

Introduced by \_\_\_\_\_ Council Bill No. R 76-13

**A RESOLUTION**

authorizing the City Manager to apply for a grant from the State of Missouri – Office of Homeland Security for the purchase of equipment for the Fire Department and Police Department.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF COLUMBIA, MISSOURI, AS FOLLOWS:

SECTION 1. The City Manager is hereby authorized to apply for a grant from the State of Missouri – Office of Homeland Security for the purchase of equipment for the Fire Department and Police Department. The form and content of the grant application shall be substantially as set forth in “Exhibit A” which is attached to this resolution.

SECTION 2. The City Manager is authorized to execute certified assurances in connection with the grant application. The form and content of the certified assurances shall be substantially as set forth in “Exhibit B” which is attached to this resolution.

SECTION 3. The City Manager is authorized to sign any other documents required in connection with the grant application.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

ATTEST:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Mayor and Presiding Officer

APPROVED AS TO FORM:

\_\_\_\_\_  
City Counselor

**STATE OF MISSOURI  
OFFICE OF HOMELAND SECURITY**

**FY 2013 Grant Application Packet  
Homeland Security Grant Program**



**Division of Grants  
Local and State Assistance  
301 W. High Street  
P. O. Box 749  
Jefferson City, MO 65102  
Phone: (573) 526-9011**

**DEADLINE: March 29, 2013**

**The application must be received in the  
Office of Homeland Security  
by 5:00 p.m.**

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# **MISSOURI HOMELAND SECURITY GRANT PROGRAM**

## **INTRODUCTION**

The Missouri Office of Homeland Security, Division of Grants is pleased to announce the availability of the FY2013 Program Guidance and Application for Funding. This program is made available through the Grants Programs Directorate (GPD) and National Preparedness Directorate (NPD) within the Federal Emergency Management Agency (FEMA).

## **ELIGIBLE APPLICANTS**

State and Local Units of Government and Other Nongovernmental organizations subgrantees.

To be eligible, agencies / organizations must be in compliance with:

- ☐ **Section 43.505, RSMo**, relating to Uniform Crime Reporting and **Section 590.650, RSMo**, relating to Racial Profiling Reporting. It is the responsibility of the applicant to check the status and submission of such reports with the appropriate agencies.
- ☐ **Section 513.653, RSMo**, relating to the audit of federal seizures and the proceeds received.
- ☐ **Section 590.701, RSMo**, relating to the adoption of a written policy to record custodial interrogations of persons suspected or attempting to commit the felony crimes described in subsection 2 of this section.
- ☐ **Section 44.090, RSMo**, relating to the **National Incident Management System (NIMS)**: HSPD-5, "Management of Domestic Incidents," mandated the creation of NIMS and the National Response Plan (NRP). NIMS provides a consistent framework for entities at all jurisdictional levels to work together to manage domestic incidents, regardless of cause, size, or complexity. To promote guidelines, standards, and protocols for command and management, preparedness, resource management, communications and information management, supporting technologies, and management and maintenance of NIMS. The NRP, using the template established by NIMS, is an all-discipline, all-hazards plan that provides the structure and mechanisms to coordinate operations for evolving or potential Incidents of National Significance, which are major events that "require a coordinated and effective response by an appropriate combination of federal, state, local, tribal, private sector, and nongovernmental entities." The NIMS Integration Center (NIC) recommends 14 activities for nongovernmental organizations that support NIMS implementation. These activities closely parallel the implementation activities that have been required of state, territorial, tribal, and local governments since 2004 and can be found at: [www.fema.gov/pdf/emergency/nims/ngo\\_fs.pdf](http://www.fema.gov/pdf/emergency/nims/ngo_fs.pdf). To integrate nonprofit into the broader national preparedness effort, DHS encourages grantees to consider pursuing these recommended activities.

**Non-governmental organizations subgrantees will be required to meet certain NIMS compliance requirements.** This includes emergency preparedness, response, and/or security personnel in the organization participating in the development, implementation, and/or operation of resources and/or activities awarded through this grant. They must complete training programs consistent with the NIMS National Standard Curriculum Development Guide. Minimum training includes IS-700a — NIMS: An Introduction. In addition, the following classes are recommended: IS-800b — National Response Plan (NRP); ICS-100a — An Introduction, Incident Command System; ICS-200a — ICS for Single Resources and Initial Action Incidents). For additional guidance on NIMS training, please refer to: <http://www.fema.gov/training-0>.

## **ELIGIBLE PROGRAMS**

A separate application must be submitted for each project (if the scope of the project differs). If requesting multiple pieces of equipment with a similar scope, such can be included in one application.

- ☐ **State Homeland Security Program (SHSP) — CFDA #97.06** - SHSP supports the implementation of State Homeland Security Strategies to address the identified planning, organization, equipment, training, and exercise needs to prevent, protect against, mitigate, respond to, and recover from acts of terrorism and other catastrophic events.
  - **Law Enforcement Terrorism Prevention Activities (LETPA)** — LETPA focuses upon the prevention of terrorist attacks and provides law enforcement and public safety communities with funds to support intelligence gathering and information sharing. States are required to ensure that at least 25 percent of their SHSP award funds and at least 25 percent of their Urban Area Security Initiative (UASI) award funds are dedicated for law enforcement terrorism prevention-oriented planning, organization, training, exercise, and equipment activities.

## **ALLOWABLE BUDGET CATEGORIES**

Applicants may request funding under the following approved budget categories:

1. Contractual
2. Equipment
3. Personnel
4. Overtime
5. Supplies/Operations
6. Travel
7. Renovation and Construction

**NOTE:** *Public Safety Communications Interoperability has been established in Missouri as an agency's ability to establish or enhance access to the Statewide Interoperability Network (MOSWIN) with a Project 25 Mobile (45 watt) Trunked Radio. In order to be eligible for interoperable communications grant funding, applicants must be able to demonstrate in their grant applications how they currently can access the Statewide Network via a mobile trunked Project 25 radio or how they plan on utilizing the equipment requested to access the network. The information applicants provide outlining their current or anticipated capabilities to the Missouri Department of Public Safety to justify their request in the grant process is critical to their ability to purchase other communications equipment.*

*Those applicants that can access the Statewide Network with a Project 25 Trunked Mobile Radio can purchase Non-Project 25 Base Stations, Repeaters and Portable radios. All mobile radios purchased under these grant guidelines must be capable of operating in the Project 25 trunked mode and able to access the Statewide Interoperability Network, when purchased. Upgrades to existing Project 25 mobile radios to enable them to operate in the Trunked mode are an eligible expense.*

## **UNALLOWABLE ACTIVITIES AND COST ITEMS**

Ineligible activities and cost items include, but are not necessarily limited to, the following:

- ☐ Bonuses or Commissions
- ☐ Compensation & Travel of Federal Employees
- ☐ Consultant Rates exceeding \$450/day
- ☐ Entertainment Expenses & Bar Charges
- ☐ Finance Fees for delinquent payments
- ☐ First Class Travel
- ☐ Lobbying or Fundraising
- ☐ Personal Incentives for Employment
- ☐ Weapons and Ammunition
- ☐ General use items (check with grant specialist for clarification)

## **PERIOD OF PERFORMANCE**

The FY2013 Period of Performance for SHSP grants will be a two (2) year period beginning at the start date of the subgrantee award of contract. All funds must be obligated within this period of performance.

## **REIMBURSEMENT**

This is a reimbursement grant. Your agency must incur an allowable expense, make payment and then seek reimbursement. Exceptions may be considered on a case-by-case basis.

## **SUPPLANTING**

Federal funds must be used to supplement existing funds for program activities and cannot replace (or supplant) those funds that have been appropriated for the same purpose. Homeland Security funds shall be used to fund new projects, expand/enhance existing projects, or continue a previously funded project. A subgrantee shall not use federal grant funds to pay for programs or expenses that the recipient already is obligated to pay or has funded in previous years without adequate justification.

## **ENVIRONMENTAL AND HISTORICAL PRESERVATION (EHP) COMPLIANCE REQUIREMENT**

The Federal Emergency Management Agency requires that an EHP screening form be completed and submitted with this grant application for every requested activity that has the potential to cause an adverse impact on the environment or historical preservation. The EHP screening form is provided as a separate attachment to this grant application and can also be found on the OHS web site at <http://www.dps.mo.gov/dir/programs/ohs/grantstraining/?h=1>

## **REPORTING REQUIREMENTS**

All subgrantees will be required to submit progress reports and a final report to the appropriate Grant Program Specialist:

- Grant Progress Reports: Required by December 10<sup>th</sup> and June 10<sup>th</sup>.
- Final Reimbursement Request is due within 45 days of the end of the grant period.
- Grant Final Report: Required within 45 days of the end of the grant period.

## **ADMINISTRATIVE REQUIREMENTS:**

- *Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.* This Common Rule contains government wide fiscal and administrative conditions governing federal grants and cooperative agreements and sub awards to State, Local, and Indian Tribal Governments (OMB Circular A-102).
- *Uniformed Administrative Requirements for Grants and Agreements with Institutions of Higher Educations, Hospitals, and other Non-Profit Organizations* (OMB Circular A-110)

## **AUDIT REQUIREMENTS:**

- *Audits of States, Local Governments, and Non-Profit Organizations.* This circular sets forth standards for obtaining consistency and uniformity among Federal agencies for the audit of states, local governments, and non-profit organizations expending Federal awards (OMB Circular A-133)

### **COMMON RULES:**

- 44 CFR Part 17: "Government-Wide Requirements for Drug-Free Workplace (Grants)"
  - 44 CFR Part 18: "New Restrictions on Lobbying"
  - 44 CFR Part 17: "Government-Wide Debarment and Suspension (Nonprocurement)"
  - Missouri Suspended and Debarment Vendor List (<http://oa.mo.gov/purch/agencyinfo/suspven.pdf>)
- For additional information on grants management and to obtain copies of current circulars/cfra, please visit <http://www.whitehouse.gov/OMB/circulars/>.

### **LOCAL JURISDICTION AND NON-GOVERNMENTAL ORGANIZATION APPLICATION PROCESS FOR HSGP FUNDS**

Each homeland security region is governed by a Regional Homeland Security Oversight Committee (RHSOC) that includes representatives of various disciplines (health, fire, emergency medical services, law enforcement, mental health, volunteer, city or county official, etc.). Local jurisdictions and non-governmental organizations (NGO) should become familiar with the representatives that make up the RHSOC. Interested agencies are encouraged to contact the RHSOC through the Regional Planning Commission (RPC) <http://www.dps.mo.gov/dir/programs/ohs/regionalization/?h=0> or by contacting the Office of Homeland Security, Local and State Assistance at (573) 526-9011.

### **APPLICATION REVIEW, APPROVAL AND NOTIFICATION**

1. All applications must be submitted to the Office of Homeland Security by 5:00 p.m. on March 29, 2013.
2. OHS will review all applications for administrative completeness and eligibility.
3. OHS will forward all local applications to their respective RHSOC and/or Regional Planning Commission for review, evaluation, and scoring.
4. Awards will be made by the OHS Grants Division to local, state, regional, and non governmental organizations within 45 days of receiving the federal homeland security grant from FEMA.

## **GRANT SUBMISSION INSTRUCTIONS:**

Please use the fillable forms that have been provided in this application and are also provided on the Missouri Office of Homeland Security webpage: <http://www.dps.mo.gov/dir/programs/ohs/grantstraining/?h=0>

**All applications must be received by 5:00 p.m., March 29, 2013**

**Submit one (1) original, signed application to the address below:**

Missouri Office of Homeland Security  
Attn: Division of Grants  
301 West High Street, Suite 870-B  
P.O. Box 749  
Jefferson City, MO 65102

and

**Submit one (1) electronic copy to: [pamela.brauner@dps.mo.gov](mailto:pamela.brauner@dps.mo.gov)**

- ✓ In order for the application to be “complete”, the following forms must be submitted in the order below:
  - Application Summary Report Form
  - Application for Funding Form
  - Required Budget Forms (Please submit only those budget forms required for items requested for this project)
  - Narrative Justification
  - Certified Assurances
  - Audit Requirements
  - EHP Screening (If Applicable)
- ✓ All applications must be signed. Please ensure that all signatures in the application are original. Stamped signatures will not be accepted. Failure to secure proper signatures could result in an incomplete application in which case funds could be denied.
- ✓ Faxed applications *will not* be accepted.
- ✓ Please clip the grant application in the upper left-hand corner if possible. Do not put in a binder.
- ✓ Please do not include instruction pages provided in this application packet.



# Homeland Security Application Checklist

Please review the application to ensure you have completed all required documents and assembled the application in the following order:

- ☐ Application Summary Report
- ☐ Application for Funding Form
- ☐ Budget Pages (do not include budget pages for which funds are not requested)
  - ☐ Contractual Budget Page
  - ☐ Equipment Budget Page
  - ☐ Personnel Budget Page
  - ☐ Personnel Information Sheet (must be submitted if requesting Personnel and/or Overtime)
  - ☐ Overtime Budget Page
  - ☐ Supplies/Operations Budget Page
  - ☐ Travel Budget Page
  - ☐ Match Budget Page
  - ☐ Renovation/Construction Budget Page
- ☐ Narrative Justification
- ☐ Current Certified Assurances
- ☐ Audit Requirements Form
- ☐ EHP Screening (If Applicable)

## Have you:

- ☐ Completed the entire application electronically?
- ☐ Double-checked your math?
- ☐ Checked that all forms are accurate and fully completed?
- ☐ Identified the Authorized Official as the City Mayor/Administrator, County Commissioner, State Department Director, or person of similar position for the Applicant Agency?
- ☐ Identified the Project Director as the person with direct oversight of the project?
- ☐ Identified the Fiscal Officer as the City Clerk, County Treasurer, Director of Finance, or person of similar position for the Applicant Agency?
- ☐ Verified all forms are signed and dated by the correct Authorized Official and/or Project Director?



MISSOURI OFFICE OF HOMELAND SECURITY  
Grants Division, Local and State Assistance  
301 W. High Street, P.O. Box 749  
Jefferson City, MO 65102  
(573) 526-9011

## APPLICATION SUMMARY REPORT

**Applicant Agency:**

City of Columbia MO

**Project Title:**

Region F Homeland Security Response Team (HSRT) Sustainment

### Applicant Authorized Official

Name Title  
Michael Matthes City Manager

Agency  
City of Columbia MO

Address  
701 E. Broadway

City State Zip  
Columbia MO 65201

Phone Number Fax Number  
(573) 874-7254 573-442-8828

E-mail Address  
mematthe@gocolumbiamo.com

### Applicant Project Director

Name Title  
Charles P. Witt Fire Chief

Agency  
City of Columbia MO- Fire Department

Address  
201 Orr Street

City State Zip  
Columbia MO 65201

Phone Number Fax Number  
573-874-7570 573-874-7446

E-mail Address  
cpw@GoColumbiaMO.com

### Supervisor of Project

Name Title  
Tammy Puett Admn. Officer

Agency  
City of Columbia MO - Fire Department

Address  
201 Orr Street

City State Zip  
Columbia MO 65201

Phone Number Fax Number  
573-874-7222 (573) 874-7222

E-mail Address  
tlpuett@GoColumbiaMO.com

**Geographic Area(s) to be served by this project (Include all Counties and Cities that are part of this grant and will be served by the Project):**

Region F, Regional Homeland Security Oversight area, including counties (and cities within) of: Audrain, Boone, Callaway, Camden, Cole, Cooper, Gasconade, Howard, Miller, Moniteau, Montgomery, Morgan and Osage.

**The requested funds will be used to:**

☐ Fund a New Project ☒ Expand/Enhance an Existing Project ☐ Continue a Previously Funded Project

**Provide a brief summary of the overall purpose of this project.**

Region F HSRT is a combination of three CBRNE response teams in Columbia, Camden and Cole Counties, these three teams constitutes one (1) HSRT response team.

The Region F HSRT is a deployable asset to CBRNE events to the entire region as well as to the State Of Missouri when requested.

Region F HSRT is a Type II asset evaluated by the Missouri Emergency Response Commission during annual audits of training, equipment and personnel.

Funds for equipment purchases and sustainment have been provided by the Office of Homeland Security through individual annual grants and Region F Regional Homeland Security Oversight Committee purchasing.

Funds for this grant application will be used for sustainment of previously purchased equipment and for original equipment upgrades.

# Instructions for Application for Funding Form

## **Section 1 — Instructions**

This application must be completed electronically.

## **Section 2 — Grant Programs**

Select the appropriate grant program for which you are making application.

## **Section 3 — Applicant Agency**

Enter the legal name and address of the organization that has the authority to legally bind the agency in a contract.

- For an agency within a city government system (i.e. Police Department), the **city** is the applicant agency.
- For an agency within a county government system (i.e. Sheriff's Office), the **county** is the applicant agency.
- For an agency within a college/university (i.e. Office of Homeland Security), the **university/college** is the applicant agency.
- For an agency within a state department, the **department** is the applicant.
- The Regional Planning Commission (RPC) is an **applicant** agency under the homeland security regionalization program.

## **Section 4 — Applicant Authorized Official**

Enter the name and address of the individual who has the authority to legally bind the applicant agency, as listed in Section 3, in a contract.

- **City Government** — If the applicant agency is a city, the mayor/city administrator shall be the Authorized Official. Where both persons exist, the mayor shall be the Authorized Official.
- **County Government** — If the applicant agency is a county, the county commissioner shall be the Authorized Official.
- **University/College** — If the applicant agency is a university/college, the president shall be the Authorized Official.
- **Non Profit Board** — If the applicant agency is a Non Profit Agency, the Board Chairperson shall be the Authorized Official.
- **State Government** — If the applicant agency is a state department, the director shall be the Authorized Official.
- **Regional Planning Commission (RPC)** — If the applicant agency is an RPC, the RPC Executive Director is the Authorized Official.

## **Section 5 — Applicant Project Director**

Enter the name and address of the person who will have direct oversight of the proposed project. If the applicant agency is an RPC, the Executive Director is the Project Director.

## **Section 6 — Applicant Fiscal Officer**

Enter the name and address of the individual who has responsibility for project accounting, reporting, and closeout. This person cannot be the same person names as the Authorized Official or Project Director.

This individual shall be the City Clerk, County Treasurer, Director of Finance, or person of similar responsibility for the Applicant Agency.

## **Section 7 — Other Contact for Reporting**

Enter the name and address of any other contact responsible for reporting.

## **Section 8 — Project Title**

Enter a brief descriptive title. If this application is a continued project, use the same project title from the past year(s).

## **Section 9 — Type of Application**

Indicate the type of application based on the following:

**NEW** — If this application is being submitted as part of a competitive bid process, the type of application is considered "New".

**REVISED** — If the agency has specifically been asked by the Office of Homeland Security to revise a portion of a New or Renewal application, the type of application is considered "Revised".

**RENEWAL** — If the agency has specifically been notified of the opportunity to renew an existing contract, the type of application is considered "Renewal".

**CONTINUATION** — If this application is being submitted as part of a competitive bid process to continue a program currently funded by the Office of Homeland Security, the type of application is considered "Continuation".

## **Section 10 — Current Contract Number(s)**

Indicate the OHS Contract Number if the applicant agency currently has a contract through the Office of Homeland Security.

## **Section 11 — Applicant's Federal Tax I.D./FEIN Number**

Enter the applicant organization's Federal Tax Identification Number (FEIN). This number must be included in order to document receipt of this application.

## **Section 12 — Data Universal Numbering System (DUNS) Number**

Enter the applicant organization's DUNS Number.

## **Section 13 — Contract Period**

The contract period will normally be a twenty-four (24) month contract as agreed to with the Award of Contract.

## **Section 14 — Geographic Area Served**

Check the type of geographic area that will be impacted.

## **Section 15 — Program Income**

If program income will be generated by this proposed project, please indicate in this section. All income generated as a direct result of an agency-funded project shall be deemed program income (e.g., if the purpose of the grant is to conduct conferences, any training fees that are generated would be considered program income).

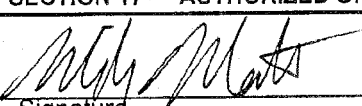
## **Section 16 — Budget**

A total of each budget category should be auto-filled from the budget pages that are submitted with this project. If they do not auto-populate, enter total of each category. Enter Project Total all budget amounts.

## **Section 17 — Authorized Official's Signature**

This application must bear the **ORIGINAL SIGNATURE** of the Authorized Official as identified in Section 4.

# APPLICATION FOR FUNDING FORM

<b>SECTION 1 — INSTRUCTIONS</b>			
This application must be filled out electronically. Please refer to the Application for Funding instructions to complete this form.			
<b>SECTION 2 — PROGRAM TYPE</b>			
<input checked="" type="checkbox"/> SHSP — State Homeland Security <input type="checkbox"/> LETPA — Law Enforcement Terrorism Prev. <input type="checkbox"/> EMPG — Emergency Management Performance Grant			
<b>SECTION 3 — APPLICANT AGENCY</b>		<b>SECTION 8 — PROJECT TITLE</b>	
APPLICANT AGENCY City of Columbia MO	PHONE: (573)874-7254 FAX: (573) 442-8828	Region F Homeland Security Response Team (HSRT) Sustai	
ADDRESS 701 E. Broadway			
CITY Columbia	STATE ZIP CODE Mo 65201	<b>SECTION 9 — TYPE OF APPLICATION</b>	
		<input checked="" type="checkbox"/> New <input type="checkbox"/> Revised <input type="checkbox"/> Renewal <input type="checkbox"/> Continuation	
<b>SECTION 4 — APPLICANT AUTHORIZED OFFICIAL</b>		<b>SECTION 10 — CURRENT CONTRACT NUMBER</b>	
NAME Michael Matthes	PHONE: (573)874-7254 FAX: 573-874-8828	4884	
TITLE City Manager		<b>SECTION 11 — FEDERAL TAX I.D. #</b>	
AGENCY City of Columbia MO		FEIN #: 43-6000810	
ADDRESS 701 E. Broadway		<b>SECTION 12 — DUNS NUMBER</b>	
CITY Columbia	STATE ZIP CODE Mo 65201	DUNS #: 071989024	
<b>SECTION 5 — APPLICANT PROJECT DIRECTOR</b>		<b>SECTION 13 — CONTRACT PERIOD</b>	
NAME Charles P. Witt	PHONE: 573-874-7570 FAX: 573-874-7446	Start Date MMDDYYYY 09/01/2013         End Date MMDDYYYY 08/31/2015	
TITLE Fire Chief		<b>SECTION 14 — GEOGRAPHIC AREA SERVED</b>	
AGENCY City of Columbia MO - Fire Department		<input type="checkbox"/> Statewide <input checked="" type="checkbox"/> Regional <input type="checkbox"/> Local	
ADDRESS 201 Orr Street		<b>SECTION 15 — PROGRAM INCOME</b>	
CITY Columbia	STATE ZIP CODE Mo 65201	Will Program Income be generated? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>SECTION 6 — APPLICANT FISCAL OFFICER</b>		<b>SECTION 16 — BUDGET</b>	
NAME Tammy Puett	PHONE: 573-874-7397 FAX: 573-874-7446	<b>TOTAL COST</b>	
TITLE Administrative Officer		CONTRACTUAL	\$15,000.00
AGENCY City of Columbia		EQUIPMENT	\$14,982.00
ADDRESS 201 Orr Street		PERSONNEL	\$0.00
CITY Columbia	STATE ZIP CODE Mo 65201	OVERTIME	\$0.00
<b>SECTION 7 — OTHER CONTACT FOR REPORTING</b>		SUPPLIES-OPERATIONS	\$0.00
NAME	PHONE:	TRAVEL	\$0.00
	FAX:	MATCH	\$0.00
AGENCY		RENOVATION-CONSTRUCTION	\$0.00
ADDRESS			
CITY	STATE ZIP CODE	<b>TOTAL PROJECT COSTS</b>	<b>\$29,982.00</b>
		<b>SECTION 17 — AUTHORIZED OFFICIAL SIGNATURE</b>	
		 4-3-13	
		Signature Date	

Subject to approval of City Council

# CONTRACTUAL

APPLICANT AGENCY: City of Columbia MO

PROJECT TITLE:

Region F Homeland Security Respon

**INSTRUCTIONS:**

1. Under the **Nature of Service** column, describe the types of consultant services or contracts desired. Indicate if this is a sustainment cost.
2. "Sustainment" is defined as costs that are necessary to maintain a current, deployable homeland security asset.
3. Under the **Basis for Cost Estimate**, enter the formula for computing the cost of such service.
4. A copy of any contractual agreement made as a result of an award through this grant program must be forwarded to the Office of Homeland Security or be readily available for review or approval prior to execution of the grant. Only services that have a written contractual agreement should be listed on this page.
5. Contractual agreements must be within the grant performance period designated by OHS.

NATURE OF SERVICE	SUSTAIN- MENT (YES / NO)	BASIS FOR COST ESTIMATE	TOTAL COST
Haz-MatID360 upgrade	<input checked="" type="checkbox"/> <input type="checkbox"/>	Contract	\$15,000.00
TOTAL CONTRACTUAL COST			\$15,000.00

# EQUIPMENT

APPLICANT AGENCY: City of Columbia MO

PROJECT TITLE: Region F Homeland Security Response

## INSTRUCTIONS:

1. The state of Missouri defines equipment as tangible property having an acquisition cost of \$1,000 or more, and a useful life of more than one year.
2. "Sustainment" is defined as costs that are necessary to maintain a current, deployable homeland security asset.
3. The Authorized Equipment List (AEL) Number is required. The AEL # can be found at [www.rkb.us](http://www.rkb.us).

BASIS FOR COST ESTIMATE					
ITEM DESCRIPTION	AEL #	QTY	UNIT COST	SUSTAINMENT (YES/NO)	TOTAL COST
TAC6-EOD Tactical Bomb Suit	02PE01BSUT	1	\$9,746.82	<input checked="" type="checkbox"/> <input type="checkbox"/>	\$9,746.82
Peltor Tactical Earmuff - Boone County	01ZA04HEAR	2	\$117.59	<input checked="" type="checkbox"/> <input type="checkbox"/>	\$235.18
CBRNE canisters - Boone County	01AR02APRC	100	\$50.00	<input checked="" type="checkbox"/> <input type="checkbox"/>	\$5,000.00
TOTAL EQUIPMENT COST					\$14,982.00

# PERSONNEL

APPLICANT AGENCY: City of Columbia MO

PROJECT TITLE:

Region F Homeland Security Respon

## INSTRUCTIONS:

1. Include all personnel to be funded on the proposed project.
2. List the Title and Name of Individual who will fill each proposed position (if known). Put to be filled "TBF" if position is not filled yet.
3. Show Gross Monthly Salary for each individual, Full Time (FT) or Part Time (PT) and the % of Time to be devoted to this grant-funded project.
4. Under the Fringe Benefits section, identify the particular benefits for which funds are requested. All fringe benefits provided must be itemized.
5. Under the column entitled Basis for Cost Estimate, enter the formula for computing the cost for each fringe benefit.

### BASIS FOR COST ESTIMATE

TITLE	NAME OF INDIVIDUAL	SALARY PER MONTH	FT	PT	% OF TIME ON GRANT	MONTHS	TOTAL COST
		\$0.00					\$0.00

Add Row

Remove Row

SUBTOTAL

\$0.00

FRINGE BENEFITS	BASIS FOR COST ESTIMATE	TOTAL COST
FICA & MEDICARE		\$0.00
PENSION - RETIREMENT		\$0.00
LIFE INSURANCE		\$0.00
MEDICAL INSURANCE		\$0.00
UNEMPLOYMENT COMPENSATION		\$0.00
WORKERS' COMPENSATION		\$0.00
OTHER (PLEASE IDENTIFY)		\$0.00
		\$0.00
		\$0.00
	SUBTOTAL	\$0.00
TOTAL PERSONNEL COST		\$0.00

# PERSONNEL INFORMATION SHEET

Applicant Agency: City of Columbia MO

Project Title: Region F Homeland Security Response Team (HSRT) Sustainment

Staff Member		Brief List of Experience and Current Job Responsibilities
1	Name:	
	Title:	
2	Name:	
	Title:	
3	Name:	
	Title:	
4	Name:	
	Title:	
5	Name:	
	Title:	
6	Name:	
	Title:	



# OVERTIME

APPLICANT AGENCY: City of Columbia MO

PROJECT TITLE: Region F Homeland Security Response

## INSTRUCTIONS:

1. Under **Name of Individual**, list the name of the person for whom the overtime is being requested.
2. Under the **Basis for Cost Estimate**, enter the formula for computing overtime for each individual. (Ex: Hourly wage x number of hours per week x number of weeks) Enter the total.
3. Under the **Fringe Benefits** section, identify the particular benefits, if any, associated with the overtime costs.

NAME OF INDIVIDUAL	BASIS FOR COST ESTIMATE	TOTAL COST
		\$0.00
OVERTIME SUBTOTAL		\$0.00
FRINGE BENEFITS	BASIS FOR COST ESTIMATE	TOTAL COST
FICA & MEDICARE		\$0.00
PENSION / RETIREMENT		\$0.00
LIFE INSURANCE		\$0.00
MEDICAL INSURANCE		\$0.00
UNEMPLOYMENT COMPENSATION		\$0.00
WORKERS' COMPENSATION LIABILITY		\$0.00
OTHER (PLEASE IDENTIFY)		\$0.00
		\$0.00
	FRINGE SUBTOTAL	\$0.00
TOTAL OVERTIME COST		\$0.00

**SUPPLIES/  
OPERATIONS**

APPLICANT AGENCY: City of Columbia MO

PROJECT TITLE: Region F Homeland Security Response

**INSTRUCTIONS:**

1. A Supply/Operational expense (office supplies, field supplies, training materials, telephone, cell phone, pager, postage, etc.) is defined as property having an acquisition cost of less than \$1,000.
2. "Sustainment" is defined as costs that are necessary to maintain a current, deployable homeland security asset.
3. Tuition and registration fees for eligible training must be listed on this page. These fees will not be reimbursed until after the training has occurred.

ITEM DESCRIPTION	BASIS FOR COST ESTIMATE				TOTAL COST
	AEL # (if applicable)	QTY	UNIT COST	SUSTAIN- MENT (YES/NO)	
			\$0.00	<input type="checkbox"/> <input type="checkbox"/>	\$0.00
<b>TOTAL SUPPLIES / OPERATIONS COST</b>					<b>\$0.00</b>

# TRAVEL

APPLICANT AGENCY: City of Columbia MO

PROJECT TITLE: Region F Homeland Security Response

## INSTRUCTIONS:

1. Itemize travel expenses by event.
2. Under the Travel Activity, list the type of travel. If the item is conference/training, provide the name of the conference/training, location, and date.
3. Under Basis for Cost Estimate, supply applicable information regarding total distance to be traveled, rate per mile, total days of travel, number of people traveling, airfare, lodging, and daily meal allowance (i.e. Fuel = \$300/month x 12 months x 2 vehicles = \$7,200 or Lodging = \$79/night x 3 nights x 2 people = \$474). Costs such as shuttles, taxis, parking, toll bridges, etc. may be lumped as "Miscellaneous."
4. Enter the cost of the Item in the Total Cost column.
5. Tuition and Registration Fees do not belong on this form. These fees must be listed on the Supplies/Operations page.
6. Eligible amounts requested for meals, mileage and lodging cannot exceed the state rates. State travel rates are available at [oa.mo.gov/travel/](http://oa.mo.gov/travel/)

TRAVEL ACTIVITY	BASIS FOR COST ESTIMATE	TOTAL COST
		\$0.00
TOTAL TRAVEL COST		\$0.00

**MATCH**  
**(As Applicable)**

APPLICANT AGENCY: City of Columbia MO

PROJECT TITLE: Region F Homeland Security Response

**INSTRUCTIONS:**

1. Under the Source of Match provide a good description of the types of match provided. Be specific in the description.
2. "Sustainment" is defined as costs that are necessary to maintain a current, deployable homeland security asset.
3. Under the Basis for Cost Estimate, enter the formula for computing the cost of such service. Be specific in your calculations. Materials costs should be listed separately from labor costs.

SOURCE OF MATCH	SUSTAIN- MENT (YES/NO)	BASIS FOR COST ESTIMATE	TOTAL COST
	<input type="checkbox"/> <input type="checkbox"/>		\$0.00
TOTAL MATCH COST			\$0.00

# RENOVATION/ CONSTRUCTION

APPLICANT AGENCY: City of Columbia MO

PROJECT TITLE: Region F Homeland Security Response

## INSTRUCTIONS:

1. Under the Nature of Service column, provide a good description of the types of renovation/construction services desired. Be specific in description.
2. "Sustainment" is defined as costs that are necessary to maintain a current, deployable homeland security asset.
3. Under the Basis for Cost Estimate, enter the formula for computing the cost of such service. Be specific in your calculations. Materials costs should be listed separately from labor costs.

NATURE OF SERVICE	SUSTAIN- MENT (YES/NO)	BASIS FOR COST ESTIMATE	TOTAL COST
	<input type="checkbox"/> <input type="checkbox"/>		\$0.00
TOTAL RENOVATION / CONSTRUCTION COST			\$0.00

## NARRATIVE JUSTIFICATION

Provide a complete, *narrative* for the proposed project to explain, in detail, the need for funding, the intended use of the funding, and the anticipated results of the project. The narrative should focus on the project to be funded, not the agency as a whole. Please provide information for each item requested.

### A. Project Title

Region F Homeland Security Response Team (HSRT) Sustainment

### B. Project Summary

Region F HSRT is a combination of three CBRNE response teams in Columbia, Camden and Cole Counties, these three teams constitutes one (1) HSRT response team.

The Region F HSRT is a deployable asset to CBRNE events to the entire region as well as to the State Of Missouri when requested.

Region F HSRT is a Type II asset evaluated by the Missouri Emergency Response Commission during annual audits of training, equipment and personnel.

Funds for equipment purchases and sustainment have been provided by the Office of Homeland Security through individual annual grants and Region F Regional Homeland Security Oversight Committee purchasing.

Funds for this grant application will be used for sustainment of previously purchased equipment and for original equipment upgrades.

C. Select the primary Core Capability that will be supported by the proposed project. (For more information on Core Capabilities, visit <http://www.fema.gov/core-capabilities> or click on the links below.)

- |   |  |
|---|--|
| <input type="checkbox"/> Planning   | <input type="checkbox"/> Critical Transportation                             |
| <input type="checkbox"/> Public Information and Warning                         | <input checked="" type="checkbox"/> Environmental Response/Health and Safety |
| <input type="checkbox"/> Operational Coordination                               | <input type="checkbox"/> Fatality Management Services                        |
| <input type="checkbox"/> Forensics and Attribution                              | <input type="checkbox"/> Infrastructure Systems                              |
| <input type="checkbox"/> Intelligence and Information Sharing                   | <input type="checkbox"/> Mass Care Services                                  |
| <input type="checkbox"/> Interdiction and Disruption                            | <input type="checkbox"/> Mass Search and Rescue Operations                   |
| <input type="checkbox"/> Screening, Search, and Detection                       | <input type="checkbox"/> On-scene Security and Protection                    |
| <input type="checkbox"/> Access Control and Identity Verification               | <input type="checkbox"/> Operational Communications                          |
| <input type="checkbox"/> Cybersecurity  | <input type="checkbox"/> Public and Private Services and Resources           |
| <input type="checkbox"/> Physical Protective Measures                           | <input type="checkbox"/> Public Health and Medical Services                  |
| <input type="checkbox"/> Risk Management for Protection Programs and Activities | <input type="checkbox"/> Situational Assessment                              |
| <input type="checkbox"/> Supply Chain Integrity and Security                    | <input type="checkbox"/> Economic Recovery                                   |
| <input type="checkbox"/> Community Resilience                                   | <input type="checkbox"/> Health and Social Services                          |
| <input type="checkbox"/> Long-term Vulnerability Reduction                      | <input type="checkbox"/> Housing   |
| <input type="checkbox"/> Risk and Disaster Resilience Assessment                | <input type="checkbox"/> Natural and Cultural Resources                      |
| <input type="checkbox"/> Threats and Hazard Identification                      |  |

D. Describe how the project supports the state/regional Threat and Hazard Identification and Risk Assessment (THIRA) Capability Target. (For a copy of the state THIRA, visit <http://dps.mo.gov/dir/programs/ohs/grantstraining/?h=1>. For a copy of your regional THIRA, contact your RPC <http://dps.mo.gov/dir/programs/ohs/regionalization/?h=0>.) CBRNE response supports the target hazards of the THIRA targets by identifying the hazards and being fully operational with deployable assets.

E. Describe how the project impacts any capability gaps from the state/regional THIRA Capability Target. Capability gaps of proper CBRNE response teams across the state that are fully operational, trained and proper equipment to deploy within the region and within the state of Missouri, will show the need for funding to sustain equipment, and provide teams with upgraded equipment and personal safety to continue to provide immediate response.

F. Select the National Preparedness Goal (NPG) Mission Areas that will be supported by the proposed project. (For more information on NPG Mission Areas, visit <http://www.fema.gov/mission-areas> or click on the links below.)

Check all that apply:

- ☒ Prevention
- ☒ Protection
- ☒ Mitigation
- ☒ Response
- ☒ Recovery

G. Describe how the project supports the National Preparedness Goal Mission Areas.

Teams will be equipped to respond to incidents in a safe and timely manner for public and private protection.

H. Select the primary Missouri State Homeland Security Strategic Objective that will be supported by the proposed project. (For a copy of the Missouri State Homeland Security Strategy, visit <http://dps.mo.gov/dir/programs/ohs/grantstraining/?h=1>.)

Check one:

- |   |   |
|---|---|
| <input type="checkbox"/> 1.1 Planning   | <input type="checkbox"/> 4.7 Animal Health Emergency Support                    |
| <input type="checkbox"/> 1.2 Communications   | <input type="checkbox"/> 4.8 Environmental Health                               |
| <input type="checkbox"/> 1.3 Community Preparedness and Participation                         | <input type="checkbox"/> 4.9 Explosive Device Response Operations               |
| <input type="checkbox"/> 1.4 Risk Management  | <input type="checkbox"/> 4.10 Firefighting Operations/ Support                  |
| <input type="checkbox"/> 2.1 Information Gathering and Recognition of Indicators and Warnings | <input type="checkbox"/> 4.11 WMD/ Hazardous Materials Response Decontamination |
| <input type="checkbox"/> 2.2 Intelligence Analysis and Production                             | <input type="checkbox"/> 4.12 Citizen Evacuation and Shelter-In-Place           |
| <input type="checkbox"/> 2.3 Intelligence Information Sharing and Dissemination               | <input type="checkbox"/> 4.13 Isolation and Quarantine                          |
| <input type="checkbox"/> 2.4 Law Enforcement Investigation and Operations                     | <input type="checkbox"/> 4.14 Search and Rescue                                 |
| <input checked="" type="checkbox"/> 2.5 CBRNE Detection                                       | <input type="checkbox"/> 4.15 Emergency Public Information and Warning          |
| <input type="checkbox"/> 3.1 Critical Infrastructure Protection                               | <input type="checkbox"/> 4.16 Triage and Pre-Hospital Treatment                 |
| <input type="checkbox"/> 3.2 Food and Agriculture Safety and Defense                          | <input type="checkbox"/> 4.17 Medical Surge                                     |
| <input type="checkbox"/> 3.3 Epidemiological Surveillance and Investigation                   | <input type="checkbox"/> 4.18 Medical Supplies Management and Distribution      |
| <input type="checkbox"/> 3.4 Public Health Laboratory Testing                                 | <input type="checkbox"/> 4.19 Mass Prophylaxis                                  |
| <input type="checkbox"/> 4.1 On-Site Incident Management                                      | <input type="checkbox"/> 4.20 Mass Care   |
| <input type="checkbox"/> 4.2 Emergency Operations Center Management                           | <input type="checkbox"/> 4.21 Fatality Management                               |
| <input type="checkbox"/> 4.3 Critical Resource Logistics and Distribution                     | <input type="checkbox"/> 5.1 Structural Damage and Mitigation Assessment        |
| <input type="checkbox"/> 4.4 Volunteer and Donations Management                               | <input type="checkbox"/> 5.2 Restoration of Lifelines                           |
| <input type="checkbox"/> 4.5 Responder Safety and Health                                      | <input type="checkbox"/> 5.3 Economic and Community Recovery                    |
| <input type="checkbox"/> 4.6 Public Safety and Security Response                              |   |

I. Describe how the project supports Missouri's State Homeland Security Strategy.  
By having CBRNE teams properly trained, equipped and prepared to response to emergencies.

J. Describe how the project supports a deployable asset that is NIMS Kind and Typed. (For more information on NIMS Kind and Typing, visit <http://www.fema.gov/resource-management>.)  
HSRT teams in Region F are typed as a Type II CBRNE response team. Associated with this NIMS typing, proper training and equipment sustainment/upgrades must be maintained at all times.

K. Describe how the project impacts multiple jurisdictions and/or multiple disciplines.  
Region F HSRT teams are deployable throughout the 13 county region as well as state of Missouri when requested. These multiple jurisdictions are local, state and federal.

L. Describe how the project builds regional/statewide preparedness.  
Region F HSRT has been a regional and statewide asset since the inception, continues to build resources throughout working with local, state and federal jurisdictions.

M. Describe how the project sustains a current deployable Homeland Security asset?  
Region F HSRT response teams continues to seek qualified Individuals to train and deploy as an asset. Funding for sustainment and upgrades of equipment to continue to meet the demands are essential and continually seek funds for support. Local support is minimal due to lack of funding and budget. Funds for training are used by partnering with other local, state and federal agencies at minimal costs.

N. Describe how the project provides cost effectiveness to regional/statewide initiatives (partnering with other agencies, cost sharing, innovative methodologies, mutual aid, etc.).  
Region F HSRT is a mutual aid partner with the State Fire Mutual Aid system. Region F Incident support team management is also a part of the HSRT which is called upon during disasters or emergencies to help with local, state and federal deployments to minimize costs.



O. Budget Justification (Please explain the need for each item that is requested in this project budget)

Personnel

N/A All team members are volunteer receiving no labor costs

Overtime  
NA

Travel  
NA

Equipment  
Equipment sustainment are items requested to continue to maintain deployment standards as well as Type II status

Supplies/Operations

Contractual  
Funds needed to maintain services previously funded for deployment and equipment needed to sustain deployment standards and for the safety of personnel.

Renovation/Construction  
NA

## CERTIFIED ASSURANCES

APPLICANT AGENCY: City of Columbia MO

PROJECT TITLE: Region F Homeland Security Response Team (HSRT) Sustainment

The subgrantee hereby assures and certifies compliance with all applicable Federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars A-21, A-87, A-102, A-110, A-122, A-133; Ex. Order 12372 (intergovernmental review of federal programs); and 44 C.F.R. Part 13, and 2 CFR Part 215, (administrative requirements for grants and cooperative agreements). The applicant also specifically assures and certifies that:

1. It has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application. The applicant specifically agrees to comply with Homeland Security Grant Program Guidance, Award Administration Part VI, page 46.
2. It 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.
3. It will give the awarding agency or the General Accounting Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.
4. It will comply with all lawful requirements imposed by the awarding agency (44 CFR).
5. It will assist the awarding agency (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. § 470), Ex. Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469 a-1 et seq.), and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321).
6. It will comply (and will require any subgrantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); The Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); see Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).
7. If a governmental entity -
  - a) It will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
  - b) It will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.
8. The Applicant understands all awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.
9. The Applicant agrees to maintain the records necessary to evaluate the effectiveness of the project.
10. **Personnel:** The Applicant assures that time / attendance records shall support any personnel costs and that proper records shall be maintained to adequately substantiate time spent to carry out the specific objectives for which the contract was approved. Payroll records and time sheets shall be made available during monitoring visits.
11. **Travel:** Expenditures for travel shall be supported and documented by signed travel vouchers. Lodging and transportation, receipts shall be available. Travel must be by the most direct practical route. Meals (including tips) shall not exceed the per diem rate for that location per meal. Lodging expenses must be reasonable and closely adhere to per diem rates. Rates can be found at <http://oa.mo.gov/acct/MealPerDiem.htm>. Local rules and regulations will apply if they

are more restrictive than those mentioned here. Travel expenses will not be reimbursed until the travel has occurred.

12. **Equipment:** Equipment is defined as tangible property having an acquisition cost of \$1,000 and a useful life of more than one year. Expenditures for equipment shall be in accordance with the approved budget. The Applicant shall use and manage equipment in accordance with its procedures as long as the equipment is used for its intended purposes. When equipment is no longer needed, the Applicant shall submit a written request to dispose of equipment in accordance with Local or State procedures.
13. **Supplies/Operating Expenses:** Expenditures for supplies and operating expenses shall be in accordance with the approved budget and documentation in the form of paid bills and vouchers shall support each expenditure. Care shall be given to assure that all items purchased directly relate to the specific project objectives for which the contract was approved.
14. **Contractual Services:** The Applicant assures that the following general requirements will be followed when subcontracting for work or services contained in this proposal:
  - a. All consultant and contractual services shall be supported by written contracts stating the services to be performed, rate of compensation and length of time over which the services will be provided which shall not exceed the length of the grant period.
  - b. A copy of any contractual agreement made as a result of an award through this grant program must be forwarded to the Office of Homeland Security Grants and Training Division or be readily available for review and approval prior to execution of the grant.
15. **Procurement:** The Applicant assures that all procurement transactions, whether negotiated or competitively bid, and without regard to dollar value shall be conducted in a manner that assures free and open competition. In addition, the Applicant assures that all procurement transactions will be consistent with applicable state and local laws and regulations.
16. **Sole Source Procurement:** Use of sole source procurement is discouraged. If, after completion of the competitive bidding process, only one responsible bid is received then this is sole source procurement (based on 44 CFR 13.36).
17. The Applicant assures that federal grant funds made available will not be used to supplant state and local funds.
18. The Applicant assures that fund accounting, auditing, monitoring, and such evaluation procedures as may be necessary to keep such records as the Missouri Office of Homeland Security, Grants and Training, Local and State Assistance, shall prescribe, will be provided to assure fiscal control, proper management, and efficient disbursement of funds received under this contract.
19. **Audit:** Non-Federal entities that expend \$500,000 or more in federal funds (from all sources including pass-through subawards) in the fiscal year (12-month turnaround reporting period) shall have a single organization wide audit conducted in accordance with the provisions of OMB Circular A-133.
20. The Applicant assures that it will comply, and all of its subcontractors will comply, with the non-discrimination requirement of the Federal Emergency Management Agency, Department of Homeland Security 44 CFR Part 7, Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 U.S.C. 3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; and the Age Discrimination Act of 1975.
21. The Applicant assures that, in the event a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin or sex against a recipient of funds, the recipient will forward a copy of the finding to the Office of Civil Rights Compliance (OCRC).
22. The Applicant assures that, if required to formulate an Equal Employment Opportunity Program (EEOP) in accordance with 28 CFR 42.301 et seq, it will submit a certification to the Missouri Office of Homeland Security, Grants and Training, Local and State Assistance that it has a current EEOP on file, which meets the requirements therein. The Applicant assures that it will provide to the Missouri Office of Homeland Security, Grants and Training, Local and State Assistance an EEOP, if required to maintain one, where the application is for \$500,000 or more.
23. **Lobbying:** As required by Section 1352, Title 31 of the U.S. 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 certified 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, 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 the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement.
  - b. If any funds other 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 instruction.
  - c. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subgrants shall certify and disclose accordingly.
24. If the Applicant is a law enforcement agency, the Applicant assures that the agency is in compliance with Sections 590.100 to 590.180, RSMo. Section 590.180, subsection 2 states that "any law enforcement agency which employs a peace officer who is not certified as required by sections 590.100 to 590.180 shall not be eligible to receive state or federal funds which would otherwise be paid to it for purposes of training and certifying peace officers or for other law enforcement, safety or criminal justice purposes."
25. **NIMS Compliance:** Subgrantees will be required to meet certain NIMS compliance requirements. This includes all emergency preparedness, response, and/or security personnel in the organization participating in the development, implementation, and/or operation of resources and/or activities awarded through this grant. They must complete training programs consistent with the NIMS National Standard Curriculum Development Guide.
- Homeland Security Directive 5 mandates that governments shall implement a consistent system for working together during incidents or events. The National Incident Management System (NIMS) has been designed to provide effective incident and event management. NIMSCAST has been designed for recording said NIMS compliance. Missouri under RSMo 44.090 Paragraph 8 established NIMS as the standard for incident management within the state. Department of Homeland Security, Federal Emergency Management Agency guidance provides that accepting grant funding is conditional on compliance with NIMS. *By signing this certification, the jurisdiction attests that it will continue to strive toward NIMS compliance as provided under federal and state NIMS guidance. The jurisdiction also attests that compliance shall be correctly recorded within the NIMSCAST tool. The jurisdiction understands receiving and/or using Homeland Security grant funds remains conditional upon successful participation in respect to NIMS compliance. Noncompliance of NIMS can result in Homeland Security dollars being withheld from or drawn back from the jurisdiction because of ineffective NIMS support and participation.*
26. If the Applicant provides funding under this contract to any law enforcement agency, the Applicant assures that the law enforcement agency is in compliance with the provisions of Section 43.505, RSMo relating to uniform crime reporting, and Section 590.650, RSMo relating to racial profiling.
27. **Debarment, Suspension, and Other Responsibility matters** (direct recipient): As required by Executive Order 12549, Debarment and Suspensions, and implemented at 44 CFR Part 18 for prospective participants in primary Covered transactions, as defined at 44 CFR Part 18.

a. The Applicant certifies that it and its principles:

- 1) 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;
- 2) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing 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;

- 3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- 4) 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

28. **Drug-Free Workplace (Grantee 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 17.615 and 17.620:

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

- (1) 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;
- (2) Establishing an on-going drug-free awareness program to inform employees about:
  - (a) The dangers of drug abuse in the workplace;
  - (b) The grantee's policy of maintaining a drug-free workplace;
  - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- (3) 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);
- (4) Notifying the employee in the statement required by paragraph (a) that as a condition of employment under the grant, the employee will:
  - (a) Abide by the term of the statement; and
  - (b) Notify the employer 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 convictions;
- (5) Notifying the agency in writing within 10 calendar days after receiving notice under subparagraph (4) (b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position, title, to the applicable FEMA awarding office, i.e., regional office or FEMA office.
- (6) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (4) (b) with respect to any employee who is convicted:
  - (a) 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
  - (b) Requiring such an 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;
- (7) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (1), (2), (3), (4), (5), and (6).

29. The Missouri Office of Homeland Security, Grants and Training, Local and State Assistance, reserves the right to terminate any contract entered into as a result of this application at its sole discretion and without penalty or recourse by giving a thirty (30) day written notice to the subgrantee of the effective date of termination. In the event of termination pursuant to this paragraph, all documents, data, and reports prepared by the subgrantee under the contract shall, at the option of the Missouri Office of Homeland Security, Grants and Training, Local and State Assistance, become property of the State of Missouri. The subgrantee shall be entitled to receive just and equitable compensation for that work completed prior to the effective date of termination.

30. It is understood and agreed upon that, in the event funds from state and/or federal sources are not appropriated and continued at an aggregate level sufficient to cover the contract costs, or in the event of a change in federal or state laws relevant to these costs, the obligations of each party hereunder shall thereupon be terminated immediately upon receipt of written notice.

31. An award of contract, entered into as a result of this application, shall not bind or purport to bind the Office of Homeland Security for any contractual commitment in excess of the original contract period contained in such an award of contract. However, the Office of Homeland Security shall have the right, at its sole discretion, to renew any such award of contract on a year-to-year basis. Should the Office of Homeland Security exercise its right to renew the contract, the renewal shall be subject to the terms set forth by the Office of Homeland Security in the documents developed for such renewal. Failure to comply with such terms set forth by the Office of Homeland Security will result in the forfeiture of such a renewal option.

*Failure to comply with any of the foregoing certified assurances could result in funds being withheld until such time as the subgrantee takes appropriate action to rectify the instance of non-compliance. The Applicant hereby certifies, by signature, acceptance of the terms and conditions stated or incorporated by reference herein, including those stated in the contract application.*

Mike Matthes

Authorized Official Name (Please Print)

*Mike Matthes*

Signature

4-3-13

Date

Charles P Witt Jr

Project Director Name (Please Print)

*Charles P Witt Jr*

Signature

04-04-13

Date

Subject to approval of City Council



MISSOURI OFFICE OF HOMELAND SECURITY  
301 West High Street, Suite 870B  
P.O. Box 749  
Jefferson City, MO 65102

Telephone: (573) 526-9011  
FAX: (573) 526-9012

## AUDIT CERTIFICATION FORM

AGENCY / ORGANIZATION City of Columbia MO	FISCAL YEAR END 2012
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☐ We have exceeded the federal expenditure threshold of \$500,000. We will have our Single Audit or Program Specific Audit completed and will submit the audit report within nine (9) months after the end of the audited fiscal year.

☐ We did not exceed the \$500,000 federal expenditure threshold required for a Single Audit or a Program Specific Audit to be performed this fiscal year. (Fill out Schedule below.)

**Must be filled out if Single Audit or Program Audit is not required.**

### FEDERAL FUNDS

FEDERAL GRANTOR	PASS-THROUGH GRANTOR	PROGRAM NAME & CDFA NUMBER	CONTRACT NUMBER	EXPENDITURES
				\$0.00
TOTAL FEDERAL EXPENDITURES FOR THIS FISCAL YEAR			\$0.00	

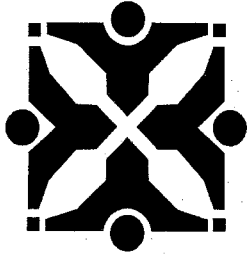
PRINTED NAME Michael Matthes		TITLE City Manager	
ADDRESS 701 E. Broadway		CITY Columbia	
STATE MO	ZIP CODE 65201	TELEPHONE NUMBER 573-874-7222	
E-MAIL ADDRESS mem@GoColumbiaMO.com			

AUTHORIZED OFFICIAL SIGNATURE AND TITLE 	DATE 4-3-13
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Failure to submit this or a similar statement, or failure to submit a completed Single Audit Package as described in the audit requirements may result in suspension of funding and will affect eligibility for future funding.

Subject to approval of City Council





Source: Fire Department

Agenda Item No:

To: City Council  
From: City Manager and Staff

Council Meeting Date: CPW Jr  
Apr 15, 2013

Approval to apply for Missouri Office of Homeland Security Grant.

Re: Region F Homeland Security Response Team (HSRT) Sustainment Grant

**EXECUTIVE SUMMARY:**

Granting the City Manager authority to sign grant application as the Authorized Official Signature.

**DISCUSSION:**

The Grant Project: Boone County is part of Region F Homeland Security Response Team. The team is applying for a grant in the amount of \$29,982 to purchase a Haz-MatID upgrade, (2) Tactical Bomb Suits, Peltor Tactical Earmuff and CBRNE (gas mask) canisters. The City Managers signature is needed in order to apply for this grant.

The local Match; No match is required for this grant.

**FISCAL IMPACT:**

Depending on the date of the grant being awarded the FY 13 and/or FY14 budget in fund 110-2320-513 will increase by \$29,982

**VISION IMPACT:**

<http://www.gocolumbiamo.com/Council/Meetings/visionimpact.php>

N/A

**SUGGESTED COUNCIL ACTIONS:**

Staff recommends granting the City Manager authority to sign grant application.

FISCAL and VISION NOTES:					
City Fiscal Impact Enter all that apply		Program Impact		Mandates	
City's current net FY cost	\$0.00	New Program/ Agency?		Federal or State mandated?	
Amount of funds already appropriated	\$0.00	Duplicates/Expands an existing program?		Vision Implementation impact	
Amount of budget amendment needed	\$29,982.00	Fiscal Impact on any local political subdivision?		Enter all that apply: Refer to Web site	
Estimated 2 year net costs:		Resources Required		Vision Impact?	No
One Time	\$29,982.00	Requires add'l FTE Personnel?	Yes	Primary Vision, Strategy and/or Goal Item #	
Operating/ Ongoing		Requires add'l facilities?	No	Secondary Vision, Strategy and/or Goal Item #	
		Requires add'l capital equipment?	No	Fiscal year implementation Task #	