **05/19/2017**



## 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.**

**O.M.B Control Number 1660-0025**

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 FEMA 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(4000 characters).

**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 FEMA awarding office, i.e. regional office or FEMA 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

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 FEMA funding. States and State agencies may elect to use a Statewide certification.

Signed by **Mark Corso** on **05/19/2017**



**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.**

## Submit Application

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**Application 100% complete, Submitted**

Please click on any of the following links to visit a particular section of your application. Once all areas of your application are complete, you may submit your application.

Application Area	Status
Applicant's Acknowledgements	<a href="#">Complete</a>
Overview	<a href="#">Complete</a>
Contact Information	<a href="#">Complete</a>
Applicant Information	<a href="#">Complete</a>
Request Information	<a href="#">Complete</a>
Request Details	<a href="#">Complete</a>
Budget	<a href="#">Complete</a>
Narrative Statement	<a href="#">Complete</a>
Assurances and Certifications	<a href="#">Complete</a>

### PLEASE READ THE FOLLOWING STATEMENTS BEFORE YOU SUBMIT.

- YOU WILL NOT BE ALLOWED TO EDIT THIS APPLICATION ONCE IT HAS BEEN SUBMITTED. If you are not yet ready to submit this application, save it, and log out until you feel that you have no more changes.
- When you submit this application, you, as an authorized representative of the organization applying for this grant, are certifying that the following statements are true:

To the best of my knowledge and belief, all data submitted in this application are true and correct.

This application has been duly authorized by the governing body of the applicant and the applicant will comply to the Assurances and Certifications if assistance is awarded.

To sign your application, check the box below and enter your password in the space provided. To submit your application, click the Submit Application button below to officially submit your application to FEMA.

Note: The primary contact will be responsible for signing and submitting the application. Fields marked with an \* are required.

I, Mark Corso, am hereby providing my signature for this application as of 03-Aug-2017.

### 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 2nd Street  
San Francisco, California 94107-2015

Re: Grant No.EMW-2016-FP-00834

Dear Ms. Hayes-White:

Congratulations, on behalf of the Department of Homeland Security, your application for financial assistance submitted under the Fiscal Year (FY) 2016 Assistance to Firefighters Grant Program - Fire Prevention and Safety Grant has been approved in the amount of \$215,380.00. As a condition of this award, you are required to contribute a cost match in the amount of \$10,768.00 of non-Federal funds. The Federal share is \$215,380.00 of the approved total project cost of \$226,148.00.

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

- Summary Award Memo
- Agreement Articles (attached to this Award Letter)
- Obligating Document (attached to this Award Letter)
- FY 2016 Assistance to Firefighters Grant Program - Fire Prevention and Safety Grant Notice of Funding Opportunity

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

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

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

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

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

**Step 2:** If you accept your award, you will see a link on the left side of the screen that says "Update 1199A" in the Action column. Click this link. This link will take you to the SF-1199A, Direct Deposit Sign-up Form. Please complete the SF-1199A on-line if you have not done so already. When you have finished, you must submit the form electronically. Then, using the Print 1199A Button, print a copy and take it to your bank to have the bottom portion completed. Make sure your application number is on the form. After your bank has filled out their portion of the form, you must fax a copy of the form to FEMA's SF-1199 Processing Staff at 540-504-2883. You should keep the original form in your grant files. After the faxed version of your SF 1199A has been reviewed you will receive an email indicating the form is approved. Once approved you will be able to request payments online. If you have any questions or concerns regarding your 1199A, or the process to request your funds, please call (866) 274-0960.

Sincerely,

A handwritten signature in blue ink, appearing to read "Bridget Bean".

Bridget Bean  
Acting Assistant Administrator for Grant Programs

## Summary Award Memo

**SUMMARY OF ASSISTANCE ACTION**  
**ASSISTANCE TO FIREFIGHTERS GRANT PROGRAM - FIRE PREVENTION AND SAFETY GRANTS Application**

**INSTRUMENT:** GRANT  
**AGREEMENT NUMBER:** EMW-2016-FP-00834  
**GRANTEE:** San Francisco Fire Department  
**DUNS NUMBER:** 033428819  
**AMOUNT:** \$226,148.00, Fire Prevention

**Project Description**

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

After careful consideration, FEMA has determined that the recipient's project or projects submitted as part of the recipient's application, and detailed in the project narrative as well as the request details section of the application - including budget information - was consistent with the Assistance to Firefighters Grant Program - Fire Prevention and Safety Grants program's purpose and worthy of award. The projects approved for funding are indicated by the budget or negotiation comments below. The recipient shall perform the work described in the grant application for the recipient's approved project or projects as itemized in the request details section of the application and further described in the grant application narrative. The content of the approved portions of the application - along with any documents submitted with the recipient's application - are incorporated by reference into the terms of the recipient's award. The recipient may not change or make any material deviations from the approved scope of work outlined in the above referenced sections of the application without prior written approval, via amendment request, from FEMA.

**Period of Performance**

01-SEP-17 to 31-AUG-18

**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	\$201,148.00
Fringe Benefits	\$0.00
Travel	\$0.00
Equipment	\$10,000.00
Supplies	\$15,000.00
Contractual	\$0.00
Construction	\$0.00
Other	\$0.00
Indirect Charges	\$0.00
Total	\$226,148.00

**NEGOTIATION COMMENTS IF APPLICABLE** (max 8000 characters)**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)**

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

Project 1. Fire & Arson Investigation-Fire & Arson Investigation - Youth Firesetter Arson Investigator at \$226,148

Project 2. Code. Enforcement/Awareness-Code Enforcement/Awareness - Code Compliance Inspector will not be funded

Therefore, they have recommended the award at this level:

Total budget \$226,148

Federal share \$215,379

Applicant share \$10,769

At the time of the approval of this award, San Francisco Fire Department has an ACTIVE SAM registration that expires on 1/9/2018.

Any questions pertaining to your award package, please contact your GPD Grants Management Specialist: Edith Myerly at [edith.myerly@fema.dhs.gov](mailto:edith.myerly@fema.dhs.gov).

All costs appear reasonable.

#### National Environmental Policy Act

All recipients must comply with the requirements of the National Environmental Policy Act (NEPA) and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which requires recipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans.

#### Nondiscrimination in Matters Pertaining to Faith-Based Organizations

It is DHS policy to ensure the equal treatment of faith-based organizations in social service programs administered or supported by DHS or its component agencies, enabling those organizations to participate in providing important social services to beneficiaries. All recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R. Part 19 and other applicable statutes, regulations, and guidance governing the participations of faith-based organizations in individual DHS programs.



## Agreement Articles

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

**AGREEMENT ARTICLES****Assistance to Firefighters Grant Program - Fire Prevention and Safety Grants****GRANTEE: San Francisco Fire Department****PROGRAM: Assistance to Firefighters Grant Program - Fire Prevention and Safety Grants****AGREEMENT NUMBER: EMW-2016-FP-00834****AMENDMENT NUMBER:****TABLE OF CONTENTS**

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

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

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

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

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

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

**III. Activities Conducted Abroad**

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

**IV. Age Discrimination Act of 1975**

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

**V. Americans with Disabilities Act of 1990**

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

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

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

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

**VII. Title VI of the Civil Rights Act of 1964**

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

**VIII. Civil Rights Act of 1968**

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

**IX. Copyright**

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

**X. Debarment and Suspension**

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

**XI. Drug-Free Workplace Regulations**

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

**XII. Duplication of Benefits**

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



that are allowable under two or more Federal awards in accordance with existing Federal statutes, regulations, or the terms and conditions of the Federal awards.

XIII. **Energy Policy and Conservation Act**

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

XIV. **Reporting Subawards and Executive Compensation**

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

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

2. *Where and when to report.*

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

ii. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)

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

**b. Reporting Total Compensation of Recipient Executives.**

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

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

ii. in the preceding fiscal year, you received-

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

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

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

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

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

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

**c. Reporting of Total Compensation of Subrecipient Executives.**

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

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

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

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

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

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

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

**d. Exemptions**

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

- i. Subawards,  
and
- ii. The total compensation of the five most highly compensated executives of any subrecipient.

**e. Definitions. For purposes of this award term:**

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

- i. A Governmental organization, which is a State, local government, or Indian tribe;
- ii. A foreign public entity;
- iii. A domestic or foreign nonprofit organization;
- iv. A domestic or foreign for-profit organization;
- v. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

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

3. *Subaward*:

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

4. *Subrecipient* means an entity that:

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

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

- i. *Salary and bonus.*
- ii. *Awards of stock, stock options, and stock appreciation rights.* Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
- iii. *Earnings for services under non-equity incentive plans.* This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
- iv. *Change in pension value.* This is the change in present value of defined benefit and actuarial pension plans.
- v. *Above-market earnings on deferred compensation which is not tax-qualified.*
- vi. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

**XV. False Claims Act and Program Fraud Civil Remedies**

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

statements made.

XVI. **Federal Debt Status**

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

XVII. **Fly America Act of 1974**

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

XVIII. **Hotel and Motel Fire Safety Act of 1990**

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

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

All recipients must comply with the *Title VI of the Civil Rights Act of 1964* (Title VI) prohibition against discrimination on the basis of national origin, which requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. Providing meaningful access for persons with LEP may entail providing language assistance services, including oral interpretation and written translation. In order to facilitate compliance with Title VI, recipients are encouraged to consider the need for language services for LEP persons served or encountered in developing program budgets. Executive Order 13166, *Improving Access to Services for Persons with Limited English Proficiency* (August 11, 2000), requires federal agencies to issue guidance to recipients, assisting such organizations and entities in understanding their language access obligations. DHS published the required recipient guidance in April 2011, *DHS Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons*, 76 Fed. Reg. 21755-21768, (April 18, 2011). The Guidance provides helpful information such as how a recipient can determine the extent of its obligation to provide language services; selecting language services; and elements of an effective plan on language assistance for LEP persons. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance <https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited> and additional resources on <http://www.lep.gov>.

XX. **Lobbying Prohibitions**

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

XXI. **Non-supplanting Requirement**

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

XXII. **Patents and Intellectual Property Rights**

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

XXIII. **Procurement of Recovered Materials**

All recipients must comply with section 6002 of the [Solid Waste Disposal Act](#), as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

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

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

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

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

All recipients that have contracts exceeding \$10,000 must address termination for cause and for

convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

**XXV. SAFECOM**

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

**XXVI. Terrorist Financing E.O. 13224**

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

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

All recipients must comply with the requirements of Title IX of the Education Amendments of 1972 ([20 U.S.C. § 1681 et seq.](#)), which provides that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance. Implementing regulations are codified at [6 C.F.R. Part 17](#) and [44 C.F.R. Part 19](#)

**XXVIII. Trafficking Victims Protection Act of 2000**

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

**XXIX. Rehabilitation Act of 1973**

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

**XXX. USA Patriot Act of 2001**

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

**XXXI. Use of DHS Seal, Logo and Flags**

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

**XXXII. Whistleblower Protection Act**

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

**XXXIII. DHS Specific Acknowledgements and Assurances**

All recipients must acknowledge and agree-and require any sub-recipients, contractors, successors, transferees, and assignees acknowledge and agree-to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff.

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

6. In the event any court or administrative agency makes a finding of discrimination on grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion, or familial status against the recipient, or the recipient settles a case or matter alleging such discrimination, recipients must forward a copy of the complaint and findings to the DHS Component and/or awarding office.

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

#### XXXIV. **System of Award Management and Universal Identifier Requirements**

##### **A. Requirement for System of Award Management**

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

##### **B. Requirement for unique entity identifier**

If authorized to make subawards under this award, you:

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

##### **C. Definitions**

For purposes of this award term:

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

#### XXXV. **Animal Welfare Act of 1966**

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

#### XXXVI. **Protection of Human Subjects**

All recipients of financial assistance will comply with the requirements of the Federal regulations at 45 CFR Part 46, which requires that recipients comply with applicable provisions/law for the protection of human subjects for purposes of research. Recipients must also comply with the requirements in DHS Management Directive 026-04, Protection of Human Subjects, prior to implementing any work with human subjects. For purposes of 45 CFR Part 46, research means a systematic investigation, including research, development, testing, and evaluation, designed to develop or

contribute to general knowledge. Activities that meet this definition constitute research for purposes of this policy, whether or not they are conducted or supported under a program that is considered research for other purposes. The regulations specify additional protections for research involving human fetuses, pregnant women, and neonates (Subpart B); prisoners (Subpart C); and children (Subpart D). The use of autopsy materials is governed by applicable State and local law and is not directly regulated by 45 CFR Part 46.

**XXXVII. Incorporation by Reference of Notice of Funding Opportunity**

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

**XXXVIII. Acceptance of Post Award Changes**

In the event FEMA determines that changes are necessary to the award document after an award has been made, including changes to period of performance or terms and conditions, recipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate recipient acceptance of the changes to the award. If you have questions about these procedures, please contact the AFG Help Desk at 1-866-274-0960, or send an email to [firegrants@dhs.gov](mailto:firegrants@dhs.gov).

**XXXIX. Prior Approval for Modification of Approved Budget**

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

**XL. Disposition of Equipment Acquired Under the Federal Award**

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

**XLI. Environmental Planning and Historic Preservation Screening**

FPS-funded activities that involve the installation of equipment (such as permanently mounted LED/electronic signs) not specifically excluded from a FEMA Environmental and Historic Preservation (EHP) Review per the Grant Programs Directorate (GPD) Programmatic Environmental Assessment (PEA); ground-disturbing activities; or modification/renovation of existing buildings or structures must undergo a FEMA EHP Review.

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.

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

1a. AGREEMENT NO. EMW-2016-FP-00834	2. AMENDMENT NO. 0	3. RECIPIENT NO. 94-6000417	4. TYPE OF ACTION AWARD	5. CONTROL NO. WX02695N2017T
6. RECIPIENT NAME AND ADDRESS San Francisco Fire Department 698 2nd Street San Francisco California, 94107-2015	7. ISSUING OFFICE AND ADDRESS Grant Programs Directorate 500 C Street, S.W. Washington DC, 20472 POC: Marie Rosalie Isabel 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 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 01-SEP-17	12. METHOD OF PAYMENT SF-270	13. ASSISTANCE ARRANGEMENT Cost Sharing	14. PERFORMANCE PERIOD From:01-SEP-17 To:31-AUG-18	

Budget Period  
From:02-MAY-17 To:30-SEP-17

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

PROGRAM NAME ACRONYM	CFDA NO.	ACCOUNTING DATA (ACCS CODE) XXXX-XXX-XXXXXX-XXXX-XXXX- XXXX-X	PRIOR TOTAL AWARD	AMOUNT AWARDED THIS ACTION + OR (-)	CURRENT TOTAL AWARD	CUMULATIVE NON- FEDERAL COMMITMENT
FP	97.044	2017-F6-C111-P4310000-4101-D	\$0.00	\$215,380.00	\$215,380.00	\$10,768.00
		TOTALS	\$0.00	\$215,380.00	\$215,380.00	\$10,768.00

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

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

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

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

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

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

DATE  
N/A

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

DATE  
31-AUG-17