

File No. 151146

Committee Item No. 2

Board Item No. \_\_\_\_\_

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance

Date December 2, 2015

Board of Supervisors Meeting

Date \_\_\_\_\_

#### Cmte Board

- |                                     |                          |  |
|-------------------------------------|--------------------------|--|
| <input type="checkbox"/>            | <input type="checkbox"/> | Motion                                       |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Resolution                                   |
| <input type="checkbox"/>            | <input type="checkbox"/> | Ordinance                                    |
| <input type="checkbox"/>            | <input type="checkbox"/> | Legislative Digest                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Budget and Legislative Analyst Report        |
| <input type="checkbox"/>            | <input type="checkbox"/> | Youth Commission Report                      |
| <input type="checkbox"/>            | <input type="checkbox"/> | Introduction Form                            |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/>            | <input type="checkbox"/> | MOU  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Grant Information Form                       |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Grant Budget                                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | Subcontract Budget                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Contract/Agreement                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Form 126 – Ethics Commission <i>NA</i>       |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Award Letter                                 |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Application                                  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Public Correspondence                        |

OTHER (Use back side if additional space is needed)

<input type="checkbox"/>	<input type="checkbox"/>	_____
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Completed by: Victor Young Date November 23, 2015

Completed by: \_\_\_\_\_ Date \_\_\_\_\_

1 [Accept and Expend Grant - Federal Emergency Management Agency - Staffing for Adequate  
2 Fire and Emergency Response - \$8,221,860]

3 **Resolution authorizing the San Francisco Fire Department to accept and expend**  
4 **Staffing for Adequate Fire and Emergency Response (SAFER) Grant in the amount of**  
5 **\$8,221,860 from the Federal Emergency Management Agency to hire thirty-six new**  
6 **firefighters for the period of January 23, 2016, through January 22, 2018.**

7  
8 WHEREAS, The San Francisco Fire Department (SFFD) responds to over 120,000  
9 incidents each year, including fires, vehicle accidents, and medical and other emergencies;  
10 and

11 WHEREAS, Having sufficient numbers of operational personnel in order to respond to  
12 these incidents is of high priority for the Department; and

13 WHEREAS, Due to funding issues, the Department has not been able to replace all of  
14 its members that have been lost due to retirement, attrition or separation; and

15 WHEREAS, The San Francisco Fire Department applied for a 2014 Federal  
16 Emergency Management Agency (FEMA) Staffing for Adequate Fire and Emergency  
17 Response (SAFER) grant; and

18 WHEREAS, The goal of the SAFER grant program is to enhance Fire Departments'  
19 abilities to comply with staffing, response and operational standards; and

20 WHEREAS, In August 2015, the SFFD was awarded a SAFER grant in the amount of  
21 \$8,221,860 to hire 36 new firefighters; and

22 WHEREAS, The grant proposal and grant agreement for the SAFER grant to hire these  
23 individuals were prepared by the SFFD and are on file with the Clerk of the Board of  
24 Supervisors in File No. 151146; and

1           WHEREAS, The use of these grant funds would allow the Department to pay for the  
2 personnel costs of these 36 new members for two years; and

3           WHEREAS, The performance period for this grant is from January 23, 2016, to January  
4 22, 2018; and

5           WHEREAS, The Fire Commission recommended approval of this grant at its meeting  
6 on October 8, 2015; and

7           WHEREAS, The grant does not require an Annual Salary Ordinance amendment; and

8           WHEREAS, The grant does not require the City to provide any matching funds; and

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

11           RESOLVED, That the Board of Supervisors authorizes the SFFD to retroactively apply  
12 for, accept and expend grant funds in the amount of \$8,221,860 from FEMA; and, be it

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

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

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Recommended:

Joanne Hayes-White  
Joanne M. Hayes-White  
Chief of Department

Approved: Vette USC  
for Mayor

Approved: Michelle Smith  
for Controller

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

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

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

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

1. Grant Title: Staffing for Adequate Fire and Emergency Response (SAFER) Grant
2. Department: Fire Department
3. Contact Person: Mark Corso Telephone: 415-558-3417
4. Grant Approval Status (check one):  
 Approved by funding agency  Not yet approved
5. Amount of Grant Funding Approved or Applied for: \$ 8,221,860
6. a. Matching Funds Required: \$ 0  
b. Source(s) of matching funds (if applicable): N/A
7. a. Grant Source Agency: Department of Homeland Security's Federal Emergency Management Agency (FEMA)  
b. Grant Pass-Through Agency (if applicable):
8. Proposed Grant Project Summary: Hiring of thirty-six (36) new firefighters
9. Grant Project Schedule, as allowed in approval documents, or as proposed:  
Start-Date: January 23, 2016 End-Date: January 22, 2018
10. Number of new positions created and funded: 36
11. Explain the disposition of employees once the grant ends? Absorbed into Department staffing model
12. a. Amount budgeted for contractual services: No contractual services  
b. Will contractual services be put out to bid? N/A  
c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements? N/A  
d. Is this likely to be a one-time or ongoing request for contracting out? N/A
13. a. Does the budget include indirect costs?  
 Yes  No  
b. 1. If yes, how much? \$  
b. 2. How was the amount calculated?  
c. 1. If no, why are indirect costs not included?  
 Not allowed by granting agency  To maximize use of grant funds on direct services  
 Other (please explain):  
c. 2. If no indirect costs are included, what would have been the indirect costs? General overhead rate and administrative costs to implement program.

14. Any other significant grant requirements or comments:

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

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

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Existing Site(s) | <input type="checkbox"/> Existing Structure(s)      | <input checked="" type="checkbox"/> Existing Program(s) or Service(s) |
| <input type="checkbox"/> Rehabilitated Site(s)       | <input type="checkbox"/> Rehabilitated Structure(s) | <input type="checkbox"/> New Program(s) or Service(s)                 |
| <input type="checkbox"/> New Site(s)                 | <input type="checkbox"/> New Structure(s)           |   |

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

Comments:

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

Jesusa Bushong

(Name)

HR Director

(Title)

Date Reviewed: October 8, 2015

Jesusa Bushong  
(Signature Required)

Overall Department Head or Designee Approval:

Mark Corso

(Name)

Chief Financial Officer

(Title)

Date Reviewed: 10/8/15

[Signature]  
(Signature Required)

# San Francisco Fire Department

## Grant Budget

FEMA Staffing for Adequate Fire and Emergency Response - FY2014

**Grant Code:** FCSAFR FEMA Assistance to Fire Fighters Grant  
**Grant Detail:** 14 Fiscal Year 2012 Equipment  
**Index Code:** 315304 FEMA-SAFER GRANT

### Budget:

<u>Description</u>	<u>Char</u>	<u>Char Desc</u>	<u>Amount</u>
Salaries and Premiums for 36 new employees	001	Salaries	\$ 5,971,320
Fringe Benefits for 36 new employees	013	Mandatory Fringe Benefits	\$ 2,250,540
		Total:	\$ 8,221,860

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

Andrea Evans, *President*  
Francee Covington, *Vice President*  
Stephen A. Nakajo, *Commissioner*  
Michael Hardeman, *Commissioner*  
Ken Cleaveland, *Commissioner*



698 Second Street  
San Francisco, CA 94107  
Telephone 415.558.3451  
Fax 415.558.3413  
Maureen Conefrey, *Secretary*

**RESOLUTION 2015-09**

**RESOLUTION RECOMMENDING THAT THE BOARD OF  
SUPERVISORS AUTHORIZE THE SAN FRANCISCO FIRE  
DEPARTMENT TO ACCEPT AND EXPEND A GRANT IN THE AMOUNT  
OF \$8,221,860 FROM THE FEDERAL EMERGENCY MANAGEMENT  
AGENCY TO HIRE THIRTY-SIX FIREFIGHTERS**

WHEREAS, The San Francisco Fire Department (SFFD) responds to over 120,000 incidents each year, including fires, vehicle accidents, and medical and other emergencies; and,

WHEREAS, Having sufficient numbers of operational personnel in order to respond to these incidents is of high priority for the Department; and,

WHEREAS, Due to funding issues, the Department has not been able to replace all of its members that have been lost due to retirement, attrition or separation; and,

WHEREAS, The San Francisco Fire Department applied for a 2014 Federal Emergency Management Agency (FEMA) Staffing for Adequate Fire and Emergency Response (SAFER) grant; and,

WHEREAS, The goal of the SAFER grant program is to enhance Fire Departments' abilities to comply with staffing, response and operational standards; and,

WHEREAS, In August 2015, the SFFD was awarded a SAFER grant in the amount of \$8,221,860 to hire 36 new firefighters; and,

WHEREAS, These grant funds will pay for the personnel costs of these thirty-six new firefighters for two years; and,

WHEREAS, The grant does not require the City to provide any matching funds; and,



WHEREAS, The performance period of this SAFER grant is from January 23, 2016 to January 22, 2018; and,

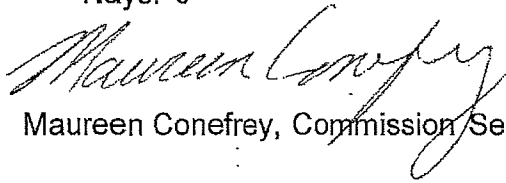
WHEREAS, The SFFD wishes to accept and expend the grant, to support its operational needs; now, therefore, be it

RESOLVED, That the Fire Commission recommends that the Board of Supervisors authorize the Fire Department to accept and expend a SAFER grant from FEMA in the amount of \$8,221,860 for the hiring of thirty-six new firefighters.

Adopted at the Regular Meeting of the San Francisco Fire Commission on October 8, 2015.

Ayes: 5

Nays: 0



Maureen Conefrey, Commission Secretary

### 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 § 25.205, 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 correct and active at time of submission.
- \* I certify that the applicant organization has consulted the appropriate Funding Opportunity Announcement 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 02/09/2015 to 03/06/2015 and will close at 5 PM EST; 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 all applicable Federal regulations, laws, and Executive Order to include Federal Environmental Planning and Historic Preservation (EHP) regulations and Procurement regulations as per 2 C.F.R. § 200.317 through 2 C.F.R. § 200.326 and other applicable federal laws and standards. The EHP Screening Form designed to initiate and facilitate the EHP Review is available at: <http://www.fema.gov/media-library/assets/documents/90195>.
- \* 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.
- \* I certify that the applicant organization is aware that the grants awarded under this funding opportunity are provided a recruitment period, which begins when the application is approved for award. The recruitment period for grants awarded under the Hiring of Firefighters Category is 180-days and the period of performance automatically starts after the recruitment period, regardless of whether the grantee has successfully hired the requested firefighters. The recruitment period for Recruitment & Retention of Volunteer Firefighters Category is 90-days and the period of performance automatically starts after the recruitment period.

Signed by Mark Corso on 2015-03-06

#### Overview

<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>	
Yes, I am a member/officer of this applicant	

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

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

Preparer Information	
*Preparer's Name	
*Address 1	
Address 2	
*City	
*State	
*Zip	Need help for ZIP+4?
*Primary Phone	Ext. Select
*Email	

In the space below please list the person your fire department or organization has selected to be the **Primary Point of Contact** for this grant. This should be an officer, member, or employee of the fire department or organization applying for the grant that will see the grant through completion, 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 must 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 an email address 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	Chief Financial Officer
Prefix	Mr.
*First Name	Mark
Middle Initial	
*Last Name	Corso
*Primary Phone	4155583417 Ext. Type work
*Secondary Phone	4155583400 Ext. Type home
Optional Phone	Ext. Type Select
Fax	4155583455
*Email	mark.corso@sfgov.org

--

**Contact Information**

Alternate Contact 1 Information	
* Title	Deputy Chief
Prefix	Mr.
* First Name	Raymond
Middle Initial	
* Last Name	Guzman
* Primary Phone	4155583411 Ext. Type work
* Secondary Phone	4155583401 Ext. Type home
Optional Phone	Ext. Type Select
Fax	
* Email	raymond.guzman@sfgov.org

Alternate Contact 2 Information	
* Title	Assistant Deputy Chief
Prefix	N/A
* First Name	Shane
Middle Initial	
* Last Name	Francisco
* Primary Phone	4155583680 Ext. Type work
* Secondary Phone	4155583415 Ext. Type home
Optional Phone	Ext. Type Select
Fax	
* Email	shane.francisco@sfgov.org

**Applicant Information**

EMW-2014-FH-00446

Originally submitted on 03/06/2015 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-2014-FH-00446

Applicant Information	
* Organization Name	San Francisco Fire Department
* What kind of organization do you represent?	All Paid/Career
If you answered "Combination" above, what is the percentage of career members in your organization?	%
* Type of Jurisdiction Served	Other (Explain)
If "Other", please enter the type of jurisdiction served	City & County
* In what county/parish is your organization physically located? If you have more than one station, in what county/parish is your main station located?	San Francisco County
<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 SAM.gov 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 SAM.gov? Note: This information must match your SAM.gov profile if your organization is using the DUNS number of your Jurisdiction.	
* Mailing Address 1	698 Second Street
Mailing Address 2	
* City	San Francisco
* State	California
* Zip	94107 - 2015 Need help for ZIP+4?
* Employer Identification Number (e.g. 12-3456789) Note: This information must match your SAM.gov 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 type="checkbox"/>

* What is your 9 digit DUNS number?	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 <u>DUNS number</u> and bank account separate from your Jurisdiction.	
* Is your <u>DUNS Number</u> registered in <u>SAM.gov</u> (System for Award Management previously CCR.gov)?	Yes
* I certify that my organization/entity is registered and active at <u>SAM.gov</u> 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 <u>SAM.gov</u> record.	<input checked="" type="checkbox"/>
Headquarters or Main Station Physical Address	
* Physical Address 1	698 Second Street
Physical Address 2	
* City	San Francisco
* State	California
* Zip	94107 - 2015 <small>Need help for ZIP+4?</small>
Mailing Address	
* Mailing Address 1	698 Second Street
Mailing Address 2	
* City	San Francisco
* State	California
* Zip	94107 - 2015 <small>Need help for ZIP+4?</small>
Bank Account Information	
* The bank account being used is: (Please select one from right)	Note: If this is selected, a 4 digit DUNS plus 4 is required if you answered "YES" to using the DUNS number of your Jurisdiction.  Maintained by my Jurisdiction
Note: The following banking information must match your SAM.gov profile.	
* Type of bank account	Checking
* Bank routing number - 9 digit number on the bottom left hand corner of your check	121000358
* Your account number	0066180050
Additional Information	
* For this fiscal year (Federal) is your jurisdiction receiving Federal funding from any other grant program that may duplicate the purpose and/or scope of this grant request?	No
* If awarded, will your organization expend more than \$750,000 in Federal funds during your organization's fiscal year? If yes, your organization may be required to undergo an A-133 audit. <i>Under the Recruitment and Retention of Volunteer Firefighters Category</i> , reasonable costs incurred for an A-133 audit is an eligible expenditure and should be included in the applicant's proposed budget. Please enter audit costs only once in the "Request Details" section of the application.	Yes
* Is the applicant delinquent on any federal debt?	No
If you answered "Yes" to any of the additional questions above, please provide an explanation in the space provided below: The Department has received a number of Federal awards that will be expended during its fiscal year. These funds predominately come in the form of Federal grants. The Department was allocated funding in the 2013 Assistance to Fire Fighters grant that will be expended in the fiscal year that exceeds the \$750,000 threshold alone. In addition, the Department has received a number of Homeland Security (JASI) grant awards as well as a Port Security grant award that will push the Department's Federal allocation past the threshold.	

**Applicant Characteristics (Part I)**

* Are you a member of a <u>Fire Department</u> or authorized representative of a fire department?	Yes
* Is this application being submitted on behalf of a Federal Fire Department or organization contracted by the Federal government which is solely responsible for the suppression of fires on Federal property?	No
* Please indicate the type of community your organization serves.	Urban
* What is the square mileage of your first-due response area? Primary/First Due Response Area is a geographical area proximate to a fire or rescue facility and normally served by the personnel and apparatus from that facility in the event of a fire or other emergency and does not include daily or seasonal population surges.	48
* What percentage of your primary response area is protected by hydrants?	100 %
* Does your organization protect critical infrastructure?	Yes
If Yes, please describe the critical infrastructure protected. San Francisco is home to a variety of critical infrastructure, not only for the City itself, but also for State, National, and International interests. Within the SFFD's response area is an array of critical infrastructures, including National monuments and famous landmarks, bridges, sports arenas, postal facilities, fuel tanks, water treatment facilities, under bay fuel transmission lines, power and energy infrastructure, academic, medical, research, financial, technological industries and home to over 30 international financial institutions. The SFFD services a major International Airport (SFO), and is home to a regional Federal Reserve Bank. 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. San Francisco makes up a sizable component of the Bay Area Rapid Transit (BART) system, including the underwater tunnel Transbay Tube, and is a large hub for a variety of other regional transit systems	

that service the rest of the Bay Area and the State of California.  
(Percentages in three answers below must sum up to 100%)

* How much of your primary response area is for agriculture, wildland, open space, or undeveloped properties?	31 %	
* What percentage of your primary response area is for commercial and industrial purposes?	25 %	
* What percentage of your primary response area is used for residential purposes?	44 %	
* How many occupied structures (commercial, industrial, residential, or institutional) in your primary response area are more than three (3) stories tall? Do not include structures which are not regularly occupied such as silos, towers, steeples, etc.	4225	
* What is the permanent resident population of your <u>Primary/First-Due Response Area or jurisdiction served?</u>	837442	
* Do you have a seasonal increase in population?	No	
If Yes what is your seasonal increase in population?		
* How many stations are operated by your organization?	43	
* Please indicate if your department has a formal automatic/mutual aid agreement with another community or fire department and the type of agreement that exists.	Both automatic and mutual aid	
* What services does your organization provide?		
Advanced Life Support	Formal/Year-Round Fire Prevention Program	Rescue Operational Level
Airport Rescue Firefighting (ARFF)	Haz-Mat Operational Level	Rescue Technical Level
Basic Life Support	Haz-Mat Technical Level	Structural Fire Suppression
Emergency Medical Responder	Maritime Operations/Firefighting	Wildland Fire Suppression
	Occasional Fire Prevention Program	

**Active Firefighting Staff**, use these definitions to answer the questions about "firefighter" positions.

<b>Active Firefighter Position</b>	An individual having the legal authority and responsibility to engage in fire suppression; being employed by a fire department of a municipality, county, or fire district; being engaged in the prevention, control, and extinguishing of fires; and/or responding to emergency situations in which life, property, or the environment is at risk. This individual must be trained in fire suppression, but may also be trained in emergency medical care, hazardous materials awareness, rescue techniques, and any other related duties provided by the fire department.
<b>Full-time Paid Firefighter Position</b>	Full-time positions are those that are funded for at least 2,080 hours per year (i.e., 40 hours per week, 52 weeks per year.) The program office will also consider funding the sharing of a full-time position with sufficient justification. A job-share position is a full-time position that is occupied by more than one person.
<b>Part-time Paid Firefighter Position</b>	Part-time paid firefighters receive pay for being on duty at the fire station, whether or not they respond to any alarms. They may or may not receive benefits.
<b>Volunteer Firefighter Position</b>	Volunteer firefighters receive no financial compensation for their services other than life/health insurance, workers compensation insurance, and/or stipend per call.

SAFER intends to improve or restore local fire departments' staffing and deployment capabilities so they may more effectively respond to emergencies. With the enhanced or restored staffing, a SAFER grantee's response time will be reduced sufficiently and an appropriate number of trained personnel will be assembled at the incident scene. The following questions are designed to help us understand the staffing changes that have occurred in your department over the past several years and how the grant will assist in restoring your staffing levels.

Use the following definitions when completing the table below.

**Total # of Operational Career Personnel** — this number represents the total number of **authorized and funded active, full-time uniformed/operational career positions** employed by your department on the dates indicated. (Note: only operational positions — including operational officers - should be included)

**# Operational Officers** — of the operational career positions indicated in the "Total # of Operational Career Personnel" question, how many of those serve in **operational officer-level (both command and company) positions?**

**# NFPA Compliance** — of the "Total # of Operational Career Personnel" indicated, how many are assigned to **field or response apparatus positions that directly support the department's compliance** with NFPA 1710 (Section 5.2.4.2 — Initial Full Alarm Assignment Capability) or NFPA 1720 (Section 4.3 — Staffing and Deployment)? (Note: Officers should **only** be included in this number if they **directly support the department's compliance** with NFPA 1710 or NFPA 1720 compliance)

Note: The number of **career positions** in any of these fields should include positions which are job-shared. Job-shared positions will be counted as one (1) regardless of how many personnel fill those positions.

For more information regarding these standards please see the Funding Opportunity Announcement or go to [www.nfpa.org/saferactgrant](http://www.nfpa.org/saferactgrant)

	Total # of Operational Career Personnel	# Operational Officers	# NFPA Support
* Staffing levels at the start of the application period	1,300	349	1,106
* Staffing levels at one year prior to the start of the application period	1,250	336	1,052
* Staffing levels at two years prior to the start of the application period	1,256	342	1,050
* If awarded this grant, what will the staffing levels be in your department? (Whole Numbers only)	1,336	349	1,142
* Please provide details on the department's existing staffing model (i.e., number of shifts, number of positions per shift, contracted work hours, etc.) The Department has voter mandated minimum daily staffing levels, currently at 305 personnel on duty per day in fire suppression. Members are scheduled on a 31-day tour, working 9 24-hour shifts out of 31 for an average of approximately 48.7 hours per week. In addition, members are scheduled for overtime on a voluntary or mandatory (as needed) basis. Per MOU requirements, Department engines are staffed with 4 personnel and trucks with 5 personnel.			
* Does your department utilize part-time paid firefighters?	No		

If Yes, please provide details on how the part-time firefighters are used within your department to include the number of part-time firefighters, the number of full-time, NFPA compliant positions these part-time firefighters occupy, if applicable, and how they are scheduled to meet your staffing needs.	
* Does your department utilize reserve/relief paid firefighters?	No
If yes, please provide details on how the reserve/relief firefighters are used within your department to include the number of reserve/relief firefighters, the number of full-time, NFPA compliant positions these part-time firefighters occupy, if applicable, and how they are scheduled to meet your staffing needs.	
* At the time of application, how many active volunteer firefighters are in your department?	0
* If awarded this grant, how many active volunteer firefighters will be in your department?	0
* Do you currently report to the National Fire Incident Reporting System (NFIRS)?	Yes

**Applicant Characteristics (Part II)**

	2014	2013	2012
* What is the total number of fire-related civilian fatalities in your jurisdiction over the last three calendar years?	5	6	2
* What is the total number of fire-related civilian injuries in your jurisdiction over the last three calendar years?	52	51	60
* What is the total number of line of duty member fatalities in your jurisdiction over the last three calendar years?	0	0	0
* What is the total number of line of duty member injuries in your jurisdiction over the last three calendar years?	183	211	279
* 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.	2015 Budget: 331802835 Fiscal Year: 2014 Budget: 327044525 Fiscal Year: 2013 Budget: 299535509 Fiscal Year: 2012		
* What percentage of your operating budget is dedicated to personnel costs (salary, benefits, overtime costs, etc.)?	92 %		
* Does your department have any rainy day funds, rainy day reserves, or emergency funds?			
If yes, what is the total amount currently set aside?			
* What percentage of your annual operating budget is derived from: Enter numbers only, percentages must sum up to 100%			
Taxes?	78 %		
Bond Issues	0 %		
EMS Billing?	9 %		
Grants?	0 %		
Donations?	0 %		
Fund drives?	0 %		
Fee for Service?	4 %		
Other?	9 %		
If you entered a value into Other field (other than 0), please explain	The Other field of Departmental revenue sources includes funding the the Fire Department (and the City) received from enterprise Department's, specifically in this case from the Federal government for providing fire and medical services to the San Francisco International Airport, and from the Port of San Francisco, which pays for the maintenance and staffing of the Department's fire boat.		
* How many frontline vehicles does your organization have in each of the types or classes of vehicle listed below that respond to first alarm assignments in support of NFPA 1710/1720? You must include vehicles that are leased or on long-term loan as well as any vehicles that have been ordered or otherwise currently under contract for purchase or lease by your organization but not yet in your possession. If you have multiple vehicles of the same type which have a different number of riding positions, please use the "average" number and provide additional information in the text box provided. Enter numbers only and enter 0 if you do not have any of the vehicles below.			
Type or Class of Vehicle	Total Number of Frontline Vehicles	Total Number of Available Riding Positions per Frontline Vehicle	Total Number of Filled Riding Positions per Frontline Vehicle per first alarm assignment
Engines or Pumpers (pumping capacity of 750 gpm or greater and water capacity of 300 gallons or more): Pumper, Pumper/Tanker, Rescue/Pumper, Foam Pumper, CAFS Pumper, Type I or Type II Engine Urban Interface	44	4	4
Ambulances for transport and/or emergency response	50	2	2
Tankers or Tenders (pumping capacity of less than 750 gallons per minute (gpm) and water capacity of 1,000 gallons or more): Aerial Apparatus: Aerial Ladder Truck, Telescoping, Articulating, Ladder Towers, Platform, Tiller Ladder Truck, Quint	1	2	0
Brush/Quick attack (pumping capacity of less than 750 gpm and water carrying capacity of at least 300 gallons): Brush Truck, Patrol Unit (Pickup w/ Skid Unit), Quick Attack Unit, Mini-Pumper, Type III Engine, Type IV Engine, Type V Engine, Type VI Engine, Type VII Engine	20	5	5
Rescue Vehicles: Rescue Squad, Rescue (Light, Medium, Heavy), Technical Rescue Vehicle, Hazardous Materials Unit	4	2	0
Additional Vehicles: EMS Chase Vehicle, Air/Light Unit, Rehab Units, Bomb Unit, Technical Support (Command, Operational Support/Supply), Hose Tender, Salvage Truck, ARFF (Aircraft Rescue Firefighting), Command/Mobile Communications Vehicle	5	4	4
Please use this comments section if you wish to provide any additional information with regards to the Type or Class of Vehicle section above.	26	2	2

Department Call Volume

	2014	2013	2012
* How many responses per year by category? (Enter whole numbers only. If you have no calls for any of the categories, Enter 0)			
Structural Fires	1567	2159	2271
False Alarms/Good Intent Calls 13468	13581	16810	
Vehicle Fires	178	201	246
Vegetation Fires	98	128	110
EMS-BLS Response Calls	54716	47605	34653
EMS-ALS Response Calls	40866	43022	52283
EMS-BLS Scheduled Transports	0	0	0
EMS-ALS Scheduled Transports	0	0	0
Community Paramedic Response Calls	0	0	0
Vehicle Accidents w/o Extrication	3747	3055	3111
Vehicle Extrications	43	25	13
Other Rescue	2821	2191	621
Hazardous Condition/Materials Calls	1228	1708	1747
Service Calls	3431	3727	3837
Other Calls and Incidents	2380	4385	4613
<b>Total</b>	<b>124543</b>	<b>121787</b>	<b>120315</b>
* How many responses per year by category? (Enter whole numbers only. If you have no calls for any of the categories, Enter 0)			
What is the total acreage of all vegetation fires?	0	0	0
* How many responses per year by category? (Enter whole numbers only. If you have no calls for any of the categories, Enter 0)			
In a particular year, how many times does your organization receive Mutual Aid?	0	3	0
In a particular year, how many times does your organization receive Automatic Aid?	3	2	2
In a particular year, how many times does your organization provide Mutual Aid?	0	0	0
In a particular year, how many times does your organization provide Automatic Aid?	3	2	3
<b>Total Mutual/Automatic Aid</b>	<b>6</b>	<b>7</b>	<b>5</b>
Out of the Mutual / Automatic Aid responses, how many were structure fires?	0	0	0

Request Details

The activity for your organization is listed in the table below.

Category	Number of Entries	Total Cost
Hiring of Firefighters	1	8221860

Hiring of Firefighters						
* 1. Select which line-item below best describes your organization and the NFPA standard you are attempting to meet.						
NFPA Requirements						
Check One	NFPA Standard (see the Funding Opportunity Announcement for more detail regarding these standards)	Department Characteristics	Demographic	Assembly Staffing	Response Time	Frequency of Time
X	1710	Career	With Aerial	15	8 min	90%
	1710	Career	Without Aerial	14	8 min	90%
	1720 - Urban	Urban Combo/Vol	> 1,000 pop/square mile	15	9 min	90%
	1720 - Suburban	Suburban Combo/Vol	500 - 1,000 pop/square mile	10	10 min	80%
	1720 - Rural	Rural Combo/Vol	< 500 pop/square mile	6	14 min	80%
	1720 - Remote	Remote Combo/Vol	Travel > 8 mi	4	n/a	90%
* 2. In your best estimate, with your <b>current staffing</b> levels and <b>without</b> having to use overtime to fill the vacant positions, how often does your department meet the NFPA assembly requirements as indicated in the table above for the department's primary/first due response area?				Most of the Time (80 to 99%) <a href="#">Help</a>		
Retention Only Applicants: should answer this question as you would <b>IF</b> the layoff's had been executed prior to the start of the application period.						
* 2a. With the additional or restored staffing requested in this application, how often do you anticipate that your department will meet the NFPA assembly requirements as indicated in the table above?				Most of the Time (80 to 99%) <a href="#">Help</a>		
* 3. Given your <b>current staffing</b> levels, <b>without</b> using overtime to fill vacant positions, and given the number of structure fires indicated in the "Department Call Volume" section of your application, what is the average <b>actual staffing</b> level on your <b>first arriving</b> engine company or vehicle capable of initiating suppression activities? (Up to one decimal i.e., 2.5)				4		
Retention Only Applicants should answer this question as you would <b>IF</b> the layoff's had been executed prior to the start of the application period.						
* 3a. With the additional or restored staffing requested in this application and given the number of structure fires indicated in the "Department Call Volume" section of your application, what will be the <b>average actual staffing</b> level on your first arriving engine company or vehicle capable of initiating				4		

suppression activities? (Up to one decimal i.e. 2.5)	
* 4. Briefly describe the departments hiring practices and timelines.	For hiring of new firefighters, all candidates must take an examination and be on an eligibility list, both administered by the City's Department of Human Resources (DHR). DHR has recently shifted to a continuous testing model, where candidates can take the exam at any time and are then scored and placed on the eligibility list as a result of their scoring. Candidates are screened and go through a background check and medical exam, which can take a few months. Members that pass are then selected to take place in the Department's 17-week Fire Academy.
* 5. Is your request for hiring firefighters based on a risk analysis and/or a staffing needs analysis?	Yes
5a. If Yes, describe how the analysis was conducted.	An analysis was done looking at overtime, both historical and projected in the coming years, given a variety of different staffing levels. The Department also analyzed projected retirements and the resulting staffing levels over the coming fiscal years. The Department cannot meet NFPA guidelines or voter mandated minimum staffing levels without the use of overtime.
* 6. If awarded a grant for hiring additional firefighters, will you provide them with an entry-level physical in accordance with NFPA 1582, Standard on Comprehensive Occupational Medical Program for Fire Departments, 2003 Edition, Chapter 6?	Yes, NFPA 1582 compliant
* 7. Do you currently provide annual medical/physical exams in accordance with NFPA 1582, Standard on Comprehensive Occupational Medical Program for Fire Departments 2003 Edition, Chapter 6?	Yes, NFPA 1582 compliant
* 8. Will the personnel hired meet the minimum local or State EMS training and certification requirements, as designated by your agency?	Yes
* 9. Do you assure that your department will, to the extent practicable, seek, recruit, and hire members of racial and ethnic minority groups and women to increase their ranks within your department?	Yes
* 9a. If yes, explain what efforts your department has instituted and how successful those efforts have been.  If no, explain what policies and procedures the department will implement to assure that, to the extent possible, you will seek, recruit, and hire minorities and women if awarded this grant.  If additional space is needed for your response, please include it in the <b>Additional Information</b> section of the application Narrative.	It is the Department's desire to have a work force that is as diverse as the community it serves. The City's of San Francisco's Civil Service Rules Volume III and the Department of Human Resources Policies and Procedures govern the SFFD's hiring and personnel practices. These documents are available upon request.
* 10. Does your department currently have a policy ensuring that positions filled under this grant are not discriminated against, or prohibited from, engaging in volunteer firefighting activities in another jurisdiction during off-duty hours?	Yes
* 10a. If yes, explain what efforts your department has instituted and how successful those efforts have been.  If no, explain what policies and procedures you will implement to assure that, to the extent possible, this requirement will be met.  If additional space is needed for your response, please include it in the <b>Additional Information</b> section of the application Narrative.	The SFFD does not discriminate against firefighters who are engaging in volunteer activities in another jurisdiction during off-duty hours, nor does the SFFD prohibit firefighters from doing so.
* 11. Does your department currently have a policy in place to recruit and hire veterans?	Yes
11a. If yes, please provide a brief description of the policy in place.	The Fire Department currently has an active eligible list for entry level firefighters with the City's Department of Human Resources that any approved SAFER hiring would be selected from. The recruitment of military veterans is one of the focus' of the hiring process of the City and County of San Francisco. For the current eligible list (as in previous lists), prospective applicants are requested to include information about military service in their application and in then examination process. Additional points are added to the applicant's final score if the applicant is a military veteran. This information is tracked and incorporated to the profile of the individual on the eligible list.
* 12. Is it your department's intent to sustain the positions filled under this grant after the completion of the period of performance?	Yes
12a. If yes, please provide a brief description on how the positions will be sustained.	Upon completion of their one-year probation, the positions will be assimilated into the normal workforce.

**Budget Item**

* What type of position is being requested in this budget line item?	Hiring firefighters into positions that have been lost due to <b>attrition</b> (retirement, voluntary separation, termination) <b>prior to the start of the application period</b>
As you are aware, grants awarded under the <i>Hiring of Firefighters Category</i> requires grantees to maintain their staffing levels and incur no lay-offs during the period of performance of the grant.	



Therefore, it is imperative that your department have the support of your governing body.

In order to ensure that there is a clear understanding of the long-term obligations of a SAFER grant and that, if awarded, all parties involved are committed to fulfilling those requirements upon acceptance of the award; we are requesting a letter from your governing body stating their commitment of the above requirement.

The letter should be prepared on your governing body's letterhead and addressed to:

Catherine Patterson, Branch Chief  
 Assistance to Firefighters Grants Branch  
 DHS/FEMA  
 800 K Street NW Mailstop 3620  
 Washington DC 20472-3620

If you have received the letter, you may attach it here. (Note: only .doc and .pdf files will be accepted) If not, instructions for submitting the letter will be provided once the application is submitted.

\* How many full-time firefighter positions, including job-shares, are you requesting?  
  
 Note: Applicants requesting positions under the rehire, retention, or attrition subcategories can request up to the number of positions that have been laid-off, received official notification of layoff action, or vacated due to attrition prior to the start of the application period as described in the Funding Opportunity Announcement. Note: if the positions being requested were not job-shared when the position was vacated, then you will not be eligible to job-share these positions if awarded.  
  
 "Full-time" is considered 2,080 hours or more worked per year and entitles the employee to receive benefits earned by the other full-time employees in the organization. "Job-share" is the term used to describe the hiring of more than one person to fill one full-time position. Part-time positions are less than 2,080 hours per year. Often part-time employees do not earn benefits or do not earn them at the same rate or level as full-time employees

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If you are requesting to fund a full-time position(s) that will be "shared" by more than one individual (i.e., job-shared), please indicate how many individuals will fill that position, how they will be used to fill the position(s), provide an explanation as to why the position will be shared, and indicate whether or not this position is currently being job-shared.

For applicants who are applying under the rehire, retention, and/or attrition activities, if the positions being requested were not job-shared when the position was vacated, then you will not be eligible to job-share these positions if awarded.

\* What are the anticipated two year costs per requested position?

Base Salary: \$ 80737  
 Benefits Cost: \$ 30905  
 Year 2 Salary: \$ 85133  
 Year 2 Benefits: \$ 31610

**Budget**

**Hiring of Firefighters:**

There is a two-year period of performance for grants awarded under the Hiring of Firefighters Category. Should the actual salary and benefits costs submitted for reimbursement exceed awarded Federal funds the grantee will be obligated to pay 100 percent of those costs. Therefore, please be sure you have provided accurate salary and benefit information and have confirmed this information with your Human Resources and/or Financial Office.

If you want to change any of the budget amounts on the matrix, you will need to update the salary and benefit information on the previous Request Details screen.

**Budget Matrix**

	First 12-Month Period	Second 12-Month Period	Total
Personnel	2,906,532	3,064,788	5,971,320
Benefits	1,112,580	1,137,960	2,250,540
<b>Total:</b>	<b>4,019,112</b>	<b>4,202,748</b>	<b>8,221,860</b>
Total Federal Share	4,019,112	4,202,748	8,221,860

**Narrative Statement for Hiring of Firefighters**

\* Element #1 - Project Description (30%):

\* 1a. Why does the department need the positions requested in this application?

The San Francisco Fire Department (SFFD) is requesting \$8.2 million in FY2014 SAFER grant dollars to fund the salaries and benefits of 36 entry-level fire fighters over the two year course of the SAFER grant program. The purpose of these new hires would be to fill vacancies due to attrition that the SFFD has not been able to otherwise fill due to fiscal challenges, as well as help the SFFD improve its NFPA compliance with the addition of new fire stations that are projected to come online in subsequent fiscal years.

In the midst of being responsive to funding reduction requests due to the economic recession of the past few years, the SFFD has had difficulty absorbing the costs of

hiring additional personnel, and has been forced to leave vacancies due to attrition unfilled. As a result of the recent economic recession, in order to meet voter-mandated minimum staffing requirements as well as NFPA compliance, the SFFD has been forced to rely more and more on overtime (voluntary and mandatory) to staff shifts on a daily basis. The dependence on overtime has resulted in an adverse impact on operations. The filling of some of these vacancies through the SAFER program would result in operational benefits for the Department and local communities, as well as millions of dollars in savings for the Department over the two year SAFER program, which could be used to fund the hiring of even more front-line personnel, increasing the impact of the grant.

With the economic recovery of the past few years, the City of San Francisco has grown tremendously. The City is anticipated to reach over 1 million residents by 2020, an increase of over 20% since the last census. The current daytime (workforce) and nighttime (resident) populations are the highest than at any time in the City's history. Along with this rapid population and construction growth, the need for additional fire suppression and medical resources is both a current and future issue for the City. The SFFD is opening a new fire station in April 2015, with additional new stations being planned as part of future development. These new stations will require additional staff to reduce the overtime demands on current employees. The SFFD is anticipating a spike in retirements over the next few years, leading to the loss to attrition of hundreds of employees and their years of experience. In the coming fiscal years, the SFFD has been allocated funding to hire some additional academy classes, but in the best case scenario these new hires will cover a large portion of these retirements, but will not address the needs of additional staff that are required. The proposed new hires would assimilate into the SFFD's current suppression work force and would be replacing positions currently unfilled due to budget constraints.

**\* 1b. How will the positions requested in this application be used within the department (i.e., 4th on engine, open a new station, eliminate browned out stations, reduce overtime (provide additional details as to how this will occur))?**

The Department has voter mandated staffing requirement, setting the minimum for the number of personnel and companies that are on-duty per day in a 24-hour capacity. In addition, the Department has MOU requirements for minimum level of staff on an apparatus. Given economic realities of recent years, the Department has not been able to hire additional staff and has had to depend on overtime to meet these requirements. New SAFER personnel will assist the Department in reducing the overtime demand on its members. In addition, given the City's growth and planned increases in stations and daily staffing, these positions will assist the Department in having sufficient personnel to staff these additional requirements. The Department is committed to incorporating these new staff into its overall staffing model and intends to absorb the new firefighters into its annual operating budget and staff following the completion of the SAFER program.

**\* 1c. What are the specific benefits the positions requested in this application will provide to the department and community?**

As a result of the recent economic recession, in order to meet voter-mandated minimum staffing requirements as well as NFPA compliance, the Department has been forced to rely more and more on overtime to staff shifts on a daily basis, and the Department has seen a rise in the use of mandatory overtime. The dependence on overtime has resulted in an adverse impact on operations. The filling of vacancies through a SAFER award would result in operational benefits for the Department and local communities, as well as millions of dollars in savings for the Department over the two year SAFER program that could be used to fund the hiring of even more front-line personnel, increasing the impact of the grant. SAFER grant funds will allow the Department to address a number of operational issues, including reducing overtime, reducing potential firefighter fatigue, and providing adequate personnel on staff for normal operations as well as recall in a major emergency.

**\* 1d. Please describe how the awarding of this grant would enhance the departments ability to protect the critical infrastructure discussed in the Applicant Characteristics section of the application.**

As the City continues its growth and recovery since the recession and as new developments are built throughout the City, additional stations will be required to meet the corresponding growth in the demand for services. Within the SFFD's response area is an array of critical infrastructures that are crucial for the local, State and Federal governments, in addition to supporting its tourist industry. Due to the potential catastrophic consequences of damage or destruction to its critical infrastructure, the SFFD must be ready to respond to any type of emergency -fires, multi-casualty incidents, medical emergencies, water rescues, civil disturbances, hazardous material spills, above ground and underground transit incidents, floods, earthquakes and terrorists attacks. A SAFER award will assist the Department in ensuring it has sufficient staff to handle these varied responses.

**\*Element #2 - Impact on Daily Operations (30%):**

**\* 2a. How are the community and the current firefighters employed by the department at risk without the positions requested in this application?**

As the Department is projected to grow in the coming years with new developments coming on line and the population of the City booming, if the Department is unable to hire sufficient staff for that growth, the Department's reliance on overtime and mandatory overtime will only increase. Given the fiscal issues of recent times, the Department has relied on overtime to meet its response goals and minimum staffing requirements. This places undue strain on members, both in their work schedule but also on their time away from work. The high need for mandatory overtime has the potential to cause physical and mental fatigue for members, as well as morale issues on the job, if continued for an extended period of time. In addition, the high amount of mandatory overtime leads to uncertainties for the member in their personal lives, as they are not sure if they are going to be required to come to work on their day off.

**\* 2b. How will that risk be reduced if awarded the positions requested in this application?**

Additional staff would reduce the amount of overtime for the Department. The Department has concerns about heavy overtime as a long term strategy if vacancies were to continue to arise due to attrition and if the Department was not able to secure funding for new hires to replace them and fill out additional staffing requirements. Regardless of staffing levels, the Department must maintain mandated minimum staffing levels and standards on a daily basis. The only way this is possible is by relying on overtime to fill shifts as more and more people retire from the Department. With increased demand for services on the horizon quickly, the need for additional personnel is only that much more pressing. A SAFER award for additional personnel will assist with overtime dependence as well as allow the Department to better adapt to the quickly changing needs of the City.

**\* 2c. What impact will the positions requested in this application have on the departments NFPA compliance, if awarded?**

In 2014, the SFFD met staffing levels for NFPA 1710 Section 5.2.4.2 Initial Full Alarm Assignment Capability for approximately 84% of its first alarms incidents. The SFFD's initial full alarm assignment for a working fire consists of 4 Engines, 2 Trucks, 3 Chiefs, 1 Rescue Squad, 1 Rescue Captain and 1 Ambulance. The SFFD criteria for an effective Firefighting force requires 4 minutes (plus one minute turnout time) or less for the arrival of the 1st arriving Engine Company at a fire suppression incident, and/or 8 minutes (plus one minute turnout time) or less for the deployment of a full first alarm assignment at a fire suppression incident in accordance with NFPA 1710 Section 5.2.4.2. On average, the 1st unit arrived on scene within 3 minutes 54 seconds of dispatch, meeting NFPA 1710 Section 5.2.4.2., and the 90 percentile had a response time of 5 minutes 42 seconds.

In addition to NFPA standards, the Department has additional local standards with regard to response times that it strives to adhere to. The Department complies with the two-in-two-out policies set forth by the NFPA and OSHA, and staffs four members per engine. Due to the lack of funding available to the Department to backfill these vacancies, these only way the Department can attempt to meet these standards and goals is with a significant reliance on overtime by the Department, including a heavier

reliance of mandatory overtime when needed. SAFER funds would be used to hire personnel to maintain these standards.

As the City continues to grow, and population and number of incidents continues to increase, the Department's response times are going to worsen without additional resources staffed daily. In order to staff appropriately for the City, additional hires must be made to match attrition and account for these additional staffing commitments.

**\*Element #3 - Financial Need (30%):**

**\* 3a. Please provide additional details on the departments operating budget, to include a breakdown of the budget, as indicated in Applicant Characteristics section of the application.**

The SFFD's operating budget is \$346 million for Fiscal Year 2014-15. Of that \$346 million, roughly 92% is dedicated to funding personnel salaries and fringe benefits, with the remaining portion set aside to fund all equipment, fuel, supplies, capital improvements, work order and contractual services. The large majority of the Department's budget is set aside for front line fire suppression and emergency medical operations, approximately 84%. The other 16% is made up of Fire Prevention and Investigations Services, Training, and other Support Functions of the Department's Infrastructure. As far as sources are concerned, approximately 78% of the Department's funding comes from tax revenue, both from local sources as well as State sources. While the Department's expenditure budget has increased each of the past three fiscal years, that is due primarily to costs beyond the Department's controls, specifically to increases to health benefits and the City's contribution to the retirement and pension system. The scarcity of general fund dollars has led to the reality of competing interests in the City for funding. With voter mandated staffing levels as well as the dependency on tax revenues, the Department is extremely dependent on local funding availability to maintain current staffing levels in its own operating budget, let alone hire additional staff to fill the attrition vacancies.

In its current Fiscal Year 2015-16 and 2016-17 budget process, the City and County of San Francisco is tasked with overcoming a cumulative \$88 million dollar deficit the two fiscal years, in addition to costs outpacing revenues in the coming fiscal years. Even as the City has continued its economic recovery, the escalation of City costs outpaces the projected revenue gains from the economy. This outlook makes requesting additional funding for personnel from the City and County's General Fund all that more challenging.

**\* 3b. Please describe the department's budget shortfalls and the inability to address the financial needs without federal assistance.**

In late 2014, the Mayor of San Francisco announced a revised Public Safety Hiring Plan, which would fund additional entry level fire fighters in each of the next few years. However, in the best case, those new hires will allow the Department to stay at a static staffing level and will replace the retirements the Department is projecting in the coming years. Given the Department's Mission Bay Fire Station set to open in the near future as well as the projected additional stations, in addition to historical vacancies the Department has not been able to fill, the proposed hiring does not address the operational issues the Department is currently seeing. The Department has explored all varieties of funding support options. Without additional outside funding such as SAFER funding, the Department is not able to hire the sufficient number of personnel to fill attrition vacancies and staff sufficiently for the future or a fast-growing City.

**\* 3c. Please discuss other actions the department has taken to meet their staffing needs (i.e., state assistance programs, other grant programs, etc.).**

Significant cuts have been requested by the Mayor's Office from all Departments. For the SFFD, that amounts to a request of a reduction in its general fund support in each fiscal year. Given its economic realities, the Department has pursued a variety of other funding sources in order to maintain its normal operations, as the scarcity of general fund tax dollars has not allowed the Department to fill vacancies. The SFFD has been successful in applying for a wide-variety of grant projects, from Homeland Security (Urban Areas Securities Initiative Grants, State Homeland Security Grant Program, Port Security Grant Program) as well as other Federal and State Programs (Assistance to Fire Fighters Grants, California Volunteers, etc.). However, on the whole, these grant programs and their corresponding awards are for Department equipment, and do not address the costs of hiring or funding additional personnel that would be done through the unique SAFER grant opportunity.

**\*Element #4 - Cost Benefit (10%):**

**\* Please describe the benefits (i.e., anticipated savings, efficiencies) the department and community will realize if awarded the positions requested in this application.**

A SAFER grant award for the SFFD will have numerous positive impacts for the Department and the local community, measured in both operational efficiencies as well as actual fiscal savings. The largest and most obvious benefit to the SFFD from the proposal would be the millions of dollars in savings that the Department would realize through reductions in overtime. There would also be a compounded positive impact of these savings, as they could be used to fund the hires of additional personnel beyond those hired for the SAFER grant, expanding the reach and impact of the SAFER grant dollars even further.

The addition of the new hires would reduce the SFFD's dependence on overtime in order to meet NFPA response requirements and the Department's own voter-mandated minimum staffing requirements. The proposed new hires would also assist the Department in serving the community with the increased demand for services given the population and construction growth of the City.

**Element #5 - Additional Information : If you have any additional information you would like to include about the department and/or this application in general, please provide below.**

Part of the San Francisco Fire Department's mission is to provide the best possible first responder services to the residents and visitors of San Francisco in the most efficient way possible. This has never been truer than in the economic downturn of the past few years. With the availability of general fund dollars becoming less and less, the Department has not been able to replace members who have retired from the Department, and has a large number of vacancies due to attrition that remain unfilled due to the cost of hiring additional personnel. While this strategy allowed the Department to operate in the short term, there are more long term ramifications that have a negative effect on the service provided to the community as well as the health and safety of the Department's workforce.

With the City's projected growth in the coming years, there will be more responsibility on the Fire Department to provide Fire and Medical services to its residents and visitors. The need for additional staffing is essential to meet the demands of the growing City. An award of the FY2014 SAFER grant will allow the Department to improve its service to the surrounding communities, allow the Department increased capabilities of support local and State jurisdictions in major emergencies, address operational issues of mandatory overtime and overtime dependence in general, and result in millions of dollars in savings for the Department that can be used to hire even more members to address the large amount of attrition vacancies the Department has not been able to replace as well as additional service responsibilities.

Your favorable consideration of the San Francisco Fire Department's request is most appreciated.

**Supplemental Information**

\* 1. What is the rate of unemployment of the community, within the department's first due response geographical area, over the last three (3) years? Please indicate using a percentage and in the text box next to each of the rate percentage, indicate what year that figure pertains to.

Rate: 3.8%      Year: 2014  
 Rate: 4.7%      Year: 2013  
 Rate: 6.2%      Year: 2012

\* 2. Has the department filed for bankruptcy (Chapter 9, Title 11), or has been placed under third party financial oversight or receivership within the previous three (3) years? No

2a. If Yes, please discuss.

\* 3. What is the median household income of the community, within the department's first due response geographical area, over the last three (3) years? Please indicate the dollar amount and in the text box next to each amount, indicate what year that figure pertains to.

\$79624          Year: 2012  
 \$79624          Year: 2013  
 \$79624          Year: 2012

\* 4. What is the poverty rate of the community, within the department's first due response geographical area, over the last three (3) years? Please indicate using a percentage and in the text box next to each of the rate percentages, indicate what year that figure pertains to.

Rate: %          Year:  
 Rate: %          Year:  
 Rate: %          Year:

I am unable to provide this information

\* 5. What is your municipalities operating budget for the last three (3) years? Please indicate the dollar amount and in the text box next to each amount, indicate what year that figure pertains to.

\$                  Year:  
 \$                  Year:  
 \$                  Year:

I am unable to provide this information

\* 6. Has your jurisdiction/municipality reduced Full-Time Employees (FTEs) (in all agencies) over the last three year? No

6a. If Yes, by how many and in what areas?

\* 7. Is your jurisdiction/municipality filling positions (in all agencies) as they become vacant? No

7a. If No, by how many and in what areas?

In recent years, the Department has not been able to back fill all vacancies due to retirements/separations because of budgetary issues. As the Department has seen retirements reduced in the current year, it is anticipated to have new hires outpace retirements. However, given projected retirements in the coming years, the current hiring plan is not anticipated to fill all vacancies.

\* 8. In the last year has your department utilized brown outs? No

\* 9. Has the department reduced non-operation positions (i.e. training, fire prevention, administrative staff, etc.) over the last three years? Yes

9a. If Yes, please provide details.

A variety of administrative uniform positions have been reduced in the Fire Department as a result of budget issues.

\* 10. What is the current foreclosure rate of the community, within the department's first due response geographical area? %

I am unable to provide this information

\* 11. Has the department provided cost of living increases over the last three (3) fiscal years? Yes

11a. If Yes, by what percent?

Rate: 1%          Year: 2014  
 Rate: 0%          Year: 2013  
 Rate: 0%          Year: 2012

\* If you are unable to provide any of the data requested above, please explain why you are unable to do so. (i.e., data not available, data only available at state level, cannot find data, etc.)

For the foreclosure and poverty rate questions, the Department was unable to find consistent data to respond but can do so in the future if requested.

For operating budget for the jurisdiction, the Department was not able to provide data in the above field because the text limit of the field box prohibited the data from being entered. here are the total budget numbers for the City and County of San Francisco:

FY14-15 - \$8,581,831,912  
 FY13-14 - \$7,908,801,656  
 FY12-13 - \$7,354,311,244

**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 03/06/2015

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 the Department of Homeland Security (DHS) determines to award the covered transaction, grant, or cooperative agreement.

**1. Lobbying**

A. As required by the section 1352, Title 31 of the US Code, and implemented at 44 CFR Part 18 for persons (entering) into a grant or cooperative agreement over \$100,000, as defined at 44 CFR 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 44 CFR Part 67, for prospective participants in primary covered transactions, as defined at 44 CFR Part 17, Section 17.510-A, the applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency.
- (b) Have not within a three-year period preceding this application been convicted of or had a civilian judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or perform a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

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

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

As required by the Drug-Free Workplace Act of 1988, and implemented at 44 CFR 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 grantee's 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 awarding 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 DHS funding. States and State agencies may elect to use a Statewide certification.

Signed by Mark Corso on 03/06/2015

FEMA Standard Form LLL

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**

**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>
Applicant Characteristics (I)	<a href="#">Complete</a>
Applicant Characteristics (II)	<a href="#">Complete</a>
Department Call Volume	<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. However, you must log in and submit application prior to the application deadline.
- 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.

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 06-Mar-2015.



# Award Package

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# FEMA

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

Re: Grant No. EMW-2014-FH-00446

Dear Ms. Hayes-White:

Congratulations, on behalf of the Department of Homeland Security, your application for financial assistance submitted under the Fiscal Year (FY) 2014 Staffing for Adequate Fire and Emergency Response (SAFER) Grant has been approved in the amount of \$8,221,860.00. As a condition of this award, you are required to contribute a cost match in the amount of \$0.00 of non-Federal funds, or 0 percent of the Federal contribution of \$8,221,860.00.

**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 2014 Staffing for Adequate Fire and Emergency Response (SAFER) Grant Funding Opportunity Announcement.

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 301-998-8699. 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 black ink, appearing to read "B. Kamoie", with a horizontal line underneath.

Brian E. Kamoie  
Assistant Administrator  
Grant Programs Directorate

## Summary Award Memo

**SUMMARY OF ASSISTANCE ACTION  
STAFFING FOR ADEQUATE FIRE AND EMERGENCY RESPONSE GRANTS  
Application**

**INSTRUMENT:** GRANT  
**AGREEMENT NUMBER:** EMW-2014-FH-00446  
**GRANTEE:** San Francisco Fire Department  
**DUNS NUMBER:** 033428819  
**AMOUNT:** \$8,221,860.00, Hiring

**Project Description**

The purpose of the Staffing for Adequate Fire and Emergency Response Program is to protect the health and safety of the public and firefighting personnel against fire and fire-related hazards.

After careful consideration, FEMA has determined that the recipient's project 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 Staffing for Adequate Fire and Emergency Response Grant 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**

23-JAN-16 to 22-JAN-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:	\$5,971,320.00
Fringe Benefits	\$2,250,540.00
Travel	\$0.00
Equipment	\$0.00
Supplies	\$0.00
Contractual	\$0.00
Construction	\$0.00
Other	\$0.00
Indirect Charges	\$0.00
Total	\$8,221,860.00

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

Any questions pertaining to your award package, please contact your GPD Grants Management Specialist: Sharon Cargo Sharon.Cargo@fema.gov

**FEMA Officials**

**Program Officer:** The Program Specialist is responsible for the technical monitoring of the stages of work and technical performance of the activities described in the approved grant application. If you have any programmatic questions regarding your grant, please call the AFG Help Desk at 866-274-0960 to be directed to a program specialist.

**Grants Assistance Officer:** The Assistance Officer is the Federal official responsible for negotiating, administering, and executing all grant business matters. The Officer conducts the final business review of all grant awards and permits the obligation of federal funds. If you have any questions regarding your grant please call ASK-GMD at 866-927-5646 to be directed to a Grants Management Specialist.

**Grants Operations POC:** The Grants Management Specialist shall be contacted to address all financial and administrative grant business matters for this grant award. If you have any questions regarding your grant please call ASK-GMD at 866-927-5646 to be directed to a specialist.

**ADDITIONAL REQUIREMENTS (IF APPLICABLE) (max 8000 characters)**

## Agreement Articles



# FEMA

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

## AGREEMENT ARTICLES

### STAFFING FOR ADEQUATE FIRE AND EMERGENCY RESPONSE (SAFER) Grants

**GRANTEE:** San Francisco Fire Department

**PROGRAM:** Staffing for Adequate Fire and Emergency Response (SAFER) - Hiring

**AGREEMENT NUMBER:** EMW-2014-FH-00446

**AMENDMENT NUMBER:**

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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 debarring 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/execomp.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/execomp.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 Funding Opportunity Announcement**

The Funding Opportunity Announcement 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 Funding Opportunity Announcement.

**XXXVII. 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).

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

1. AGREEMENT NO. EMW-2014-FH-00446	2. AMENDMENT NO. 0	3. RECIPIENT NO. 94-6000417	4. TYPE OF ACTION AWARD	5. CONTROL NO. WX02758N2015T
6. RECIPIENT NAME AND ADDRESS San Francisco Fire Department 698 Second Street San Francisco California, 94107-2015	7. ISSUING OFFICE AND ADDRESS Grant Programs Directorate 500 C Street, S.W. Washington DC, 20472 POC: Walter Pickett 202-786-9524	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 23-JAN-16	12. METHOD OF PAYMENT SF-270	13. ASSISTANCE ARRANGEMENT Cost Sharing	14. PERFORMANCE PERIOD From:23-JAN-16 To:22-JAN-18  Budget Period From:16-APR-15 To:30-SEP-15	

15. DESCRIPTION OF ACTION

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

PROGRAM NAME ACRONYM	CFDA NO.	ACCOUNTING DATA (ACCS CODE) XXXX-XXX-XXXXX-XXXX-XXXX-XXXX-X	PRIOR TOTAL AWARD	AMOUNT AWARDED THIS ACTION + OR (-)	CURRENT TOTAL AWARD	CUMULATIVE NON-FEDERAL COMMITMENT
SAFER	97.083	2015-F4-C211-P4310000-4101-D	\$0.00	\$8,221,860.00	\$8,221,860.00	\$0.00
TOTALS			\$0.00	\$8,221,860.00	\$8,221,860.00	\$0.00

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

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

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

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

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

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

DATE  
N/A

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

DATE  
23-JUN-15

# SAN FRANCISCO



# FIRE DEPARTMENT

**TO:** Angela Calvillo, Clerk of the Board of Supervisors  
**FROM:** Mark Corso, Finance, San Francisco Fire Department  
**DATE:** October 14, 2015  
**SUBJECT:** Accept and Expend Ordinance for Grant  
  
**GRANT TITLE:** Staffing for Adequate Fire and Emergency Response (SAFER) FY2014

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

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

**Special Timeline Requirements: N/A**

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

Name: Mark Corso Phone: 558-3417

Interoffice Mail Address: 698 Second Street, San Francisco 94107

Certified copy required Yes  No

OFFICE OF THE MAYOR  
SAN FRANCISCO



EDWIN M. LEE  
MAYOR

TO: Angela Calvillo, Clerk of the Board of Supervisors  
FROM: *Ed* Mayor Edwin M. Lee *NE*  
RE: Accept and Expend – Staffing for Adequate Fire and Emergency  
Response (SAFER) Grant, \$8,221,860  
DATE: November 3, 2015

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Attached for introduction to the Board of Supervisors is a Resolution authorizing the San Francisco Fire Department to accept and expend Staffing for Adequate Fire and Emergency Response (SAFER) Grant in the amount of \$8,221,860 from the Federal Emergency Management Agency to hire thirty-six new firefighters for the period of January 23, 2016 through January 22, 2018.

I respectfully request that this item be calendared in Budget & Finance Committee.

Should you have any questions, please contact Nicole Elliott (415) 554-7940.

RECEIVED  
CITY OF SAN FRANCISCO  
NOV 3 11 31 AM '15

