

| Appropriations | | | | | |
|----------------|-----|---|-------------------------|--------------------------|--------------------|
| Fund/Activity | | Current Appropriation | Increase/ (Decrease) | Revised Appropriation | |
| 110 | | GENERAL FUND | | | |
| 110 | 110 | General Fund - Administration | | | |
| | | Personnel | \$391,000 | \$0 | \$391,000 |
| | | Benefits | 117,400 | 0 | 117,400 |
| | | Operations & Maintenance | 817,700 | 0 | 817,700 |
| | | Total | \$1,326,100 | \$0 | \$1,326,100 |
| 110 | 120 | General Fund - Court | | | |
| | | Personnel | \$26,800 | \$0 | \$26,800 |
| | | Benefits | 4,200 | 0 | 4,200 |
| | | Operations & Maintenance | 38,300 | 0 | 38,300 |
| | | Total | \$69,300 | \$0 | \$69,300 |
| 110 | 234 | General Fund - Safety Forces | | | |
| | | Transfer to Safety Forces SR Fund 234 | \$4,097,600 | \$0 | \$4,097,600 |
| | | Total | \$4,097,600 | \$0 | \$4,097,600 |
| 110 | 350 | General Fund - Service Department | | | |
| | | Operations & Maintenance | \$267,500 | \$0 | \$267,500 |
| | | Transfer To SCMR SR Fund 250 | 498,000 | 0 | 498,000 |
| | | Total | \$765,500 | \$0 | \$765,500 |
| 110 | 460 | General Fund - Recreation | | | |
| | | Transfer To Recreation SR Fund 280 | \$27,100 | \$0 | \$27,100 |
| | | Total | \$27,100 | \$0 | \$27,100 |
| 110 | 465 | General Fund - Community Center Operations | | | |
| | | Personnel | \$40,700 | \$0 | \$40,700 |
| | | Benefits | 6,300 | 0 | 6,300 |
| | | Operations & Maintenance | 130,700 | 0 | 130,700 |
| | | Total | \$177,700 | \$0 | \$177,700 |
| 110 | 570 | General Fund - Building Department | | | |
| | | Personnel | \$85,500 | \$0 | \$85,500 |
| | | Benefits | 36,400 | 0 | 36,400 |
| | | Operations & Maintenance | 12,100 | 0 | 12,100 |
| | | Total | \$134,000 | \$0 | \$134,000 |
| 110 | | General Fund - Total | | | |
| | | Personnel | \$544,000 | \$0 | \$544,000 |
| | | Benefits | 164,300 | 0 | 164,300 |
| | | Operations & Maintenance | 1,266,300 | 0 | 1,266,300 |
| | | Transfer to Other Funds | 4,622,700 | 0 | 4,622,700 |
| | | TOTAL - GENERAL FUND | \$6,597,300 | \$0 | \$6,597,300 |

| SPECIAL REVENUE FUNDS | | | | | |
|-----------------------|--|---|-----------------|-----------------|-----------------|
| 200 | | FEMA Grants Fund | | | |
| 202 | | Operations & Maintenance | \$0 | \$75,800 | \$75,800 |
| | | Total | \$0 | \$75,800 | \$75,800 |
| 203 | | Law Enforcement Grants Fund | | | |
| | | Personnel | \$0 | \$0 | \$0 |
| | | Benefits | 0 | 0 | 0 |
| | | Operations & Maintenance | 0 | 0 | 0 |
| | | Advance Repayment To Law Enforcement Trust Fund 800 | 0 | 0 | 0 |
| | | Total | \$0 | \$0 | \$0 |
| 210 | | Court Improvement Fund | | | |
| | | Personnel | \$48,600 | \$0 | \$48,600 |
| | | Benefits | 25,500 | 0 | 25,500 |
| | | Operations & Maintenance | 7,500 | 0 | 7,500 |
| | | Total | \$81,600 | \$0 | \$81,600 |

ORDINANCE NO. 2013 - 37

EXHIBIT A

PAGE 1 OF 5

| Appropriations | | | | | |
|----------------|-----|---|-------------------------|--------------------------|--------------------|
| Fund/Activity | | Current Appropriation | Increase/ (Decrease) | Revised Appropriation | |
| 215 | | Veterans Memorial Fund | | | |
| | | Operations & Maintenance | \$42,800 | \$0 | \$42,800 |
| | | Advance Repayment to Capital Fund No. 420 | 5,000 | 0 | 5,000 |
| | | Total | \$47,800 | \$0 | \$47,800 |
| 218 | | Community Center Donation Fund | | | |
| | | Operations & Maintenance | \$200 | \$0 | \$200 |
| | | Total | \$200 | \$0 | \$200 |
| 220 | | Police Pension Fund | | | |
| | | Benefits | \$73,200 | \$0 | \$73,200 |
| | | Operations & Maintenance | 2,500 | 0 | 2,500 |
| | | Total | \$75,700 | \$0 | \$75,700 |
| 234 | | Safety Forces Fund | | | |
| 234 | 110 | Administration | | | |
| | | Operations & Maintenance | \$32,900 | \$0 | \$32,900 |
| | | Total | \$32,900 | \$0 | \$32,900 |
| 234 | 230 | Police Department | | | |
| | | Personnel | \$1,886,900 | \$0 | \$1,886,900 |
| | | Benefits | 566,500 | 0 | 566,500 |
| | | Operations & Maintenance | 400,600 | 0 | 400,600 |
| | | Advance To Employee Termination SR Fund 296 | 0 | 0 | 0 |
| | | Total | \$2,854,000 | \$0 | \$2,854,000 |
| 234 | 235 | Dispatchers | | | |
| | | Personnel | \$349,400 | \$0 | \$349,400 |
| | | Benefits | 113,300 | 0 | 113,300 |
| | | Operations & Maintenance | 175,500 | 0 | 175,500 |
| | | Transfer To Debt Service Fund 310 | 108,700 | 0 | 108,700 |
| | | Total | \$746,900 | \$0 | \$746,900 |
| 234 | 240 | Fire Department | | | |
| | | Personnel | \$778,700 | \$0 | \$778,700 |
| | | Benefits | 327,400 | 0 | 327,400 |
| | | Operations & Maintenance | 229,900 | 0 | 229,900 |
| | | Transfer To FEMA Grant SR Fund 202 | 0 | 3,800 | 3,800 |
| | | Transfer To Fire Levy SR Fund 240 | 39,600 | 0 | 39,600 |
| | | Transfer To Debt Service Fund 310 | 56,900 | 0 | 56,900 |
| | | Advance To Employee Termination SR Fund 296 | 20,600 | 0 | 20,600 |
| | | Total | \$1,453,100 | \$3,800 | \$1,456,900 |
| 234 | | Safety Forces Special Revenue Fund - Total | | | |
| | | Personnel | \$3,015,000 | \$0 | \$3,015,000 |
| | | Benefits | 1,007,200 | 0 | 1,007,200 |
| | | Operations & Maintenance | 838,900 | 0 | 838,900 |
| | | Transfer to Other Funds | 225,800 | 3,800 | 229,600 |
| | | TOTAL - Safety Forces Fund | \$5,086,900 | \$3,800 | \$5,090,700 |
| 240 | | Fire Levy | | | |
| | | Personnel | \$550,300 | \$0 | \$550,300 |
| | | Benefits | 63,600 | 0 | 63,600 |
| | | Operations & Maintenance | 24,900 | 0 | 24,900 |
| | | Total | \$638,800 | \$0 | \$638,800 |
| 250 | | Street Construction, Maintenance & Repair Fund | | | |
| | | Personnel | \$457,600 | \$0 | \$457,600 |
| | | Benefits | 170,500 | 0 | 170,500 |
| | | Operations & Maintenance | 491,200 | 0 | 491,200 |
| | | Total | \$1,119,300 | \$0 | \$1,119,300 |
| 255 | | License Fee Fund | | | |
| | | Operations & Maintenance | \$24,800 | \$0 | \$24,800 |
| | | Transfer To Pleasant Valley Bridge Maint | 15,000 | 0 | 15,000 |
| | | Total | \$39,800 | \$0 | \$39,800 |
| 260 | | State Highway Fund | | | |
| | | Operations & Maintenance | \$52,200 | \$0 | \$52,200 |
| | | Total | \$52,200 | \$0 | \$52,200 |

ORDINANCE NO. 2013 - 37

EXHIBIT A

PAGE 2 OF 5

| Appropriations | | | | |
|----------------|--|--------------------------|-------------------------|--------------------------|
| | Fund/Activity | Current Appropriation | Increase/ (Decrease) | Revised Appropriation |
| 270 | Road Levy Fund | | | |
| | Personnel | \$36,700 | \$0 | \$36,700 |
| | Benefits | 9,300 | 0 | 9,300 |
| | Operations & Maintenance | 1,181,500 | 0 | 1,181,500 |
| | Transfer To Debt Service Fund 310 | 234,900 | 0 | 234,900 |
| | Total | \$1,462,400 | \$0 | \$1,462,400 |
| 280 | Recreation Operations Levy | | | |
| | Personnel | \$13,200 | \$0 | \$13,200 |
| | Benefits | 2,000 | 0 | 2,000 |
| | Operations & Maintenance | 46,800 | 0 | 46,800 |
| | Transfer To Rec. Capital Project Fund 460 | 8,100 | 0 | 8,100 |
| | Total | \$70,100 | \$0 | \$70,100 |
| 285 | Park Maintenance Fund | | | |
| | Personnel | \$24,500 | \$0 | \$24,500 |
| | Benefits | 7,000 | 0 | 7,000 |
| | Operations & Maintenance | 59,800 | 0 | 59,800 |
| | Total | \$91,300 | \$0 | \$91,300 |
| 296 | Employee Termination Fund | | | |
| | Personnel | \$39,500 | \$0 | \$39,500 |
| | Benefits | 600 | 0 | 600 |
| | Operations & Maintenance | 900 | 0 | 900 |
| | Advance Repayment To Safety Forces SR Fund 234 | 3,000 | 0 | 3,000 |
| | Total | \$44,000 | \$0 | \$44,000 |
| 297 | W.H.I.S.P.E.R. Fund | | | |
| | Operations & Maintenance | \$8,400 | \$0 | \$8,400 |
| | Total | \$8,400 | \$0 | \$8,400 |
| 298 | Garfield Park Fund | | | |
| | Operations & Maintenance | \$4,900 | \$0 | \$4,900 |
| | Total | \$4,900 | \$0 | \$4,900 |
| 200 | Special Revenue Fund Group - Total | | | |
| | Personnel | \$4,185,400 | \$0 | \$4,185,400 |
| | Benefits | 1,358,900 | 0 | 1,358,900 |
| | Operations & Maintenance | 2,787,300 | 75,800 | 2,863,100 |
| | Transfer to Other Funds | 491,800 | 3,800 | 495,600 |
| | TOTAL - SPECIAL REVENUE FUND GROUP | \$8,823,400 | \$79,600 | \$8,903,000 |
| 300 | DEBT SERVICE FUNDS | | | |
| 310 | Bond Retirement Fund | | | |
| | Operations & Maintenance | \$3,216,500 | \$0 | \$3,216,500 |
| | Total | \$3,216,500 | \$0 | \$3,216,500 |
| 320 | Special Assessment Bond Retirement Fund | | | |
| | Operations & Maintenance | \$19,100 | \$0 | \$19,100 |
| | Total | \$19,100 | \$0 | \$19,100 |
| 300 | Debt Service Fund Group - Total | | | |
| | Operations & Maintenance | \$3,235,600 | \$0 | \$3,235,600 |
| | TOTAL - DEBT SERVICE FUND GROUP | \$3,235,600 | \$0 | \$3,235,600 |

| Appropriations | | | | |
|----------------|--|--------------------------|-------------------------|--------------------------|
| | Fund/Activity | Current Appropriation | Increase/ (Decrease) | Revised Appropriation |
| 400 | CAPITAL PROJECT FUNDS | | | |
| 420 | Capital Improvement Fund | | | |
| | Operations & Maintenance | \$225,000 | \$0 | \$225,000 |
| | Transfer To Veterans Memorial SR Fund 215 | 32,200 | 0 | 32,200 |
| | Transfer To Debt Service Fund 310 | 76,000 | 0 | 76,000 |
| | Advance To Veterans Memorial SR Fund 215 | 5,000 | 0 | 5,000 |
| | Total | \$338,200 | \$0 | \$338,200 |
| 423 | Classic TIF Fund | | | |
| | Operations & Maintenance | \$0 | \$0 | \$0 |
| | Transfer To Debt Service Fund 310 | 103,700 | 0 | 103,700 |
| | Total | \$103,700 | \$0 | \$103,700 |
| 441 | Fire Dept. Capital Project Fund | | | |
| | Operations & Maintenance | \$6,100 | \$0 | \$6,100 |
| | Transfer To Debt Service Fund 310 | 121,300 | 0 | 121,300 |
| | Total | \$127,400 | \$0 | \$127,400 |
| 443 | Pleasant Valley Rd. Bridge Maintenance Fund | | | |
| | Operations & Maintenance | \$18,000 | \$0 | \$18,000 |
| | Total | \$18,000 | \$0 | \$18,000 |
| 444 | Fire Dept. Equipment Capital Project Fund | | | |
| | Operations & Maintenance | \$1,100 | \$0 | \$1,100 |
| | Transfer To Debt Service Fund 310 | 13,900 | 0 | 13,900 |
| | Total | \$15,000 | \$0 | \$15,000 |
| 460 | Recreation Capital Project Fund | | | |
| | Operations & Maintenance | \$34,800 | \$0 | \$34,800 |
| | Total | \$34,800 | \$0 | \$34,800 |
| 400 | Capital Project Fund Group - Total | | | |
| | Operations & Maintenance | \$285,000 | \$0 | \$285,000 |
| | Transfers to Other Funds | 352,100 | 0 | 352,100 |
| | TOTAL - CAPITAL PROJECT FUND GROUP | \$637,100 | \$0 | \$637,100 |

| ENTERPRISE FUNDS | | | | |
|------------------|--------------------------------------|--------------------------|-------------------------|--------------------------|
| | Fund/Activity | Current Appropriation | Increase/ (Decrease) | Revised Appropriation |
| 600 | ENTERPRISE FUNDS | | | |
| 610 | Sewer Service Fund - | | | |
| | Personnel | \$133,400 | \$0 | \$133,400 |
| | Benefits | 55,000 | 0 | 55,000 |
| | Operations & Maintenance | 1,104,200 | 0 | 1,104,200 |
| | Transfer to Debt Service Fund 310 | 466,400 | 0 | 466,400 |
| | Total | \$1,759,000 | \$0 | \$1,759,000 |
| 641 | ECTW Assessment Area "C" | | | |
| | Personnel | \$0 | \$0 | \$0 |
| | Benefits | 0 | 0 | 0 |
| | Operations & Maintenance | 171,498 | 0 | 171,498 |
| | Total | \$171,498 | \$0 | \$171,498 |
| 600 | Enterprise Fund Group - Total | | | |
| | Personnel | \$133,400 | \$0 | \$133,400 |
| | Benefits | 55,000 | 0 | 55,000 |
| | Operations & Maintenance | 1,275,698 | 0 | 1,275,698 |
| | Transfer to Other Funds | 466,400 | 0 | 466,400 |
| | TOTAL - ENTERPRISE FUND GROUP | \$1,930,498 | \$0 | \$1,930,498 |

ORDINANCE NO. 2013 - 37

EXHIBIT A

PAGE 4 OF 5

| Appropriations | | | | |
|----------------|--|--------------------------|-------------------------|--------------------------|
| | Fund/Activity | Current Appropriation | Increase/ (Decrease) | Revised Appropriation |
| 800 | TRUST & AGENCY FUNDS | | | |
| 800 | DEA Fund | | | |
| | Personnel | \$0 | \$0 | \$0 |
| | Benefits | 0 | 0 | 0 |
| | Operations & Maintenance | 320,000 | 0 | 320,000 |
| | Transfer to Law Enforcement Fund 203 | 0 | 0 | 0 |
| | Advance To Law Enforcement Grants Fund 203 | 0 | 0 | 0 |
| | Total | \$320,000 | \$0 | \$320,000 |
| 802 | Law Enforcement Trust Fund | | | |
| | Personnel | \$0 | \$0 | \$0 |
| | Benefits | 0 | 0 | 0 |
| | Operations & Maintenance | 23,000 | 0 | 23,000 |
| | Total | \$23,000 | \$0 | \$23,000 |
| 805 | Unclaimed Moneys Trust Fund | | | |
| | Operations & Maintenance | \$36,000 | \$0 | \$36,000 |
| | Total | \$36,000 | \$0 | \$36,000 |
| 809 | Petty Cash Trust Fund | | | |
| | Operations & Maintenance | \$700 | \$0 | \$700 |
| | Total | \$700 | \$0 | \$700 |
| 819 | Zoning Escrow Agency Fund | | | |
| | Operations & Maintenance | \$4,400 | \$0 | \$4,400 |
| | Total | \$4,400 | \$0 | \$4,400 |
| 821 | Construction Bond Trust Fund | | | |
| | Operations & Maintenance | \$50,000 | \$0 | \$50,000 |
| | Total | \$50,000 | \$0 | \$50,000 |
| 823 | Engineering & Inspection Trust Fund | | | |
| | Operations & Maintenance | \$60,000 | \$0 | \$60,000 |
| | Total | \$60,000 | \$0 | \$60,000 |
| 800 | Trust & Agency Fund Group - Total | | | |
| | Personnel | \$0 | \$0 | \$0 |
| | Benefits | 0 | 0 | 0 |
| | Operations & Maintenance | 494,100 | 0 | 494,100 |
| | Transfer to Other Funds | 0 | 0 | 0 |
| | TOTAL - TRUST & AGENCY FUND GROUP | \$494,100 | \$0 | \$494,100 |
| | TOTAL - ALL FUNDS | | | |
| | Personnel | \$4,862,800 | \$0 | \$4,862,800 |
| | Benefits | 1,578,200 | 0 | 1,578,200 |
| | Operations & Maintenance | 9,343,998 | 75,800 | 9,419,798 |
| | Transfer to Other Funds | 5,933,000 | 3,800 | 5,936,800 |
| | TOTAL - ALL FUND GROUPS | \$21,717,998 | \$79,600 | \$21,797,598 |

ORDINANCE NO. 2013 - 37

EXHIBIT A

PAGE 5 OF 5

City of Willoughby Hills

Interoffice Memo

Date: July 18, 2013

To: Mayor Robert Weger and Members of City Council

From: Frank Brichacek, Director of Finance *FJB*

Subject: 2013 Operating Budget Revisions – 2012 FEMA Assistance to Firefighters Grant Financing the Acquisition of Heart Monitors and Defibrillators

Chief Harmon has notified me that that the City has been awarded an Assistance to Firefighters Grant in the amount of \$72,001 by the Federal Emergency Management Agency (FEMA) to finance 95% of the cost of acquiring two heart monitors/defibrillators, three Lifepak Automated External Defibrillators (AED) and related equipment. The estimated cost of the EMS equipment being acquired is approximately \$75,700. Under the terms of the grant, the City is required to provide 5% (\$3,789) of the total cost of the equipment. A copy of the FEMA Grant Award and a memo from Chief Harmon dated July 17, 2013 explaining the grant is attached for your review.

The attached schedule proposes the following appropriation revisions to the 2013 Operating Budget of the City and the City's 2013 Certificate of Estimated Resources:

- Increasing the appropriation of the FEMA Special Revenue Fund No. 202 by \$75,800, from \$0 to \$75,800, to provide for the acquisition of the cardiac equipment listed Chief Harmon's memo dated July 17, 2013 (attached).
- Increasing the appropriation of the Safety Forces Special Revenue Fund No. 234 by \$3,800, from \$5,086,900 to \$5,090,700, to provide for an operating transfer from the Safety Forces Special Revenue Fund No. 234 to the FEMA Special Revenue Fund No. 202 to provide for the City's 5% share of the cost of acquiring the cardiac equipment.

Based upon the receipt of this grant, I will be requesting that the County Budget Commission amend the City's 2013 Certificate of Estimated Resources as follows:

- FEMA Grant Special Revenue Fund No. 202 – Increase by \$75,800, from \$0 to \$75,800, to reflect the following:
 - > \$72,001 – The award of the 2012 FEMA Assistance to Firefighters Grant
 - > \$ 3,799 – Subsidy transfer from the Safety Forces Special Revenue Fund No. 234

If you have any questions regarding these appropriation changes, do not hesitate to contact me. If you have any questions regarding the cardiac equipment to be acquired by the Fire Department, please contact either Fire Chief Harmon or Mayor Weger.

Attachments (3)

C: Debbie Doles, Assistant Finance Director

INTEROFFICE MEMORANDUM

TO: ROBERT WIEGER, MAYOR
FROM: RICHARD A. HARMON, FIRE CHIEF
SUBJECT: APPROPRIATION OF FUNDS - FEMA - AEG - AWARD
DATE: JULY 17, 2013
CC: FRANK BRICHACEK, FINANCE DIRECTOR

Dear Mayor and Frank,

We have had the good fortune of being awarded the 2012 FEMA, Assistance to Firefighters Grant. The approved project costs total to \$75,790.00. The Federal share is 95 percent or \$72,001.00 of the approved amount and our share of the costs is 5 percent or \$3,789.00.

This Grant was approved for the purchase of Heart Monitors and Defibrillators. Please see the table below for an estimated cost of the project.

Purchase of the requested equipment prior to July 31, 2013 would expedite the order by a month or more, as this is fiscal year end date for Physio-Control. There is not an urgent need for the equipment. However it would be beneficial for the purposes of in service training and improved Emergency Response capabilities.

| | | | |
|------|-----------------------------|--------------|--------------|
| 2.00 | LP15 v2 MONITOR/DEFIB, | \$ 26,636.00 | \$ 53,272.00 |
| 3.00 | LIFEPAK 1000 AED | 2,184.00 | 6,552.00 |
| 3.00 | BASE-REDI- BATTERY CHARGER | 1,036.00 | 3,108.00 |
| 7.00 | LI-ION BATTERY 5.7 AMP | 303.20 | 2,122.40 |
| 9.00 | LIFEPAK 12 LITHIUM-ION | 316.00 | 2,844.00 |
| 1.00 | Accessories and Cases | 5,677.90 | 5,677.90 |
| 2.00 | Service Contract - One Year | 1,033.00 | 2,066.00 |
| | | Subtotal | \$ 75,642.30 |
| | | Sales Tax | |
| | | Total | \$ 75,642.30 |

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



FEMA

Mr. Richard Harmon
Willoughby Hills Fire Department
35455 Chardon, Road
Willoughby Hills, Ohio 44094-9195

Re: Grant No.EMW-2012-FO-05231

Dear Mr. Harmon:

On behalf of the Federal Emergency Management Agency (FEMA) and the Department of Homeland Security (DHS), I am pleased to inform you that your grant application submitted under the FY 2012 Assistance to Firefighters Grant has been approved. FEMA's Grant Programs Directorate (GPD), in consultation with the U.S. Fire Administration (USFA), carries out the Federal responsibilities of administering your grant. The approved project costs total to \$75,790.00. The Federal share is 95 percent or \$72,001.00 of the approved amount and your share of the costs is 5 percent or \$3,789.00.

As part of your award package, you will find Grant Agreement Articles. Please make sure you read and understand the Articles as they outline the terms and conditions of your grant award. Maintain a copy of these documents for your official file. **You establish acceptance of the grant and Grant Agreement Articles when you formally receive the award through the AFG online system.** By accepting the grant, you agree not to deviate from the approved scope of work without prior written approval from FEMA.

If your SF 1199A has been reviewed and approved, you will be able to request payments online. Remember, you should request funds when you have an immediate cash need.

If you have any questions or concerns regarding the awards process or how to request your grant funds, please call the helpdesk at 1-866-274-0960.

Sincerely,

A handwritten signature in black ink, appearing to read "Timothy W. Manning".

Timothy W. Manning
Deputy Administrator for National Preparedness and Protection

Agreement Articles



FEMA

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

AGREEMENT ARTICLES

ASSISTANCE TO FIREFIGHTERS GRANT PROGRAM - Operations and Safety program

GRANTEE: Willoughby Hills Fire Department

PROGRAM: Operations and Safety

AGREEMENT NUMBER: EMW-2012-FO-05231

AMENDMENT NUMBER:

TABLE OF CONTENTS

| | |
|--------------|---------------------------------------|
| Article I | Project Description |
| Article II | Grantee Concurrence |
| Article III | Period of Performance |
| Article IV | Amount Awarded |
| Article V | Financial Guidelines |
| Article VI | Prohibition on Using Federal Funds |
| Article VII | GPD Allocations |
| Article VIII | Financial Reporting |
| Article IX | FEMA Officials |
| Article X | Central Contractor Registration (CCR) |

Article I - Project Description

The purpose of the Assistance to Firefighters Program is to protect the health and safety of the public and firefighting personnel against fire and fire-related hazards. After careful consideration, FEMA has determined that the grantee's project submitted as part of the grantee's application, and detailed in the project narrative as well as the request details section of the application - including budget information - is consistent with the program's purpose and worthy of award. Therefore, the grantee shall perform the work described in the approved grant application as itemized in the request details section of the application and further described in the grant application's narrative. These sections of the application are made a part of these grant agreement articles by reference. The grantee may not change or make any material deviations from the approved scope of work outlined in the above referenced sections of the application without prior written approval from FEMA.

Article II - Grantee Concurrence

By providing the Primary Contact's electronic signature and indicating acceptance of the award, the grantee accepts and agrees to abide by the terms and conditions of the grant as set forth in this document and the documents identified below. Grantees agree that they will use the funds provided through the Fiscal Year 2012 Assistance to Firefighters

Grant Program in accordance with these Articles of Agreement and the program guidelines provided in the Fiscal Year 2012 Assistance to Firefighters Grant program guidance. All documents submitted as part of the application are made a part of this agreement by reference.

| |
|--|
| ORDINANCE NO. 2013-37 Exhibit "B" Page 5 of 7 |
|--|

Article III - Period of Performance

The period of performance shall be from **20-JUN-13 to 19-JUN-14**.

Article IV - Amount Awarded

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

| | |
|------------------|-------------|
| Personnel | \$0.00 |
| Fringe Benefits | \$0.00 |
| Travel | \$0.00 |
| Equipment | \$75,790.00 |
| Supplies | \$0.00 |
| Contractual | \$0.00 |
| Construction | \$0.00 |
| Other | \$0.00 |
| Indirect Charges | \$0.00 |
| Total | \$75,790.00 |

NEGOTIATION COMMENTS IF APPLICABLE

Any questions pertaining to your award package, please contact your GPD Grants Management Specialist:

Martin Rosier
 Martin.Rosier@dhs.gov

Article V - Financial Guidelines

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

A. Administrative Requirements

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

B. Cost Principles

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

C. Audit Requirements

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

Article VI - Prohibition on Using Federal Funds

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

Article VII - GPD Allocations

The recipient agrees that all allocations and use of funds under this grant will be in accordance with the FY 2012 Assistance to Firefighters Grant Program guidance and application kit.

Article VIII - Financial Reporting

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

The reporting periods for the FFR are January 1 through June 30 (Report due by July 31), and July 1 through December 31 (Report due by January 30).

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

Article IX - FEMA Officials

Program Officer: Catherine Patterson is the Program Officer for the Assistance to Firefighters Grant Program. The Program Officer is responsible for the technical monitoring of the stages of work and technical performance of the activities described in the approved grant application.

Grants Assistance Officer: Andrea Day is the Assistance Officer for this grant program. The Assistance Officer is the Federal official responsible for negotiating, administering, and executing all grant business matters. If you have any questions regarding your grant please call ASK-GMD at 866-927-5646 to be directed to a specialist.

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

Article X - Central Contractor Registration (CCR)

Recipients of an AFG grant are required Central Contractor Registration (CCR) in the SAM.gov system. Active registration in the Central Contractor Registry ensures grantees are compliant with Federal regulations under Federal Financial Accountability and Transparency Act (FFATA). CCR registration is free, and may take up to 5 to 10 business days to process. For help with registering in the CCR, please visit SAM.gov for more information.

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

| | | | | |
|--|---|--|---|----------------------------|
| 1a. AGREEMENT NO. EMW-2012-FO-05231 | 2. AMENDMENT NO. 0 | 3. RECIPIENT NO. 34-6003085 | 4. TYPE OF ACTION AWARD | 5. CONTROL NO. W279230N |
| 6. RECIPIENT NAME AND ADDRESS Willoughby Hills Fire Department 35455 Chardon, Road Willoughby Hills Ohio, 44094-9195 | 7. ISSUING OFFICE AND ADDRESS Grant Programs Directorate 500 C Street, S.W. Washington DC, 20528-7000 POC: Andrea Day | 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 Richard Harmon | PHONE NO. 4409188715 | 10. NAME OF PROJECT COORDINATOR Catherine Patterson | PHONE NO. 1-866-274-0960 | |
| 11. EFFECTIVE DATE OF THIS ACTION 20-JUN-13 | 12. METHOD OF PAYMENT SF-270 | 13. ASSISTANCE ARRANGEMENT Cost Sharing | 14. PERFORMANCE PERIOD From:20-JUN-13 To:19-JUN-14 | |

Budget Period
From:01-NOV-12 To:30-SEP-13

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 | CUMMULATIVE NON- FEDERAL COMMITMENT |
|-------------------------|----------|---|-------------------------|---|------------------------|--|
| AFG | 97.044 | 2013-1C-C111-P4000000- 4101-D | \$0.00 | \$72,001.00 | \$72,001.00 | \$3,789.00 |
| TOTALS | | | \$0.00 | \$72,001.00 | \$72,001.00 | \$3,789.00 |

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

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

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

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

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

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

DATE
N/A

18. FEMA SIGNATORY OFFICIAL (Name and Title)
Andrea Day

DATE
14-JUN-13

Go Back