

File No. 170274

Committee Item No. 2
Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS
AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Sub-Committee

Date April 27, 2017

Board of Supervisors Meeting

Date _____

Cmte Board

- | | | |
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| <input type="checkbox"/> | <input type="checkbox"/> | Motion |
| <input type="checkbox"/> | <input type="checkbox"/> | Resolution |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Ordinance |
| <input type="checkbox"/> | <input type="checkbox"/> | Legislative Digest |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Budget and Legislative Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Youth Commission Report |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Introduction Form |
| <input 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 |
| <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)

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| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>Fire Commission Resolution</u> |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
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| <input type="checkbox"/> | <input type="checkbox"/> | _____ |

Completed by: Linda Wong Date April 22, 2017
Completed by: Linda Wong Date _____

1 [Accept and Expend Grant - Federal Emergency Management Agency - Adequate Fire
2 and Emergency Response Grant Program - Amend the Annual Salary Ordinance -
3 \$8,533,872]

4 **Ordinance retroactively authorizing the Fire Department to accept and expend a**
5 **grant in the amount of \$8,533,872 from the Federal Emergency Management**
6 **Agency for staffing for the Adequate Fire and Emergency Response Grant**
7 **Program; and amending Ordinance No. 146-16 (Annual Salary Ordinance**
8 **FYs 2016-2017 and 2017-2018) to reflect the addition of 36 grant-funded Class**
9 **H002 Firefighters at 36.00 FTE for July 1, 2016, through June 30, 2017, and 36.00**
10 **FTE for July 1, 2017, through June 30, 2018.**

11 Note: Additions are single-underline italics Times New Roman.
12 Deletions are ~~strikethrough italics Times New Roman~~.
13 Board amendment additions are double underlined.
14 Board amendment deletions are ~~strikethrough normal~~.

15 Be it ordained by the People of the City and County of San Francisco:

16 **Section 1. Findings**

17 (a) The Staffing for Adequate Fire and Emergency Response Program
18 (SAFER) is administered by the Federal Emergency Management Agency of the U.S.
19 Department of Homeland Security (FEMA) and is authorized by Section 34 of the
20 Federal Fire Prevention and Control Act of 1974, as amended (codified at 15 U.S.C. §
21 2229a). The purpose of this program is to assist local fire departments with staffing and
22 deployment capabilities in order to respond to emergencies, and to ensure that
23 communities are adequately protected from fire and fire-related hazards.

1 (b) The San Francisco Fire Department (SFFD) seeks to protect the lives and
2 property of San Francisco residents from fires, natural disasters, and hazardous
3 materials, and to save lives by providing emergency medical services.

4 (c) FEMA awarded SFFD \$8,533,872 to expand its force with an entry-level
5 firefighter academy that will train 36 new firefighters each in Fiscal Years 2016-2017
6 and 2017-2018.

7 (d) The award period is from February 20, 2017 to February 19, 2019.

8 **Section 2. Authorization to accept and expend grant funds.**

9 (a) The Board of Supervisors hereby retroactively authorizes SFFD to accept
10 and expend, on behalf of the City and County of San Francisco, funds from the SAFER
11 grant program in the amount of \$8,533,872 to enhance SFFD's ability to meet staffing
12 requirements.

13 (b) The Board of Supervisors furthermore authorizes, subject to FEMA
14 approval, a start date in advance of the program's designated February 2017 start date
15 that is consistent with SFFD's plans to commence the training academy.

16 (c) The award does not require matching funds from the City.

17 (d) The grant does not include any provision for indirect costs.

18 **Section 3. Grant funded positions; Amendment to Fiscal Years 2016-2017**
19 **and 2017-2018 Annual Salary Ordinance.**

20 The hereinafter designated sections and items of Ordinance No. 146-16 (Annual
21 Salary Ordinance FY 2016-2017 and FY 2017-2018) are hereby amended to add thirty-
22 six (36) positions (36.0 FTE in FY16-17 and 36.0 FTE in FY17-18) in the Fire
23 Department as follows:

24
25 Department: FIR (31) Fire Department

1 Program: Grant Services (AKI)

2 Subfund: 2S PPF GNC

3 Index Code: 315304

4

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Amendment	No. of Positions	Class and Item No	Compensation Schedule	Fiscal Year
Add	36.0 FTE	H002 Firefighter	\$2,880 – \$4,445 Biweekly	2016-2017
Add	36.0 FTE	H002 Firefighter	\$2,938 – \$4,534 Biweekly	2017-2018

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APPROVED AS TO FORM:

APPROVED AS TO CLASSIFICATION

DEPARTMENT OF HUMAN RESOURCES:

By: Neha Gupta
Neha Gupta
Deputy City Attorney

By: Micki Callahan
Micki Callahan
Director of Human Resources

APPROVED: Edwin M. Lee
for Edwin M. Lee
Mayor

APPROVED: Ben Rosenfield
for Ben Rosenfield
Controller, Grant Division

Recommended:

Joanne Hayes-White
10/21/16
For: Joanne Hayes-White
Fire Department

<p>Item 2 File 17-0274</p>	<p>Department: Fire Department (Fire)</p>
<p>EXECUTIVE SUMMARY</p>	
<p style="text-align: center;">Legislative Objectives</p>	
<p>The proposed ordinance would retroactively authorize the San Francisco Fire Department (SFFD) to accept and expend a Federal Emergency Management Agency (FEMA) Staffing for Adequate Fire and Emergency Response (SAFER) grant in the amount of \$8,533,872 to fund the addition of 36 full-time-equivalent (FTE) Class H-2 Firefighters in FYs 2016-17 and 2017-18. The proposed ordinance would also amend the FY 2016-17 and FY 2017-18 Annual Salary Ordinance (ASO) to reflect the addition of 36 FTEs in each of the two fiscal years.</p>	
<p style="text-align: center;">Key Points</p>	
<ul style="list-style-type: none"> • SFFD moved up hiring of 36 new H-2 Firefighter positions and conducted one additional fire academy in FY 2016-17, using budgeted General Fund monies that will be reimbursed by the grant funds. 	
<p style="text-align: center;">Fiscal Impact</p>	
<ul style="list-style-type: none"> • The \$8,533,872 grant funds will pay for salaries and benefits for 36 H-2 Firefighters over two years. SFFD will request that the Board of Supervisors fund the 36 new Firefighters' salaries and benefits from the General Fund when the grant terminates in two years. These 36 new firefighters do not represent additional General Fund costs to the Department but rather will backfill positions that become vacant due to retirement and other separations and will count toward the Department's minimum staffing requirements. • The grant funds do not cover the expenses associated with the fire academy, such as the expenses for instructors for the academy, and non-salary costs for new personnel, such as personal protective equipment, uniforms, health examinations, etc. According to SFFD, these expenses will be funded by savings in overtime expenditures. 	
<p style="text-align: center;">Recommendations</p>	
<ul style="list-style-type: none"> • The proposed ordinance should be amended to reflect the amended grant award period of December 19, 2016 through December 18, 2018. • Approve the proposed ordinance, as amended. 	

MANDATE STATEMENT

City Administrative Code Section 10.170-1 states that accepting Federal, State, or third-party grant funds in the amount of \$100,000 or more, including any City matching funds required by the grant, is subject to Board of Supervisors approval.

BACKGROUND

In August 2016, the Federal Emergency Management Agency (FEMA) awarded the San Francisco Fire Department (SFFD) a Staffing for Adequate Fire and Emergency Response (SAFER) grant in the amount of \$8,533,872 to hire 36 new firefighters. The grant award does not require matching funds. According to Mr. Mark Corso, SFFD Chief Financial Officer, SFFD submitted an ordinance to approve the grant award in November 2016, but due to administrative delays, the proposed ordinance was resubmitted to the Board of Supervisors in March 2017.

DETAILS OF PROPOSED LEGISLATION

The proposed ordinance would retroactively authorize SFFD to accept and expend a grant in the amount of \$8,533,872 from the FEMA SAFER Grant Program to fund the addition of 36 full-time-equivalent (FTE) Class H-2 Firefighters in FYs 2016-17 and 2017-18. The proposed ordinance would also amend the FY 2016-17 and FY 2017-18 Annual Salary Ordinance (ASO) to reflect the addition of 36 FTEs in each of the two fiscal years.

In FY 2016-17, SFFD is authorized for 935 FTE H-2 Firefighter positions, of which 851 positions are currently filled. Therefore, the 36 FTE firefighters hired with the proposed 2016 SAFER grant funds represent an approximately 4 percent increase in SFFD's H-2 Firefighter staffing. The proposed ordinance amends the FY 2016-17 and FY 2017-18 ASO to add 36 grant-funded positions.

According to Mr. Corso, SFFD moved up hiring of 36 new H-2 Firefighter positions and conducted one additional fire academy¹ in FY 2016-17, using budgeted General Fund monies that will be reimbursed by the grant funds.

According to Mr. Corso, FEMA amended the award period to extend the grant from December 19, 2016, to December 18, 2018. Therefore, the grant award will cover salary and fringe benefit expenses for 36 FTE firefighters for the first two years of their employment by SFFD. On December 19, 2018, the funding source for the 36 Firefighter positions will shift from the grant award to the City's General Fund, subject to future Board of Supervisors appropriation approval.

¹According to Mr. Corso, because each fire academy is 20 weeks, SFFD can complete up to two academies each fiscal year. In FY 2016-17, SFFD graduated one fire academy in November 2016 and one fire academy in April 2017. Because the Department received the grant funds, SFFD will begin a third academy in FY 2016-17 at the end of April 2017.

FISCAL IMPACT**Grant Award for Salary and Benefits**

The \$8,533,872 grant funds will pay for salaries and benefits for 36 H-2 Firefighters over two years, as shown in Table 1 below.

Table 1: Salary and Benefits for 36 Firefighters

	Year 1	Year 2	Total
Salary	\$2,965,716	\$3,126,888	\$6,092,604
Benefits	1,171,908	1,269,360	2,441,268
Total	\$4,137,624	\$4,396,248	\$8,533,872

As noted above, SFFD will request that the Board of Supervisors fund the 36 new Firefighters' salaries and benefits from the General Fund when the grant terminates in two years. Mr. Corso notes that these 36 new Firefighters do not represent additional General Fund costs to the Department but rather will backfill positions that become vacant due to retirement and other separations and will count toward the Department's minimum staffing requirements.

Training Academy Expenditures

As noted above, SFFD implemented a third fire academy in FY 2016-17 due to the receipt of the grant funds. The grant funds were used for the salaries and benefits of 36 new firefighters, but do not cover the expenses associated with the fire academy, such as the expenses for instructors for the academy, and non-salary costs for new personnel, such as personal protective equipment, uniforms, health examinations, etc. According to Mr. Corso, these expenses will be funded by savings in overtime expenditures. Mr. Corso states that the 36 new firefighters who completed the fire academy in April 2017 will count toward the Department's minimum staffing requirements, thus reducing overtime expenditures to meet minimum staffing requirements.

RECOMMENDATIONS

1. Amend the proposed ordinance to reflect the amended grant award period of December 19, 2016 through December 18, 2018.
2. Approve the proposed ordinance, as amended.

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: \$ 8,533,872
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: February 20, 2017 End-Date: February 19, 2019
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:

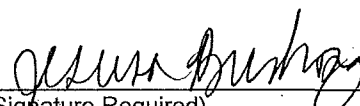
Jesusa Bushong

(Name)

HR Director

(Title)

Date Reviewed: 10/18/16


(Signature Required)

Overall Department Head or Designee Approval:

Mark Corso

(Name)

Chief Financial Officer

(Title)

Date Reviewed: 10/18/16


(Signature Required)

San Francisco Fire Department

Grant Budget

FEMA Staffing for Adequate Fire and Emergency Response - FY2015

Grant Code: FCSAFR FEMA Assistance to Fire Fighters Grant
Grant Detail: 15 Fiscal Year 2015
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	\$ 6,092,604
Fringe Benefits for 36 new employees	013	Mandatory Fringe Benefits	\$ 2,441,268
		Total:	\$ 8,533,872

Entire Application

Applicant's Acknowledgements

- * I certify the DUNS number in this application is our only DUNS number and we have confirmed it is active in SAM.gov as the correct number.
- * As required per 2 CFR § 25, I certify that prior to submission of this application I have checked the DUNS number listed in this application against the SAM.gov website and it is valid and active at time of submission.
- * I certify that the applicant organization has consulted the appropriate Notice of Funding Opportunity and that all requested activities are programmatically allowable, technically feasible and can be completed within the award's Period of Performance (POP).
- * I certify that the applicant organization is aware that this application period is open from 02/22/2016 to 03/25/2016 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 Federal Environmental planning and Historic Preservation (EHP) regulations, laws, and Executive Orders as applicable. The EHP Screening Form designed to initiate and facilitate the EHP Review is available at: http://www.fema.gov/media-library-data/1431970163011-80ce3cd907072a91295b1627c56d8fd2/gpd_ehp_screening_form_51815.pdf.
- * 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.
- * I certify that the applicant organization will, to the extent practicable, seek, recruit, and hire members of racial and ethnic minority groups and women to increase their ranks within their organization.
- * I certify that, if awarded under the Hiring of Firefighters Category, the applicant organization, will assure a policy will be put into place, or is currently in place, 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. (If applying under the Recruitment and Retention of Volunteer Firefighters Category, this does not apply, however, in order to move forward in the application process, you must complete this question).

Signed by **Mark Corso** on 2016-03-21

Overview

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

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	
* Email	mark.corso@sfgov.org

Contact Information

Alternate Contact 1 Information	
* Title	Deputy Chief

Prefix	Ms.
* First Name	Raemona
Middle Initial	
* Last Name	Williams
* Primary Phone	4155583411 Ext. Type work
* Secondary Phone	4155583258 Ext. Type home
Optional Phone	Ext. Type Select
Fax	
* Email	raemona.williams@sfgov.org

Alternate Contact 2 Information	
* Title	Assistant Deputy Chief
Prefix	Mr.
* First Name	Shane
Middle Initial	
* Last Name	Francisco
* Primary Phone	4155583680 Ext. Type work
* Secondary Phone	4155583258 Ext. Type home
Optional Phone	Ext. Type Select
Fax	
* Email	shane.francisco@sfgov.org

Applicant Information

EMW-2015-FH-00787

Originally submitted on 03/25/2016 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-2015-FH-00787

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
SAM.gov (System For Award Management)	

<p>* What is the legal name of your Entity as it appears in <u>SAM.gov</u>?</p> <p>Note: This information must match your <u>SAM.gov</u> profile if your organization is using the DUNS number of your Jurisdiction.</p>	San Francisco Fire Department
<p>* What is the legal business address of your Entity as it appears in <u>SAM.gov</u>?</p> <p>Note: This information must match your <u>SAM.gov</u> profile if your organization is using the DUNS number of your Jurisdiction.</p>	
* Mailing Address 1	698 Second Street
Mailing Address 2	
* City	San Francisco
* State	California
* Zip	94107 - 2015 Need help for ZIP+4?
<p>* <u>Employer Identification Number</u> (e.g. 12-3456789)</p> <p>Note: This information must match your <u>SAM.gov</u> profile.</p>	94-6000417
* Is your organization using the DUNS number of your Jurisdiction?	Yes
* I certify that my organization is authorized to use the DUNS number of my Jurisdiction provided in this application. (Required if you select Yes above)	<input checked="" type="checkbox"/>
* What is your 9 digit <u>DUNS number</u> ?	033428819 (call 1-866-705-5711 to get a DUNS number)
<p>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.</p> <p>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.</p>	
* 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 Need help for ZIP+4?
Mailing Address	
* Mailing Address 1	698 Second Street
Mailing Address 2	
* City	San Francisco
* State	California
* Zip	94107 - 2015 Need help for ZIP+4?
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 been fortunate to receive 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 FY 2014 Assistance to Firefighters Grant program that will exceed the \$750,000 threshold itself. In addition, the Department has received a number of Homeland Security (UASI) grant awards as well as a Port Security Grant award and other Federal grants that will push the Department's Federal allocation past the threshold even further. Additional detail can be provided upon request.	

Applicant Characteristics (Part I)

* 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

<p>* Please describe your organization and/or the community that you serve.</p>	<p>The City and County of San Francisco has an extremely diverse, multi-national population of 852,469, a 6% increase from 2010, comprising 49 square miles, with 29 miles of coastline. It is ranked as the second most densely populated major city in the United States. Given the population increase as well as the developing workforce and tourism, San Francisco is at its highest daytime and nighttime populations in its history. The city, surrounded by water on 3 sides, has two major bridges.</p> <p>San Francisco is experiencing somewhat of a commercial boom with a number of new high rises currently under construction. Two major construction projects are underway in San Francisco, including a new central subway/underground and a new Transbay Transit Center to replace the old train and bus station.</p> <p>The SFFD's approximately 1,575 Firefighting and Emergency Medical personnel are part of the Metropolitan Medical Response System (MMRS), Urban Search and Rescue (USAR), and Regional Task Force (RTF) response for Chemical, Biological, Radiological Nuclear, Explosive (CBRNE) incidents. The SFFD, the California Office of Emergency Services (Cal-OES), and the surrounding eight Bay Area Counties have developed the first Regional Disaster Response Plan for responding to a catastrophic man-made or natural disaster. All SFFD Firefighters are 100% compliant in NFPA 1001/1002 Standards. SFFD responds to this community with 44 Engines and 20 Trucks divided into two Divisions, with nine Battalion Districts.</p> <p>The SFFD has been a contributor to the State of California Master Mutual Aid Agreement since its inception in 1950, providing mutual aid to 49 counties within the State, as well as parts of southern Oregon and western Nevada. The SFFD also provides water response mutual aid under the same agreement to the Counties of Alameda, San Mateo, Contra Costa, Marin, Solano and Sonoma Counties.</p>
<p>* 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.</p>	<p>48</p>
<p>* What percentage of your primary response area is protected by hydrants?</p>	<p>100 %</p>
<p>* Does your organization protect critical infrastructure?</p>	<p>Yes</p>
<p>If Yes, please describe the critical infrastructure protected.</p> <p>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</p>	

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.

(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 Primary/First-Due Response Area or jurisdiction served?	852469
---	--------

* 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?	44
--	----

* 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	Emergency Medical Responder	Rescue Operational Level
Airport Rescue Firefighting (ARFF)	Haz-Mat Operational Level	Rescue Technical Level
Basic Life Support	Haz-Mat Technical Level	Structural Fire Suppression
	Maritime Operations/Firefighting	Wildland Fire Suppression

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

Active Firefighter Position	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.
------------------------------------	---

Full-time Paid Firefighter Position	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.
--	---

Part-time Paid Firefighter Position	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.
--	---

Volunteer Firefighter Position	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 Notice of Funding Opportunity or go to www.nfpa.org/saferactgrant

	Total # of Operational Career Personnel	# Operational Officers	# NFPA Support
* Staffing levels at the start of the application period	1,275	347	1,077
* Staffing levels at one year prior to the start of the application period	1,300	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)	0	0	0

* 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 306 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.

* Do you currently report to the National Fire Incident Reporting System (NFIRS)?
 Note: You will be required to report to NFIRS for the entire period of the grant.

Yes

Applicant Characteristics (Part II)

	2015	2014	2013
* What is the total number of fire-related civilian fatalities in your jurisdiction over the last three calendar years?	5	7	7
* What is the total number of fire-related civilian injuries in your jurisdiction over the last three calendar years?	30	59	45
* 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?	537	525	527

* 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.

357983548
 Budget: 346149758 Fiscal Year: 2015
 Budget: 331802835 Fiscal Year: 2014
 Budget: 327044525 Fiscal Year: 2013

* What percentage of your operating budget is dedicated to personnel costs (salary, benefits, overtime costs, etc.)?

91 %

* Does your department have any rainy day funds, rainy day reserves, or emergency funds?

No

If yes, what is the total amount currently set aside?

If yes, what are the funds ear-marked for?

* What percentage of your annual operating budget is derived from: Enter numbers only, percentages must sum up to 100%

Taxes?	87 %
Bond Issues	0 %
EMS Billing?	9 %
Grants?	0 %
Donations?	0 %
Fund drives?	0 %
Fee for Service?	4 %
Other?	0 %
If you entered a value into the "Other" field (other than 0), please explain:	

* 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	Number of Frontline Vehicles	Number of Available Riding Positions per Frontline Vehicle	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	53	2	2
Tankers or Tenders (pumping capacity of less than 750 gallons per minute (gpm) and water capacity of 1,000 gallons or more):	1	2	0
Aerial Apparatus: Aerial Ladder Truck, Telescoping, Articulating, Ladder Towers, Platform, Tiller Ladder Truck, Quint	20	5	5
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	4	2	0
Rescue Vehicles: Rescue Squad, Rescue (Light, Medium, Heavy), Technical Rescue Vehicle, Hazardous Materials Unit	5	4	4
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	26	2	2

Please use this comments section if you wish to provide any additional information with regards to the **Type or Class of Vehicle** section above.

Department Call Volume

	2015	2014	2013
* Summary of responses per year by category (Enter whole number only. If you have no calls for any of the categories, Enter 0)			

Fire - NFIRS Series 100	4210	5055	4432
Overpressure Rupture, Explosion, Overheat (No Fire) - NFIRS Series 200	124	125	109
Rescue & Emergency Medical Service Incident - NFIRS Series 300	107527	96876	93996
Hazardous Condition (No Fire) - NFIRS Series 400	1564	1611	1768
Service Call - NFIRS Series 500	5861	5223	4425
Good Intent Call - NFIRS Series 600	1822	1656	2252
False Alarm & False Call - NFIRS Series 700	13903	13814	13870
Severe Weather & Natural Disaster - NFIRS Series 800	28	45	6
Special Incident Type - NFIRS Series 900	276	261	428

FIRES

* How many responses per year by category? (Enter whole number only. If you have no calls for any of the categories, Enter 0)

Of the NFIRS Series 100 calls, how many are "Structure Fire" (NFIRS Codes 111-120)	1317	1351	2158
Of the NFIRS Series 100 calls, how many are "Vehicle Fire" (NFIRS Codes 130-138)	313	286	235
Of the NFIRS Series 100 calls, how many are "Vegetation Fire" (NFIRS Codes 140-143)	126	93	127
What is the total acreage of all vegetation fires?	0	0	0

RESCUE AND EMERGENCY MEDICAL SERVICE INCIDENTS

* How many responses per year by category? (Enter whole number only. If you have no calls for any of the categories, Enter 0)

Of the NFIRS Series 300 calls, how many are "Motor Vehicle Accidents" (NFIRS Codes 322-324)	2775	2100	3051
Of the NFIRS Series 300 calls, how many are "Extrications from Vehicles" (NFIRS Code 352)	56	46	27
Of the NFIRS Series 300 calls, how many are "Rescues" (NFIRS Codes 300, 351, 353-381)	103518	93738	89514
How many EMS-BLS Response Calls	54138	47642	47137
How many EMS-ALS Response Calls	53389	49234	46859
How many EMS-BLS Scheduled Transports	0	0	0
How many EMS-ALS Scheduled Transports	0	0	0
How many Community Paramedic Response Calls	0	0	0

MUTUAL AND AUTOMATIC AID

* How many responses per year by category? (Enter whole number only. If you have no calls for any of the categories, Enter 0)

How many times did your organization receive Mutual Aid?	13	10	3
How many times did your organization receive Automatic Aid?	2	16	0
How many times did your organization provide Mutual Aid?	5	18	0
How many times did your organization provide Automatic Aid?	10	64	0
Of the Mutual and Automatic Aid responses, how many were structure fires?	2	5	2

Request Details

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

Category	Number of Entries	Total Cost
Hiring of Firefighters	1	8533872

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 Notice of Funding Opportunity 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%
<p>* 2. Given your current staffing levels, 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?</p> <p>NOTE: If your department utilizes overtime to fill positions to ensure you are meeting applicable NFPA staffing and deployment standards, you will want to remove the number of positions filled by overtime from your calculations.</p> <p>If you are only applying to retain positions facing layoff, to answer this question you will want to remove the number of positions facing layoff.</p>				<p>Most of the Time (80 to 99%) Help</p>		
<p>* 2a. If awarded the number of positions requested in this application, how often do you anticipate that your department will meet the NFPA assembly requirements as indicated in the table above?</p>				<p>Most of the Time (80 to 99%) Help</p>		
<p>* 3. Given your current staffing levels and without using overtime to fill vacant positions, what is the average actual staffing level on your first arriving engine company or vehicle capable of initiating suppression activities on the number of structure fires indicated in the "Department Call Volume" section of your application? (Up to one decimal i.e., 2.5)</p> <p>NOTE: If your department utilizes overtime to fill positions to ensure you are meeting applicable NFPA staffing and deployment standards, you will want to remove the number of positions filled by overtime from your calculations.</p> <p>If you are only applying to retain positions facing layoff, to answer this</p>				<p>4</p>		

question you will want to remove the number of positions facing layoff.	
* 3a. If awarded the number of positions requested in this application, what will be the average actual staffing level on your first arriving engine company or vehicle capable of initiating suppression activities on the number of structure fires indicated in the "Department Call Volume" section of your application? (Up to one decimal i.e. 2.5)	4
* 4. Please describe the departments hiring practices and timelines including how long after award will you be able to start a recruit class and how many recruits can be trained in one class. If you are requesting more positions than can be trained in one recruit class, please discuss when you will be able to hold the second class. If your department will need governing body approval before the award can be accepted, please be sure to include details on the timeline needed for acceptance.	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 part in the Department's 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 projected for the coming years. The Department cannot meet NFPA guidelines or voter mandated minimum staffing levels without the use of overtime.
* 6. If awarded a grant, will you provide the new recruits with entry-level physicals 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. Does your department currently have a policy in place to recruit and hire veterans?	Yes
9a. 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 focuses 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.
* 10. Is it your department's intent to sustain the positions filled under this grant after the completion of the period of performance?	Yes
10a. If yes, please provide a brief description on how the positions will be sustained.	Upon completion of the members' one-year probation and two year grant performance period, the positions will be assimilated into the normal Department workforce.

Budget Item

* What type of position is being requested in this budget line item?	Hiring new firefighters to enhance compliance with the applicable sections of NFPA 1710/1720 as described in the Notice of Funding Opportunity.
<p>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.</p> <p>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.</p> <p>The letter should be prepared on your governing body's letterhead and addressed to:</p> <p>Catherine Patterson, Branch Chief Assistance to Firefighters Grants Branch DHS/FEMA 800 K Street NW Mailstop 3620 Washington DC 20472-3620</p> <p>If you have received the letter, you may attach it here. (Note: only .doc and .pdf files will be accepted)</p> <p>If you do not have the letter at this time, you may submit a signed copy of the letter as soon as you are able via fax to 202-786-9938 or via e-mail to firegrants@fema.dhs.gov.</p>	
* How many full-time firefighter positions, including job-shares, are you requesting?	36
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 Notice of Funding Opportunity. Note: if the positions	

<p>being requested were not job-shared when the position was vacated, then you will not be eligible to job-share these positions if awarded.</p> <p>"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</p>																												
<p>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.</p> <p>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.</p>																												
<p>* What are the anticipated annual salary and benefits costs, for the two year period of performance, per requested position?</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Year 1</td> <td style="padding: 2px;">annual</td> <td style="padding: 2px;">\$ 82381</td> </tr> <tr> <td colspan="3" style="padding: 2px;">Salary:</td> </tr> <tr> <td style="padding: 2px;">Year 1</td> <td style="padding: 2px;">annual</td> <td style="padding: 2px;">\$ 32553</td> </tr> <tr> <td colspan="3" style="padding: 2px;">Benefits:</td> </tr> <tr> <td colspan="3" style="border-top: 1px solid black; padding: 2px;">Year 2</td> </tr> <tr> <td style="padding: 2px;">Year 2</td> <td style="padding: 2px;">annual</td> <td style="padding: 2px;">\$ 86858</td> </tr> <tr> <td colspan="3" style="padding: 2px;">Salary:</td> </tr> <tr> <td style="padding: 2px;">Year 2</td> <td style="padding: 2px;">annual</td> <td style="padding: 2px;">\$ 35260</td> </tr> <tr> <td colspan="3" style="padding: 2px;">Benefits:</td> </tr> </table>	Year 1	annual	\$ 82381	Salary:			Year 1	annual	\$ 32553	Benefits:			Year 2			Year 2	annual	\$ 86858	Salary:			Year 2	annual	\$ 35260	Benefits:		
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Salary:																												
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<p>What are the standard benefits your department provides to employees? How were the costs requested above determined?</p>	<p>All salary rates are based on MOU-negotiated wage increases and salary scales. All fringe benefit costs are estimated based off of projected rates by the City Controller's Office as of March 2016.</p>																											

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	2,965,716	3,126,888	6,092,604
Benefits	1,171,908	1,269,360	2,441,268
Total:	4,137,624	4,396,248	8,533,872
Total Federal Share	4,137,624	4,396,248	8,533,872

Narrative Statement for Hiring of Firefighters

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

*** 1a. Why does the department need the positions requested in this application? When were the positions requested vacated (or will they be vacated) and under what circumstance? If your request is based on a needs assessment or Insurance Services Office rating, please provide details of those outcomes.**

The San Francisco Fire Department (SFFD) is requesting \$8.5 million in FY2015 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 from previous years 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 one 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 opened a new fire station in April 2015, with additional new stations being planned as part of future large developments in the City. 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 (as well as generously awarded a FY14 SAFER grant), but in the best case scenario these new hires will cover the majority of these retirements, but will not address the needs of additional total 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)? What are the specific benefits the positions will provide to the department and community?**

The San Francisco Fire Department has voter mandated daily minimum staffing requirements, 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 levels of staffing on different types of apparatus (such as a truck or engine). Given economic realities of recent years, while the Department has been fortunate to have avoided brownouts or layoffs, the Department has not been able to hire additional staff to match vacancies and has had to depend on overtime to meet these staffing 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 has turned to overtime to meet minimum staffing requirements while not being able to backfill for attrition. Unfortunately, the Department's use of mandatory overtime has increased as these positions remained unfunded. New employees will assist in reducing the workload of current employees, potentially reducing the risk of firefighter fatigue.

As call volume in the City continues to rise, construction and development increases and traffic flow measures are

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? How will that risk be reduced if awarded?**

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.

Increasing staff has additional benefits for the community, by providing additional personnel for recall in the event of a disaster. In addition, as an active participant in the California Master Mutual Aid Agreement, more staff for the Department would allow for additional personnel to be available to respond to other jurisdictions in the event of a mutual aid call.

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. 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.

*** 2b. 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 and reduce the overtime obligations of current employees.

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. This should include an income verse expenses breakdown of the annual budget indicated in Applicant Characteristics section of the application.**

The SFFD's operating budget is \$358 million for Fiscal Year 2015-16. Of that \$346 million, roughly 91% 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 87% 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 2016-17 and 2017-18 budget process, the City and County of San Francisco is tasked with overcoming a cumulative \$340 million dollar deficit the two fiscal years, in addition to costs outpacing revenues for the foreseeable future. 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. What other actions have you taken to obtain funding elsewhere (i.e., state assistance programs, other grant programs, etc.)?**

In 2012, the Mayor of San Francisco announced a Public Safety Hiring Plan, which would fund additional entry level fire fighters in each of the next few years. This was revised and updated in 2015, granting the Fire Department additional academies. 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 recent opening of the Department's brand new Mission Bay Fire Station in 2015 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.

Like all other City General Fund Departments reliant on General Fund dollars, the Department was asked to reduce its operating budget by 1.5% in both fiscal years of the current Fiscal Year 16-17 and 17-18 City budget process. Given these funding issues, the Department is regularly asked to reduce its budget as part of the annual budget process. Given these requests, it has been difficult for the Department to secure much needed funding to sustain normal operations. In addition to staffing, equipment, apparatus, and facilities are other areas the Department needs to address that have been hampered as a result of funding issues. The Department has explored all varieties of funding support options. While the Department has been successful to secure additional funding for equipment, facilities through avenues such as other grants or general obligation bonds, the SAFER program serves as the only conduit of funding to address staffing and personnel needs on such a grand scale. 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. How are the critical functions of your department affected without this funding?**

The SAFER grant addresses the absolute most critical function of the Department, which is front-line emergency personnel and their response capabilities. As a result of economic difficulties, in order to meet voter-mandated

***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. As a concrete example of this, by being awarded a FY14 SAFER grant for the hiring of 36 additional personnel, the San Francisco Fire Department was able to use savings to hire an additional 30 new hires, increasing the total impact of the grant to 66 new hires.

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. This could potentially have longer-term financial benefits for the Department by potentially reducing fatigue and injuries with the reduced overtime.

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 FY2015 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.

Hiring Narrative Supplemental Information**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: 3.30%	Year: 2015
Rate: 3.70%	Year: 2014
Rate: 4.60%	Year: 2013

* 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.

\$83222	Year: 2014
\$80927	Year: 2013
\$77254	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.

\$8581831912	Year: 2015
\$7908801656	Year: 2014
\$7354311244	Year: 2013

* 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 reduced retirements in the current year, it is anticipated to have new hires outpace retirements. However, given projected retirements in the coming few fiscal years, the current Departmental hiring plan is anticipated to assist in filling those vacant positions.

* 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.

The Department has had administrative positions defunded as a result of budgetary issues.

* 10. What is the current foreclosure rate of the community, within the department's first due response geographical area? 18.50%

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

11a. If Yes, by what percent?

Rate: 2.00%	Year: 2015
Rate: 1.00%	Year: 2014
Rate: 0.00%	Year: 2013

* 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.)

The Department was unable to find accurate data regarding the overall poverty rate of San Francisco.

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 03/23/2016

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 **03/23/2016**

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	Complete
Overview	Complete
Contact Information	Complete
Applicant Information	Complete
Applicant Characteristics (I)	Complete
Applicant Characteristics (II)	Complete
Department Call Volume	Complete
Request Details	Complete
Budget	Complete
Narrative Statement	Complete
Assurances and Certifications	Complete

PLEASE READ THE FOLLOWING STATEMENTS BEFORE YOU SUBMIT.

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

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

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

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

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

I, Mark Corso, am hereby providing my signature for this application as of 25-Mar-2016.

Award Package

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



FEMA

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

Re: Grant No. EMW-2015-FH-00787

Dear Ms. Hayes-White:

Congratulations, on behalf of the Department of Homeland Security, your application for financial assistance submitted under the Fiscal Year (FY) 2015 Staffing for Adequate Fire and Emergency Response (SAFER) Grant has been approved in the amount of \$8,533,872.00. 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 \$8,533,872.00.

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 2015 Staffing for Adequate Fire and Emergency Response (SAFER) Grant Notice of Funding Opportunity.

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

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

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

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

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

Step 2: If you accept your award, you will see a link on the left side of the screen that says "Update 1199A" in the Action column. Click this link. This link will take you to the SF-1199A, Direct Deposit Sign-up Form. Please complete the SF-1199A on-line if you have not done so already. When you have finished, you must submit the form electronically. Then, using the Print 1199A Button, print a copy and take it to your bank to have the bottom portion completed. Make sure your application number is on the form. After your bank has filled out their portion of the form,

you must fax a copy of the form to FEMA's SF-1199 Processing Staff at 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,



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-2015-FH-00787
GRANTEE: San Francisco Fire Department
DUNS NUMBER: 033428819
AMOUNT: \$8,533,872.00, 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

20-FEB-17 to 19-FEB-19

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:	\$6,092,604.00
Fringe Benefits	\$2,441,268.00
Travel	\$0.00
Equipment	\$0.00
Supplies	\$0.00
Contractual	\$0.00
Construction	\$0.00
Other	\$0.00
Indirect Charges	\$0.00
Total	\$8,533,872.00

NEGOTIATION COMMENTS IF APPLICABLE (max 8000 characters)

Any questions pertaining to your award package, please contact your GPD Grants Management Specialist: Edith Myerly at Edith.Myerly@dhs.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)

Any questions pertaining to your award package, please contact your GPD Grants Management Specialist: Edith Myerly at Edith.Myerly@dhs.gov.

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-2015-FH-00787

AMENDMENT NUMBER:

TABLE OF CONTENTS

Article I	Assurances, Administrative Requirements and Cost Principles
Article II	Acknowledgement of Federal Funding from DHS
Article III	Activities Conducted Abroad
Article IV	Age Discrimination Act of 1975
Article V	Americans with Disabilities Act of 1990
Article VI	Best Practices for Collection and Use of Personally Identifiable Information (PII)
Article VII	Title VI of the Civil Rights Act of 1964
Article VIII	Civil Right Act of 1968
Article IX	Copyright
Article X	Debarment and Suspension
Article XI	Drug-Free Workplace Regulations
Article XII	Duplication of Benefits
Article XIII	Energy Policy and Conservation Act
Article XIV	Reporting Subawards and Executive Compensation
Article XV	False Claims Act and Program Fraud Civil Remedies
Article XVI	Federal Debt Status
Article XVII	Fly America Act of 1974
Article XVIII	Hotel and Motel Safety Act of 1990
Article XIX	Limited English Proficiency (Civil Rights Act of 1964, Title VI)

Article XX	Lobbying Prohibitions
Article XXI	Non-supplanting Requirement
Article XXII	Patents and Intellectual Property Rights
Article XXIII	Procurement of Recovered Materials
Article XXIV	Contract Provisions for Non-federal Entity Contracts under Federal Awards
Article XXV	SAFECOM
Article XXVI	Terrorist Financing E.O. 13224
Article XXVII	Title IX of the Education Amendments of 1972 (Equal Opportunity in Education Act)
Article XXVII	Trafficking Victims Protection Act of 2000
Article XXIX	Rehabilitation Act of 1973
Article XXX	USA Patriot Act of 2001
Article XXXI	Use of DHS Seal, Logo and Flags
Article XXXII	Whistleblower Protection Act
Article XXXIII	DHS Specific Acknowledgements and Assurances
Article XXXIV	System of Award Management and Universal Identifier Requirements
Article XXXV	Animal Welfare Act of 1966
Article XXXVI	Protection of Human Subjects
Article XXXVII	Incorporation by Reference of Notice of Funding Opportunity
Article XXXVIII	Acceptance of Post Award Changes
Article XXXIX	Prior Approval for Modification of Approved Budget
Article XL	Disposition of Equipment Acquired Under the Federal Award

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

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

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

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

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

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

III. **Activities Conducted Abroad**

All recipients must ensure that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that

appropriate licenses, permits, or approvals are obtained.

IV. **Age Discrimination Act of 1975**

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

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

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

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

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

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

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

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

VIII. **Civil Rights Act of 1968**

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

IX. **Copyright**

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

X. **Debarment and Suspension**

All recipients must comply with Executive Orders [12549](#) and [12689](#), which provide protection against waste, fraud and abuse by debarment or suspending those persons

deemed irresponsible in their dealings with the Federal government.

XI. Drug-Free Workplace Regulations

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

XII. Duplication of Benefits

Any cost allocable to a particular Federal award provided for in 2 C.F.R. Part 200, Subpart E may not be charged to other Federal awards to overcome fund deficiencies, to avoid restrictions imposed by Federal statutes, regulations, or terms and conditions of the Federal awards, or for other reasons. However, this prohibition would not preclude the non-Federal entity from shifting costs that are allowable under two or more Federal awards in accordance with existing Federal statutes, regulations, or the terms and conditions of the Federal awards.

XIII. Energy Policy and Conservation Act

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

XIV. Reporting Subawards and Executive Compensation

a. Reporting of first-tier subawards.

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

2. *Where and when to report.*

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

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

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

b. Reporting Total Compensation of Recipient Executives.

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

fiscal year, if-

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

ii. in the preceding fiscal year, you received-

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

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

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

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

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

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

c. Reporting of Total Compensation of Subrecipient Executives.

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

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

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

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

ii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/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 of must comply with the requirements of Section 504 of the *Rehabilitation Act of 1973*, 29 U.S.C. § 794, as amended, which provides that no otherwise qualified handicapped individual in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. These requirements pertain to the provision of benefits or services as well as to employment.

XXX. USA Patriot Act of 2001

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

XXXI. Use of DHS Seal, Logo and Flags

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

XXXII. Whistleblower Protection Act

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

XXXIII. DHS Specific Acknowledgements and Assurances

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

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

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

XXXIV. System of Award Management and Universal Identifier Requirements

A. Requirement for System of Award Management

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

frequently if required by changes in your information or another award term.

B. Requirement for unique entity identifier

If authorized to make subawards under this award, you:

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

C. Definitions

For purposes of this award term:

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

5. *Subrecipient* means an entity that:

- a. Receives a subaward from you under this award; and
- b. Is accountable to you for the use of the Federal funds provided by the subaward.

XXXV. Animal Welfare Act of 1966

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

XXXVI. Protection of Human Subjects

All recipients of financial assistance will comply with the requirements of the Federal regulations at 45 CFR Part 46, which requires that recipients comply with applicable provisions/law for the protection of human subjects for purposes of research. Recipients must also comply with the requirements in DHS Management Directive 026-04, Protection of Human Subjects, prior to implementing any work with human subjects. For purposes of 45 CFR Part 46, research means a systematic investigation, including research, development, testing, and evaluation, designed to develop or contribute to general knowledge. Activities that meet this definition constitute research for purposes of this policy, whether or not they are conducted or supported under a program that is considered research for other purposes. The regulations specify additional protections for research involving human fetuses, pregnant women, and neonates (Subpart B); prisoners (Subpart C); and children (Subpart D). The use of autopsy materials is governed by applicable State and local law and is not directly regulated by 45 CFR Part 46.

XXXVII. Incorporation by Reference of Notice of Funding Opportunity

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

XXXVIII. Acceptance of Post Award Changes

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

XXXIX. Prior Approval for Modification of Approved Budget

Before making any change to the DHS/FEMA approved budget for this

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

XL. Disposition of Equipment Acquired Under the Federal Award

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

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

1. AGREEMENT NO. EMW-2015-FH-00787	2. AMENDMENT NO. 0	3. RECIPIENT NO. 94-6000417	4. TYPE OF ACTION AWARD	5. CONTROL NO. WX02376N2016T
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 20-FEB-17	12. METHOD OF PAYMENT SF-270	13. ASSISTANCE ARRANGEMENT Cost Sharing	14. PERFORMANCE PERIOD From:20-FEB-17 To:19-FEB-19	

Budget Period
From:30-MAR-16 To:01-OCT-16

15. DESCRIPTION OF ACTION

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

PROGRAM NAME ACRONYM	CFDA NO.	ACCOUNTING DATA (ACCS CODE) XXXX-XXX-XXXXXX- XXXXX-XXXX-XXXX-X	PRIOR TOTAL AWARD	AMOUNT AWARDED THIS ACTION + OR (-)	CURRENT TOTAL AWARD	CUMULATIVE NON-FEDERAL COMMITMENT
SAFER	97.083	2016-F5- C211-P4310000-4101-D	\$0.00	\$8,533,872.00	\$8,533,872.00	\$0.00
		TOTALS	\$0.00	\$8,533,872.00	\$8,533,872.00	\$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
09-AUG-16

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

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



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

RESOLUTION 2016-08

**RESOLUTION RECOMMENDING THAT THE BOARD OF SUPERVISORS AUTHORIZE THE
SAN FRANCISCO FIRE DEPARTMENT TO ACCEPT AND EXPEND A GRANT IN THE
AMOUNT OF \$8,533,872 FROM THE FEDERAL EMERGENCY MANAGEMENT AGENCY TO
HIRE THIRTY-SIX FIREFIGHTERS**

WHEREAS, The San Francisco Fire Department (SFFD) responds to over 130,000 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 2015 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 2016, the SFFD was awarded a SAFER grant in the amount of \$8,533,872 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,

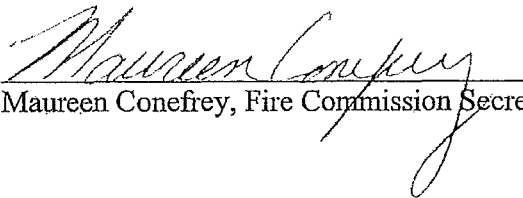
WHEREAS, The performance period of this SAFER grant is from February 20, 2017 to February 19, 2019; and,

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 \$8,533,872 for the hiring of thirty-six new firefighters.

Adopted at the Regular Meeting of the San Francisco Fire Commission on September 28, 2016.

Ayes: 4
Nays: 0


Maureen Conefrey, Fire Commission Secretary

SAN FRANCISCO  FIRE DEPARTMENT

TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: Mark Corso, Finance, San Francisco Fire Department
DATE: November 23, 2016
SUBJECT: Accept and Expend Ordinance for Grant

GRANT TITLE: Staffing for Adequate Fire and Emergency Response
(SAFER) FY2015

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

Introduction Form

By a Member of the Board of Supervisors or the Mayor

BOARD OF SUPERVISORS
CITY OF LOS ANGELES

2017 MAR 14 PM 4:33

Time stamp
or meeting date

I hereby submit the following item for introduction (select only one):

- 1. For reference to Committee. (An Ordinance, Resolution, Motion, or Charter Amendment)
- 2. Request for next printed agenda Without Reference to Committee.
- 3. Request for hearing on a subject matter at Committee.
- 4. Request for letter beginning "Supervisor [] inquires"
- 5. City Attorney request.
- 6. Call File No. [] from Committee.
- 7. Budget Analyst request (attach written motion).
- 8. Substitute Legislation File No. []
- 9. Reactivate File No. []
- 10. Question(s) submitted for Mayoral Appearance before the BOS on []

Please check the appropriate boxes. The proposed legislation should be forwarded to the following:

- Small Business Commission
- Youth Commission
- Ethics Commission
- Planning Commission
- Building Inspection Commission

Note: For the Imperative Agenda (a resolution not on the printed agenda), use a Imperative Form.

Sponsor(s):

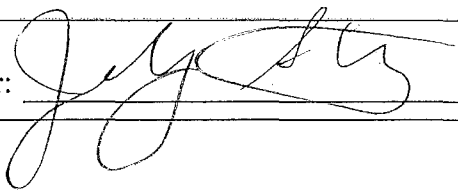
Supervisor Sheehy

Subject:

Accept and Expend Grant & Amend the Annual Salary Ordinance – Staffing for Adequate Fire and Emergency Response Grant Program – \$8,533,872

The text is listed below or attached:

Ordinance retroactively authorizing the Fire Department to accept and expend a grant in the amount of \$8,533,872 from the Federal Emergency Management Agency for the Staffing for Adequate Fire and Emergency Response Grant Program, and amending Fiscal Years 2016-2017 and 2017-2018 Annual Salary Ordinance to reflect the addition of thirty-six grant-funded Class H002 Firefighter at 36.00 FTE for 7/1/16 through 6/30/17 and 36.00 FTE for 7/1/17 through 6/30/18.

Signature of Sponsoring Supervisor: 

For Clerk's Use Only: