



City of Grand Forks  
Staff Report  
Committee of the Whole – Dec 9<sup>th</sup>, 2019  
City Council – Dec 16<sup>th</sup>, 2019

**APPROVED & ACCEPTED**  
*by City Council*  
12/16/2019  
*Maureen Storstad*  
Maureen Storstad  
City Auditor

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**Agenda Item: Budget amendment to move grant revenue into the 2019 budget.**

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**Submitted by: Gary Lorenz, Fire Chief**

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**Staff Recommended Action: to approve budget amendment**

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**Committee Recommended Action:** Refer to City Council with recommendation to approve.

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**Council Action:**

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**BACKGROUND:** The amendment request is for expenses incurred within the FY18 Homeland Security Grant/DES Grant code EMW-2018-SS-0008/#168. The performance period for this grant is October 1<sup>st</sup>, 2018 - December 31<sup>st</sup>, 2019. The FY18 Homeland Security Grant expenses for 2019 were related to education and training, wages and salary for overtime due to grant specified training, and purchase of fire suppression tools and equipment.

**ANALYSIS AND FINDINGS OF FACT:**

**SUPPORT MATERIALS:**

- Budget amendment request
- Notice of grant award

**CITY OF GRAND FORKS, NORTH DAKOTA**

**BUDGET AMENDMENT REQUEST**

**REQUEST NO.**

**DATE: 12/4/2019**

**PAGE:**

**TO: FINANCE AND ADMINISTRATIVE OFFICE**

**FROM:**

Request amendment to budget as indicated

12/4/2019  
**DATE**

*Greg Starn*  
**DEPARTMENT HEAD**

Increase Revenue						Increase Expenditure Account					
FUND CODE	DEPT CODE	SUB DEPT CODE	BUDGET CODE	DESCRIPTION	AMOUNT	FUND CODE	DEPT CODE	SUB DEPT CODE	BUDGET CODE	DESCRIPTION	AMOUNT
2140	000		321.0136	FY18- Homeland Security Revenue	\$96,193.88	2140	400	4010	400.0030	Wages & Salary- OT	\$3,057.53
						2140	400	4010	401.0010	FICA OASDI-Employe	\$175.37
						2140	400	4010	401.0015	FICA-Medicare Emplo	\$41.01
						2140	400	4010	410.0171	Fire Suppression Tools	\$83,716.57
						2140	400	4010	460.0050	Education & Training	\$9,203.40
			<b>TOTAL</b>		\$96,193.88					<b>TOTAL</b>	\$96,193.88

**REASON:** bringing Homeland Security- Fire grant WMD S#168/FY18- (EMW-2018-SS-0008) funds to the 2019 budget.

**FINANCE DIRECTOR'S COMMENT:**

**AUDITORS COMMENT:**

**CERTIFY AVAILABILITY OF FUNDS**

**MOVED BY:**

\_\_\_\_\_ **DATE**

\_\_\_\_\_ **DATE PROCESSED**

**SECONDED BY:**

\_\_\_\_\_ **CITY AUDITOR/DEPUTY**

\_\_\_\_\_ **ENTERED BY**

North Dakota Department of Emergency Services Division of Homeland Security PO Box 5511 Bismarck, ND 58506-5511 <b>NOTICE OF GRANT AWARD</b>	<b>ND DHS Director:</b> Cody Schulz PO Box 5511 Bismarck, ND 58506-5511 <b>Recipient Contact Name:</b> Debbie LaCombe Telephone: 328-8100
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<b>Title of Grant Program:</b> FY 18 State Homeland Security Grant Program	
<b>Federal Award Identification Number:</b> EMW-2018-SS-00008	<b>Federal Award Date:</b> September 1, 2018
<b>Federal Awarding Agency:</b> U.S. Department of Homeland Security	
<b>CFDA No.</b> 97.067 Homeland Security Grant Program	<b>Federal Award to NDDDES:</b> \$3,980,000.00

<b>Subrecipient Name and Address:</b> Grand Forks Fire Department 1124 Demers Avenue Grand Forks, ND 58201 <b>Subrecipient Contact Name:</b> Gary Lorenz Telephone: 701-746-2565 Subrecipient DUNS Number: 071347249	<b>Grant Number</b> S# 168	<b>County/Tribe</b> Grand Forks	
	<b>Performance Period</b> From: October 1, 2018		Through: December 31, 2019

<b>Financial Information</b>	<b>Grant Amount</b>	<b>Subrecipient Cost Share</b>	<b>Total Project Cost</b>
Amount of Financial Assistance	\$130,848.00		\$130,848.00

All Grant Award payments are processed upon receipt of expenditure reports unless otherwise specified in Special Conditions.

**Scope of Service:** The intent of NDDDES in providing this award is to enhance the capability of the subrecipient to prevent, protect against, mitigate, respond to, and recover from acts of terrorism and other catastrophic events in accordance with the Guidance for this grant program and in accordance with the subrecipient's application. This award is limited to the approved budget located online in DES Grants.


**Reporting Requirements:** Project Status Reports on project must be submitted to NDDDES on a quarterly basis through the NDDDES Grants Management Software. Reports are due January 15, April 15, July 15 and October 15 for the life of the grant. A final report is due with the final reimbursement request.

**Special Conditions:** The above grant project is approved subject to the special conditions or limitations as indicated on the attached page.

This award is subject to the terms and conditions incorporated either directly or by reference in the following:

- 1) Fiscal Requirement and Other Program Rules, Regulations, Laws, and Policies for Federal Programs which can be found at <https://grants.des.nd.gov/site/HSGP.cfm>
- 2) Applicable Federal and State laws and regulations
- 3) The recipient agrees that all allocations and use of funds under this grant will be in accordance with the Federal/State Notice of Funding Opportunity for this grant program.

This contract is not effective until fully executed by both parties. By signing below you are accepting the terms and conditions of the award. Please make sure you read and understand these documents before signing. Maintain a copy of these documents in your official file for this award.

<b>Evidence of Subrecipient's Acceptance</b>		<b>Evidence of DES Approval</b>	
Signature <i>Maureen Starstad</i>	Date 10/19/18	 Signature	Date: 10/1/2018
<b>Typed Name and Title of Authorized Representative</b> <i>Maureen Starstad - Finance Dir.</i>		<b>Typed Name and Title of Authorized Representative</b> Cody Schulz Director	