

# Entire Application

## Overview

**Are you a member, or are you currently involved in the management of the fire department or organization applying for this grant with this application?**

Yes, I am a member/officer of this applicant

**If you answered No**, please **complete** the information below and press the *Save and Continue* button.  
**If you answered Yes**, please do **not** complete the information requested below and press the *Save and Continue* button.

**Note:** If you answered **No** to the above question, the fields marked with an \* are required.

Preparer Information	
* Preparer's Name	
* Address 1	
Address 2	
* City	
* State	
* Zip	-
* Is there a grant-writing fee associated with the preparation of this request?	
If you answered yes above, what is the fee?	\$

## Contact Information

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Alternate Contact Information Number 1	
* Title	Planning & Research Coord.
Prefix	N/A
* First Name	Bart
Middle Initial	L
* Last Name	Humphreys
* Business Phone	979-764-3708 Ext.
* Home Phone	979-774-5938 Ext.
Mobile Phone/Pager	979-777-1854
Fax	979-764-3403
* E-mail	bhumphreys@cstx.gov

Alternate Contact Information Number 2	
* Title	Assistant Chief
Prefix	N/A
* First Name	Jon
Middle Initial	M
* Last Name	Mies
* Business Phone	979-764-3781 Ext.
* Home Phone	979-693-5295 Ext.
Mobile Phone/Pager	979-571-6947
Fax	979-764-3403
* E-mail	jmies@cstx.gov

## Applicant Information

* Organization Name	City of College Station Fire Department
* What kind of organization do you represent?	All Paid/Career
If you answered combination, above, what is the percentage of career members in your organization?	%
* Type of Jurisdiction Served	City
If other, please enter the type of Jurisdiction	
* <a href="#">Employer Identification Number</a>	74-6000534
* Are you sharing an EIN with another organization?	No
If yes, please enter the name of the entity with whom you share an EIN	
* Does your organization have a <a href="#">DUNS Number?</a>	Yes
If yes, please enter the <a href="#">DUNS Number</a>	040330330
<b>Headquarters Physical Address</b>	
* Physical Address 1	300 Krenek Tap Road
Physical Address 2	
* City	College Station
* State	Texas
* Zip	77840 - 2343 <a href="#">Need help for ZIP+4?</a>
<b>Mailing Address</b>	
* Mailing Address 1	300 Krenek Tap Road
Mailing Address 2	
* City	College Station
* State	Texas
* Zip	77840 - 2343 <a href="#">Need help for ZIP+4?</a>
<b>Account Information</b>	
* Type of bank account	Checking
* Bank routing number - <a href="#">9 digit</a> number on the bottom left hand corner of your check	113193532
*Your account number	56413

Additional Information	
* For this fiscal year (Federal) is your jurisdiction receiving Federal funding from any other grant program that may duplicate the purpose and/or scope of this grant request?	No
* If awarded this grant, will your jurisdiction expend greater than \$500,000 in Federal share funds during the Federal fiscal year in which the grant was awarded?	No
* Is the applicant <a href="#">delinquent on any federal debt</a> ?	No
If you answered yes to any of the additional questions above, please provide an explanation in the space provided below:	

## Applicant Characteristics (Part I)

* Are you a member of a <a href="#">Fire Department</a> or authorized representative of a fire department?	Yes
* Are you a member of a Federal Fire Department or contracted by the Federal government and solely responsible for suppression of fires on Federal property?	No
* Does your organization protect critical infrastructure of the state?	Yes
* Please indicate the type of community your organization serves.	Suburban
* How many commercial, industrial, residential, or institutional structures in your jurisdiction are more than four stories tall?	30
* What is the permanent resident population of your <a href="#">Primary/First-Due Response Area or jurisdiction served?</a>	80415
* Please indicate if your department has an automatic/mutual aid agreement with another community or fire department and the type of agreement that exists.	Automatic aid
<p>The objective of SAFER is to increase the on-duty strength of fire departments. The following questions are designed to help us understand the changes that will occur in departments receiving grants. For the following 4 questions only list the number of "firefighter" positions. Do not include company or command officer positions.</p>	
* At the time of application, how many authorized and funded active, full-time firefighter positions are in your department?	71
* At the time of application, how many active volunteer firefighters are in your department?	0
* If awarded this grant, how many authorized and funded active full-time firefighter positions will be in your department?	86
* If awarded this grant, how many active volunteer firefighters will be in your department?	0
* How many stations are in your organization?	5
* Do you currently report to the National Fire Incident Reporting System (NFIRS)?	Yes



## Applicant Characteristics (Part II)

* What is the total number of fire-related civilian fatalities in your jurisdiction over the last three years?	2
* What is the total number of fire-related civilian injuries in your jurisdiction over the last three years?	12
* What is the total number of line of duty member fatalities in your jurisdiction over the last three years?	0
* What is the total number of line of duty member injuries in your jurisdiction over the last three years?	8
* In an average year, how many times does your organization receive automatic/mutual aid?	40
* In an average year, how many times does your organization provide automatic/mutual aid?	70
* What is your department's operating budget (including personnel costs) for your current fiscal year and what was your budget for the last three fiscal years?	8151385 7236399 7086204 6618055
* What percentage of your annual operating budget is derived from: <b>Enter numbers only, percentages must sum up to 100%</b>	
Taxes?	98 %
Grants?	1 %
Donations?	0 %
Fund drives?	0 %
Other?	1 %
If you entered a value into Other field (other than 0), please explain	EMS billing, cost recovery for hazardous materials incident response, fee for service for system tests (sprinkler, hood suppression, underground storage tank, etc.), special inspection fees (day care, health care facility, etc)

**Department Call Volume**

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* How many responses per year by category? (Enter whole numbers only: If you have no calls for any of the categories, enter 0)	
Structural Fires	63
Vehicle Fires	37
Vegetation Fires	13
EMS	2571
Rescue	107
Hazardous Condition/Materials Calls	423
Service Calls	153
Good Intent Calls	191
False Alarms	341
Other Calls and Incidents	830

## Request Details

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

Activity	Number of Entries
<a href="#">Hiring Firefighters</a>	1

Hiring Firefighters	
* 1. The Hiring of FF activity requires a considerable cost-share on behalf of the applicant and/or its governing body. As such, it is imperative that the local governing body be aware of and support this application. Have you, as the applicant, discussed this application and its long-term obligations with your governing body and is your governing body willing to accept this long term commitment?	Yes
* 2. If awarded a hiring grant, will the newly added firefighters be trained to at least Firefighting I or equivalent within 6 months of employment?	Yes
* 3. If awarded a hiring grant, will the newly added firefighters be trained to at least Firefighting II or equivalent within 24 months of employment?	Yes
* 4. If awarded a hiring grant, will the newly added firefighters be trained within 24 months of employment to at least the minimum level of EMS certification as established by the local fire department?	Yes
* 5. Given the number of structure fires indicated in the "Call Volume" screen of your application, how many times did you assemble the minimum number of firefighting personnel at the scene in compliance with either NFPA 1710 or NFPA 1720?	21
* 6. With staffing requested in this application and given the number of structure fires indicated in the "Call Volume" screen of your application, how many times would you estimate you would have been able to assemble the minimum number of firefighting personnel at the scene in compliance with either NFPA 1710 or NFPA 1720?	55
* 7. What is the current staffing level on your first arriving engine company or vehicle capable of initiating suppression activities?	3
* 8. Is your request for hiring firefighters based on a risk analysis and/or a staffing needs analysis?	No

If Yes, describe how the analysis was conducted.	
* 9. If awarded a grant for hiring additional firefighters, will you provide them with an entry-level physical in accordance with NFPA 1582, Standard on Comprehensive Occupational Medical Program for Fire Departments 2003 Edition, Chapter 6?	Yes

## Budget Item

* How many full-time firefighter positions, including job-shares, are you requesting?	10
If you are requesting assistance to fund a position that would be "shared" by more than one individual, i.e., for job-share, please indicate how many individuals would fill that position and provide an explanation as to why the position is shared.	
* What is the annual starting salary for firefighters in your department?	33495
* What is the average benefit rate for your department (as calculated as a percentage of the annual salary)?	29%
* If awarded, what is your estimate of the average annual increase in salary for these firefighting positions as a result of step increases, cost-of-living adjustments, incentive pay, etc.? Show this figure as a percentage of the annual salary.	3%

## Budget

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Budget Matrix						
	First 12-Month Period	Second 12-Month Period	Third 12-Month Period	Fourth 12-Month Period	Fifth 12-Month Period	<b>Total</b>
<a href="#">Personnel</a>	334,950	344,999	355,348	366,009	376,989	<b>1,778,295</b>
<a href="#">Benefits</a>	97,136	100,050	103,051	106,143	109,327	<b>515,707</b>
Federal Share	360,000	320,000	200,000	120,000	0	<b>1,000,000</b>
Applicant Share	<b>72,086</b>	<b>125,049</b>	<b>258,399</b>	<b>352,152</b>	<b>486,316</b>	<b>1,294,002</b>
<b>Total:</b>	<b>432,086</b>	<b>445,049</b>	<b>458,399</b>	<b>472,152</b>	<b>486,316</b>	<b>2,294,002</b>

## Narrative Statement

### Project Description

\* Please provide your narrative statement in the space provided below.

The College Station Fire Department currently staffs six fire apparatus operating out of four stations. (A fifth station is scheduled to open this year.) These apparatus are three engines (minimum staffing of three personnel each), one 75' quint (minimum staffing of three personnel), one aircraft rescue and firefighting vehicle (minimum staffing of an operator only), and one incident commander's vehicle, staffed by a shift commander. Other staffed apparatus are three first line ambulances staffed by a total of six personnel.

With our current staffing, in order to meet the NFPA 1710 Standard for Organization and Deployment of Fire Suppression Operations by Career Fire Departments, Sec. 5.2.4.2, Initial Full Alarm Assignment Capability, all first line fire apparatus (except the ARFF vehicle) and one ambulance must respond. If stand by emergency medical service is desired, an additional EMS unit must respond, leaving no fire apparatus and only one ambulance in service for our population of 80,415.

We have attempted to improve this situation through an automatic aid agreement with our immediate neighbor, the City of Bryan. The minimum fire apparatus staffing for the Bryan Fire Department is also three personnel per unit. Because of station locations, if Bryan Fire Department's Ladder 1 (the only dedicated ladder company in our county) is dispatched to our city, their response time to the closest point of our shared city limit is approximately ten minutes. This does allow us to eventually provide the needed number of personnel on scene, but nowhere close to the 8-minute time frame in the standard.

There are two options to improve response and meet NFPA 1710. One is to increase staffing in our current fleet to a minimum of four personnel. The other alternative is to initiate a dedicated ladder company.

Because we do not currently have dedicated ladder company service in our department, the College Station Fire Department proposes to place in service a dedicated ladder company. This ladder company would have a daily minimum staffing of four personnel (company officer, operator, two firefighters). Total required personnel positions to cover three shifts including scheduled and unscheduled absences is fifteen and we are requesting federal assistance in financing ten of these.

Although increasing minimum staffing on fire apparatus would provide the number of personnel needed under NFPA 1710, we feel that this is the best option to increase first alarm staffing because it also provides for dedicated ladder company operations for all full alarm responses. Under our current situation ladder company functions are essentially lost if our quint is first due and has to assume engine company functions. A dedicated ladder company would enhance the safety of personnel in that fire companies would have a better understanding of what their initial on scene assignments would be, as opposed to "Are we a ladder company or engine company this time?" Performance, accountability, and effectiveness on the scene would be enhanced and therefore the safety of our firefighters and citizens would be improved.

Although our primary service area is in excess of 49 square miles a single ladder company operating from our most advantageous station location would be able to respond to approximately eighty percent of

our population base within the recommended eight minute response time.

Current entry level requirements for the College Station Fire Department are that all applicants must possess a current and valid Texas Commission on Fire Protection Basic Structural Firefighter Certification and Texas Department of State Health Services Emergency Medical Technician-Basic certification. The learning objectives of the basic structural firefighter curriculum meet the objectives of NFPA 1001: Firefighter Professional Qualifications for Firefighter I and Firefighter II. Notices of entry level testing are usually sent to all certified training providers within the state in conjunction with advertising done locally and in major markets across the state.

All newly hired firefighters receive a comprehensive entry-level physical and medical examination, including TB testing and necessary immunizations. The College Station Fire Department believes that the best way to have fit and healthy personnel are to hire fit and healthy personnel.

In our mission statement we encourage our personnel to serve as role models and to participate in their community. Several of our personnel are also members of area volunteer departments. We feel that this improves both departments and the communities they serve.

Because our Station 5 is scheduled to open this year fiscal resources are stretched to the breaking point. To minimize the impact on City finances, staffing for Station 5 has been implemented over a three year period and was reduced from our original request for fifteen personnel to a level designed to provide minimum staffing of three personnel per shift.

The City has committed to purchase a 100' ladder tower which would either replace our quint or be placed in service as a dedicated ladder company if staffing issues can be resolved. City finance feels that if this grant for ten personnel can be secured that the balance of required personnel can be handled through our regular budget process. The City's Strategic Planning Office Five Year Economic Forecast indicates that the local share of the cost of the firefighter positions requested through this grant can be absorbed through increased property tax revenue related to the economic growth in our area. At the end of the performance period these positions would be sustained as a regular budget line item.

It should be noted that the Fire Department budget for FY '04 contains capital expenditure costs of approximately \$1.2 million for the construction of Station 5 and that the FY '05 budget contains capital expenditure costs of approximately \$1.2 million for the relocation of Station 3. All budgets reflect costs of some "nontraditional" services that are responsibilities of our fire department, such as Premise Code Enforcement (weeds and grass, junk vehicles, open storage, etc.) and Parking Operations and Enforcement.

There have been recent, significant, far-reaching and fiscally demanding changes in the requirements placed upon the fire and emergency medical services of our country. Some of these changes impact us nation-wide while others impact us only on a state or local level. In some instances CSFD is mandated to meet these new demands and in other instances we are obligated to meet these demands because of our charge to provide a safe, secure environment for our citizens and employees. In both cases there is often inadequate, or no, funding provided to satisfy these mandates and obligations

According to population estimates as of January 01, 2005, the City of College Station has 80,415 permanent residents. This is an increase of 6% from the January 01, 2004 population estimate of 75,763 by the Texas State Data Center and an increase of 18% from the 2000 U.S. Census Bureau figure of 67,890. Additionally, as the home of Texas A&M University, College Station hosts an annual, temporary population of over 42,000 college students and a daily TAMU workforce in excess of 11,000 people. The

College Station Fire Department operates under an automatic aid agreement with the City of Bryan (estimated population 68,670) and under written mutual aid agreements with four volunteer departments that serve the unincorporated areas within Brazos County (estimated population 178,200).

By definition, the focus of the College Station Fire Department's Fire Protection Master Plan is to address the immediate need for additional stations, fire apparatus and staffing for the provision of basic fire protection and emergency medical services to our community. The tax base and revenue generating capability of this medium-sized community is quite limited, as there is very little industry or other taxable venues. The Texas A&M University System and the Bush Presidential Museum and Library Complex occupy in excess of thirty percent of the incorporated area of the City. Given the considerable amount of real estate lost to the tax rolls as exempt property, the City has extremely limited options to substantially increase funds available to meet increased community needs.

Besides providing emergency response service to our city, the Texas A&M University Main Campus and the George Bush Presidential Library and Museum complex, and Easterwood Regional Airport (all of which are located within our city limits) our department, through an agreement with Brazos County, provides emergency medical services to the southern half of the county. This places an additional two hundred-forty five (245) square miles in the department's primary EMS response area.

The College Station Fire Department, under an automatic aid agreement, provides Hazardous Materials/WMD response, along with more traditional emergency services, to our immediate neighbor, the City of Bryan, Texas, population 68,670. This arrangement is out of fiscal necessity on the part of the two cities. The Bryan Fire Department is the lead agency for technical rescue and urban search and rescue, while the College Station Fire Department is lead for Haz Mat and WMD response. We have jointly made a conscious decision not to duplicate costly, specialized equipment (when practical) and to train personnel in each department to serve on these response teams so that a reasonable response capability is locally achieved. This non-duplication of equipment expense allows for better training of personnel in both departments and enhanced response capability that we provide to all county volunteer departments under written mutual aid agreements, serving a total population of 178,200 within the 586 square miles of Brazos County. These services are also provided to six surrounding counties on a request-for-service basis, making our total population served almost 300,000 in a 5,385 square mile area.

To minimize duplication of services and maximize available resources, the Governor's Division of Emergency Management has initiated a regional response program, more heavily involving the local Councils of Governments (COG) in emergency planning and response. As the cities of College Station and Bryan represent almost 50% of the total population (and a substantially larger percentage of the available resources) of all seven counties in our COG, it is painfully obvious that the surrounding counties will call upon us for assistance in any major emergency.

\* Please describe any grants that your department has received from DHS including the AFG. For example:

2002 AFG Fire Engine, 2003 UASI Equipment... (Enter "N/A" if Not Applicable)

2001 AFG- fire safety house and smoke detector installation program

2002 AFG- light-duty rescue apparatus and 32' enclosed cargo trailer

2003 AFG- interoperable communications equipment, personnel accountability system, vehicle intercom systems

2004 AFG- improve ECG capabilities from 3-lead to 12-lead

The City of College Station received 2002 SHSP Grant, 2003 II SHSP Grant, 2004 SHSP Grant from which the Fire Department, along with many other City departments, received equipment.



## Assurances and Certifications

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### Form 20-16A

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**You must read and sign these assurances by providing your password and checking the box at the bottom of this page.**

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

#### Assurances Non-Construction Programs

**Note:** Certain of these assurances may not be applicable to your project or program. If you have any questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. Section 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).

6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. Sections 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290-dd-3 and 290-ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Acts of 1968 (42 U.S.C. Section 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Title II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P. L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or Federally assisted programs. These requirements apply to all interest in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply with provisions of the Hatch Act (5 U.S.C. Sections 1501-1508 and 7324-7328), which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. Sections 276a to 276a- 7), the Copeland Act (40 U.S.C. Section 276c and 18 U.S.C. Sections 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. Sections 327-333), regarding labor standards for Federally assisted construction sub agreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102 (a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in flood plains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. Section 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. Section 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. Section 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. Section 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.
19. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act (29 U.S.C. 201), as they apply to employees of institutions of higher education, hospitals, and other non-profit organizations.

Signed by **Bart Humphreys** on **05/31/2005**



**Form 20-16C**

**You must read and sign these assurances by providing your password and checking the box at the bottom of this page.**

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

**Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters and Drug-Free Workplace Requirements.**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 44 CFR Part 18, "New Restrictions on Lobbying; and 28 CFR Part 17, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Homeland Security (DHS) determines to award the covered transaction, grant, or cooperative agreement.

**1. Lobbying**

A. As required by the section 1352, Title 31 of the US Code, and implemented at 44 CFR Part 18 for persons (entering) into a grant or cooperative agreement over \$100,000, as defined at 44CFR Part 18, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement and extension, continuation, renewal amendment or modification of any Federal grant or cooperative agreement.

(b) If any other funds than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities", in accordance with its instructions.

(c) The undersigned shall require that the language of this certification be included in the award documents for all the sub awards at all tiers (including sub grants, contracts under grants and cooperative agreements and sub contract(s)) and that all sub recipients shall certify and disclose accordingly.

**2. Debarment, Suspension and Other Responsibility Matters (Direct Recipient)**

A. As required by Executive Order 12549, Debarment and Suspension, and implemented at 44CFR Part 67, for prospective participants in primary covered transactions, as defined at 44 CFR Part 17, Section 17.510-A, the applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency.

(b) Have not within a three-year period preceding this application been convicted of or had a civilian judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or perform a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

(c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification: and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

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

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

As required by the Drug-Free Workplace Act of 1988, and implemented at 44CFR Part 17, Subpart F, for grantees, as defined at 44 CFR part 17, Sections 17.615 and 17.620:

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

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug free awareness program to inform employees about:

- (1) The dangers of drug abuse in the workplace;
- (2) The grantees policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant to be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:

- (1) Abide by the terms of the statement and
- (2) Notify the employee in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

(e) Notifying the agency, in writing within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to the applicable DHS awarding office, i.e. regional office or DHS office.

(f) Taking one of the following actions, against such an employee, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement or other appropriate agency.

(g) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

(8) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance				
Street	City	State	Zip	Action

If your place of performance is different from the physical address provided by you in the Applicant Information, press *Add Place of Performance* button above to ensure that the correct place of performance has been specified. You can add multiple addresses by repeating this process multiple

times.

Section 17.630 of the regulations provide that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for DHS funding. States and State agencies may elect to use a Statewide certification.

Signed by **Bart Humphreys** on **05/31/2005**

## FEMA Standard Form LLL

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Only complete if applying for a grant for more than \$100,000 and have lobbying activities. See Form 20-16C for lobbying activities definition.

**This form is not applicable**