



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:** Approved unanimously on consent agenda

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**BACKGROUND:** The amendment request is for expenses incurred within the FY17 Homeland Security Grant/DES Grant code A1220-001-2017-R/ #19. The performance period for this grant was October 5<sup>th</sup>, 2017- August 31<sup>st</sup>, 2019. The FY17 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**

**TO: FINANCE AND ADMINISTRATIVE OFFICE**

**REQUEST NO.**

**DATE: 12/4/2019**

**PAGE:**

**FROM:**

12/4/2019

DATE

DEPARTMENT HEAD

*Avery Stone*  
DEPARTMENT HEAD

Request amendment to budget as indicated

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	FY17-Homeland Security Revenue	\$71,038.27	2140	400	4010	400.0030	Wages & Salary- OT	\$6,167.75
						2140	400	4010	401.0010	FICA OASDI-Employe	\$367.36
						2140	400	4010	401.0015	FICA-Medicare Emplo	\$85.93
						2140	400	4010	410.0171	Fire Suppression Tools	\$63,083.89
						2140	400	4010	460.0050	Education & Training	\$1,333.34
			<b>TOTAL</b>		\$71,038.27					<b>TOTAL</b>	\$71,038.27

**REASON:** bringing Homeland Security- Fire grant WMD #19/FY17- (A1220-001-2017-R) funds into 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> Greg M. Wilz 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 17 State Homeland Security Grant Program	
<b>Federal Award Identification Number:</b> EMW-2017-SS-00064	<b>Federal Award Date:</b> September 05, 2017
<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 NDDes:</b> \$3,752,000.00

<b>Subrecipient Name and Address:</b> Grand Forks Fire Department 1124 Demers Avenue Grand Forks, ND 58201 <b>Subrecipient Contact Name:</b> Chief Peter O'Neill Telephone: 701-746-2569 Subrecipient DUNS Number: 071347249	<b>Grant Number</b> 19	<b>County/Tribe</b> Grand Forks	<b>DES Grant Code:</b> A1220-001-2017-R
	<b>Performance Period</b> From: October 5, 2017		Through: 8/31/2019

<b>Financial Information</b>	<b>Grant Amount</b>	<b>Subrecipient Cost Share</b>	<b>Total Project Cost</b>
Amount of Financial Assistance	\$144,253.00		\$144,253.00

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

**Scope of Service:** The intent of NDDes 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 NDDes on a quarterly basis. This report form can be found on our website at <http://grants.des.nd.gov/app/#home?> 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 <http://www.nd.gov/des/uploads/resources/880/fiscal-and-program-policy---nddes.pdf>.
- 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.

Evidence of Subrecipient's Acceptance		Evidence of DES Approval	
Signature <i>Naureen Storstad</i>	Date <i>10/12/17</i>	Signature <i>Greg M. Wilz</i>	Date: 10/5/2017
<b>Typed Name and Title of Authorized Representative</b> <i>Naureen Storstad</i> <i>Finance Director</i>		<b>Typed Name and Title of Authorized Representative</b> Greg M. Wilz Director	