CITY OF CLARKSTON
CITY COUNCIL AGENDA
829 5th Street
MONDAY, APRIL 27, 2020

1. **CALL TO ORDER: 7:00 P.M.**
2. **PLEDGE OF ALLEGIANCE:**
3. **AGENDA CHANGES:**
4. **APPROVAL OF MINUTES: April 13, 2020 Regular Meeting**

5. **COMMUNICATIONS:**
   - **A. From the Public: No Public Comment for this meeting.**
   - **B. From the Mayor:**
   - **C. From Staff or Employees:**

6. **COMMITTEE REPORTS:**
   - **A. Finance/Admin – Audit Report on Current Bills – No Meeting**
   - **B. Public Safety – No Meeting**
   - **C. Public Works – No Meeting**
   - **D. Outside Organizations – Health District, EMS Council, Valley Vision, PTBA, SEWEDA, MPO, Regional Stormwater, Lodging Tax Advisory**

7. **UNFINISHED BUSINESS: None**

8. **CONSENT AGENDA: None**

9. **NEW BUSINESS:**
   - **A. Army Corps of Engineers Greenbelt Patrol Contract**
   - **B. FEMA Assistance to Fire Fighter Grants – COVID 19**

10. **COUNCIL COMMENTS:**

11. **QUESTIONS FROM THE PRESS:**

12. **EXECUTIVE SESSION: None**

13. **ADJOURN:**

Time limits for addressing the council have been established by council direction. Presentations are limited to 15 minutes and public comments are limited to 3 minutes per person, per topic.

*****ATTENTION:** The Council meeting will be adhering to the Governor's Emergency Proclamations regarding meetings. This meeting will be held via telephone through Cisco WebEx. If you would like to join the meeting, please email your request to saustin@clarkston-wa.com or call 509-758-5541 by 5:00pm on Monday 4/27/20. ***

Individuals with disabilities may request reasonable accommodations by calling (509) 769-0131 at least three days prior to meeting.

Protocol for City Council Meeting Via Teleconferencing

PLEASE MUTE YOUR DEVICE UNLESS YOU ARE SPEAKING. THANK YOU.

1. We will open the portal at 6:45 for Council and other community members to log on. Please give your name to Clerk/Treasurer Austin at that time.
2. Everyone will be put on mute until the council meeting begins.
3. The meeting will be called to order at 7:00 PM.
4. We will dispense with the flag salute.
5. There will be no public comment time.
6. We will have a roll call by the mayor for council members and department heads, in this order:
    a. Belinda
    b. Skate
    c. John
    d. Russ
    e. Pat
    f. Melyssa
    g. Steven
    h. City Attorney
    i. Clerk/Treasurer
    j. Police Chief
    k. Public Works Director
    l. Fire Chief
7. We will use council first names to facilitate the meeting.
8. We will use the above list for any discussion by council.
    a. The Mayor will call names.
    b. Council can speak or PASS.
9. There will not be any Committee Reports since no meetings took place. If you have any committee reports from telephonic meetings, please submit them in writing by 1:00 PM, Thursday, April 9, 2020 to be included in the agenda.

CLARKSTON CITY COUNCIL MINUTES
March 23, 2020

ROLL CALL: Skate Pierce, Belinda Larsen, John Murray, Russ Evans, Pat Holman, Melyssa Andrews and Steven Ebert joined telephonically.

STAFF: Chief Hastings, Chief White, PWD Poole, Clerk Austin.

AGENDA CHANGES: Mayor Lawrence provided guidance for the teleconference meeting procedure. She advised to add: Letter of Support for Port of Clarkston Grant to New Business Item C and the Building Department Organizing the File Room Grant to New Business Item D.

APPROVAL OF MINUTES: Minutes of the March 23, 2020 Regular Meeting were approved as distributed.

COMMUNICATIONS:

A. From the Public: None

B. From the Mayor: Mayor Lawrence reminded everyone to fill out the Census. It can be filed online.

C. From Staff or Employees: City Department heads provided Council with an update on department procedures that have been implemented during the Stay Home, Stay Healthy order.

COMMITTEE REPORTS:

Finance/Admin: Did not meet. Total expenditures for the April 13, 2020 period of $519,124.84. MOTION BY MURRAY/HOLMAN to approve the bills as read. Motion Carried

Public Safety: Did not meet.

Public Works: Did not meet.

Outside Organizations: No reports

UNFINISHED BUSINESS: None

CONSENT AGENDA: None

NEW BUSINESS:

A. Resolution 2020-03 Surplus of UV lighting PWD Poole provided Council the information on the surplus of UV lighting components. PWD Poole advised that Lewiston City Engineer Joe Kaufmann and the University of Idaho are making sanitizing cabinets for healthcare and first responders. Councilmember Murray asked if the City was making the surplus available to anyone on a first come, first served basis. PWD Poole advised that was correct. He stated that U of I has been given 60 bulbs. Councilmember Holman asked if the cabinets would be offered to the local hospitals. PWD Poole advised that they were made available and was being coordinated with U of I and Kauffman. St Joseph Regional Medical Center has been provided at least one unit. He advised that the Clarkston Fire Department decided to use a vapor sanitizing system and Tri State Memorial Hospital has decontamination room already. MOTION BY HOLMAN/MURRAY to adopt resolution. Motion Carried.

B. Agreement for Professional Services – Keller Associates PWD Poole provided the information to Council on the agreement for Keller Associates to provide the WWTP Master Plan update. MOTION BY EVANS/EBERT authorize agreement. Murray asked what the 2020 budgeted amount for the project was. PWD Poole advised that the Cityhad $120,000 budgeted. He stated that

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since a couple of projects on hold for the WWTP, there would be additional funds available since the agreement requires $129,000 for this study. Motion Carried.

C. Letter of Support for Port of Clarkston Grant Mayor Lawrence advised Council of the letter to support the Port in application for a grant to improve the 14th Street dock. MOTION BY HOLMAN/ANDREWS authorize agreement. Motion Carried.

D. Authorization to apply for the Organizing the File Room Grant PWD Poole provided information on the grant for the building department. MOTION BY LARSEN/MURRAY to authorize agreement. Murray asked if the staff member would be full-time for the grant. PWD Poole advised it would be a full-time temporary position. He advised it would include benefits, but the benefits are included in the grant amount. Larsen asked for the total amount. PWD Poole advised it was for $49,600. Motion Carried.

COUNCIL COMMENTS: Councilmember Larsen asked Chief Hastings if there was any insight to why the homeless and panhandler presence had dropped initially, but now has increased again. Chief Hastings agreed initially they were not around but have increased lately. He advised that it was due to unknown reasons. Larsen asked why the City was leaving park equipment open such as slides and swings that may be spreading germs to children. Mayor Lawrence advised that short of fencing off the entire parks, the City does not have a lot of options. PWD Poole commented that every morning City crews are replacing tape at both Arnold and Beachview parks. He advised that it would be expensive to fence off all the parks. The important thing is that people are practicing safe social distancing. He advised that people need to take same precautions as they do at stores. Councilmember Evans stated that even the process of taping off the areas would leave germs, so he stated he thinks that the City has done enough in that department. Councilmember Andrews asked if the City could place hand sanitizer in the parks. Mayor Lawrence advised it would be hard to secure it so it couldn't be taken. Clerk Austin advised that currently the City does not have enough sanitizer and cannot get any at this time. Larsen asked if the City could put up construction barrels or remove the playground equipment – for instance removing the swing seats. PWD Poole advised he could have the equipment removed if Council directs such action. Atty Richardson advised that other jurisdictions are leaving swings, only blocking off areas that do not encourage social distancing. Mayor Lawrence advised that the parks are one place that some families can go, about the only place that families and apartment dwellers can go that provides green space and provides a way for citizens to be in nature. Evans advised he agreed with Mayor Lawrence. Murray also agreed but stated that he does not think that is Larsen's issue. Mayor Lawrence advised that the bathrooms would remain closed for now, to limit contamination. Evans thanked the department heads and City employees for doing a good job. Andrews agreed with Evans.

PRESS QUESTIONS: None

EXECUTIVE SESSION: None

ADJOURNMENT:

Meeting adjourned at 7:53PM.

Steve Austin, City Clerk

Monika Lawrence, Mayor

Total Fund Expenditures 4/13/20	Ck # 70329-70402	$202,697.71
Payroll 4/3/20	Ck # 70297-70325	$316,427.13

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SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS

OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30

1. REQUISITION NUMBER: W68SBV00495625

2. CONTRACT NO.

3. AWARD/EFFECTIVE DATE

4. ORDER NUMBER

5. SOLICITATION NUMBER: W912EF20Q0051

6. SOLICITATION ISSUE DATE: 03-Apr-2020

7. FOR SOLICITATION INFORMATION CALL:

a. NAME: MELITA S DOYLE

b. TELEPHONE NUMBER (No Collect Calls): 509-527-7207

8. OFFER DUE DATE/LOCAL TIME: 10:00 AM 13 Apr 2020

9. ISSUED BY CODE W912EF

USAED, WALLA WALLA - CONTRACTING DIV.
MELITA S. DOYLE
201 N. THIRD AVENUE
WALLA WALLA WA 99362-1876

TEL: 509-527-7207
FAX: 509-527-7802

10. THIS ACQUISITION IS [X] UNRESTRICTED OR [ ] SET ASIDE: _____ % FOR:

[ ] SMALL BUSINESS
[ ] WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM
[ ] HUBZONE SMALL BUSINESS
[ ] EDWOSB
[ ] SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS
[ ] 8(A)

NAICS: 561612

SIZE STANDARD: $22,000,000

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED
[ ] SEE SCHEDULE

12. DISCOUNT TERMS

[ ] 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)

13b. RATING

14. METHOD OF SOLICITATION
[X] RFQ [ ] IFB [ ] RFP

15. DELIVER TO CODE G4R0PL0

LOWER GRANITE PROJECT
885 ALMOTA FERRY ROAD
POMEROY WA 99347-9758
TEL: FAX:

16. ADMINISTERED BY CODE

17a. CONTRACTOR/ OFFEROR CODE 4CQY7 FACILITY CODE 4CQY7

Clarkston , City Of
Joel Hastings Police Chief
829 5th St
Clarkston, WA 99403
TELEPHONE NO. 509-758-1680

18a. PAYMENT WILL BE MADE BY CODE

[ ] 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER

18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED [ ] SEE ADDENDUM

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	SEE SCHEDULE				

25. ACCOUNTING AND APPROPRIATION DATA

26. TOTAL AWARD AMOUNT (For Govt. Use Only)

[X] 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1. 52.212-4. FAR 52.212-3. 52.212-5 ARE ATTACHED. ADDENDA [X] ARE [ ] ARE NOT ATTACHED

[ ] 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA [ ] ARE [ ] ARE NOT ATTACHED

[X] 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 1 COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED.

[ ] 29. AWARD OF CONTRACT: REF. OFFER DATED . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:

30a. SIGNATURE OF OFFEROR/CONTRACTOR

Monika Lawrence

31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)

30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)

Monika Lawrence
Mayor, Clarkston

30c. DATE SIGNED

31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT)

TEL:

EMAIL:

31c. DATE SIGNED

Section SF 1449 - CONTINUATION SHEET

INSTRUCTIONS TO OFFERORS
INSTRUCTIONS TO OFFERORS

This is a request for quote for supplementary law enforcement services on Corps-administered lands and waters to the City of Clarkston during peak visitation in accordance with the technical specifications for the U.S. Army Corps of Engineers, Walla Walla District, at Lower Granite Natural Resources Management Office, Clarkston, WA.

Registration at www.beta.sam.gov is required. Failure to register in the SAM database will make an offeror ineligible for award. Effective 29 April 2018, the notarized letter process is now mandatory on all CURRENT registrants at SAM who have a requirement to update data on their SAM record. The notarized letter is mandatory and is required in order for the GSA Federal Service Desk (FSD) to activate the entity's registration. Both Federal Assistance entities and all non-Federal entities must mail the original, signed copy of the notarized letter to the Federal Service Desk. Failure to do so within 30 days of activation may result in the registration no longer being active. Mail the completed, signed, notarized letter to:

FEDERAL SERVICE DESK
ATTN: SAM.GOV REGISTRATION PROCESSING
460 INDUSTRIAL BLVD
LONDON, KY 40741-7285
UNITED STATES OF AMERICA

Completion of the required FAR 52.212-3, Offeror Representations and Certifications – Commercial Items is required. When you complete your SAM registration, the link to complete your Representations and Certifications is also available. Please do not hesitate to contact Melita Doyle, or the BETA.SAM website for assistance or have questions.

TO ENSURE RECEIPT OF YOUR QUOTE, PLEASE SEND TO THE ATTENTION OF MELITA DOYLE AT melita.s.doyle@usace.army.mil **AND BROOKE MOORE AT** brooke.n.moore@usace.army.mil

If you have any questions or concerns regarding the Request for Quote, please contact Melita Doyle by Telephone 509-527-7207; or send an email to melita.s.doyle@usace.army.mil

Please return all pages of this request for quote. Be sure to also complete Blocks 17a, 30a, 30b, and 30c on page 1.

Name: Clarkston, City Of

Contact Telephone Number: (509) 758-1680

Email Address: jhastings@clarkstonpolice.org

Company's Federal Tax Identification Number: 91-6001238

CAGE CODE: 4CQY7 DUNS Number 01793866

TOTAL CONTRACT AMOUNT: $5,552.75

The System for Award Management (SAM) is online. BETA.SAM replaced FBO. If you have been using FBO, you should now go to www.beta.sam.gov to find your information.

Completion of FAR 52.212-3 Offeror Representations and Certifications–Commercial Items – Alternate 1 (May 2014). Electronic completion is encouraged (see https://www.acquisition.gov to download Representations and Certifications).

The Department of Homeland Security (DHS)
Notice of Funding Opportunity (NOFO)
Fiscal Year 2020 Assistance to Firefighters Grant Program - COVID-19 Supplemental (AFG-S)

NOTE: If you are going to apply for this funding opportunity and have not obtained a Data Universal Numbering System (DUNS) number and/or are not currently registered in the System for Award Management (SAM), please take immediate action to obtain a DUNS Number, if applicable, and then to register immediately in SAM. It may take four weeks or more after you submit your SAM registration before your registration is active in SAM, then an additional 24 hours for Grants.gov to recognize your information. Information on obtaining a DUNS number and registering in SAM is available from Grants.gov at: http://www.grants.gov/web/grants/register.html. Detailed information regarding DUNS and SAM is also provided in Section D – Application and Submission Information of this NOFO, subsection, Content and Form of Application Submission. An active registration is required in order to apply for funding.

A. Program Description

Issued By
Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), Grant Programs Directorate (GPD)

Assistance Listings (formerly Catalog of Federal Domestic Assistance (CFDA) Number)
97.044

Assistance Listings Title (formerly CFDA Title)
Assistance to Firefighters Grants

Funding Opportunity Title
FY2020 Assistance to Firefighters Grant Program – COVID-19 Supplemental

Funding Opportunity Number
DHS-20-GPD-044-00-99

Authorizing Authority for Program
Coronavirus Aid, Relief, and Economic Security (CARES) Act, Div. B (Pub. L. No. 116-136); Section 33 of the *Federal Fire Prevention and Control Act of 1974*, Pub. L. No. 93-498, as amended (15 U.S.C § 2229)

Appropriation Authority for Program
Coronavirus Aid, Relief, and Economic Security (CARES) Act, Div. B (Pub. L. No. 116-136)

Announcement Type
New

Program Overview, Objectives, and Priorities

Overview

The Fiscal Year (FY) 2020 Assistance to Firefighters Grant Program – COVID-19 Supplemental (AFG-S) is a supplemental funding opportunity under the Assistance to Firefighters Grant Program (AFG). AFG is one of three grant programs that constitute the Department of Homeland Security (DHS) Federal Emergency Management Agency's (FEMA) focus on enhancing the safety of the public and firefighters with respect to fire and fire-related hazards. The AFG-S Program accomplishes this by providing financial assistance directly to eligible fire departments, nonaffiliated emergency medical service (NAEMS) organizations, and State Fire Training Academies (SFTA) for critical Personal Protective Equipment Personal Protective Equipment and supplies needed to prevent, prepare for, and respond to the COVID-19 public health emergency. The AFG-S Program represents part of a comprehensive set of measures authorized by Congress and implemented by DHS. Among the five basic homeland security missions noted in the DHS Quadrennial Homeland Security Review, the AFG-S Program supports the goal to Strengthen National Preparedness and Resilience. In awarding grants, the Administrator of FEMA is required to consider:

- The findings and recommendations of the Technical Evaluation Panel;
- The extent of an applicant's need for an AFG-S grant and the need to protect America as a whole; and
- The number of calls requesting or requiring a firefighting or emergency medical response received by an applicant.

The 2018-2022 FEMA Strategic Plan creates a shared vision for the field of emergency management and sets an ambitious, yet achievable, path forward to unify and further professionalize emergency management across the country. The AFG-S Program supports the goal of Readying the Nation for Catastrophic Disasters. We invite all of our stakeholders and partners to also adopt these priorities and join us in building a stronger agency and a more prepared and resilient Nation.

Objectives

The objectives of the AFG-S program are to provide critically needed resources that equip personnel to respond to the COVID-19 public health emergency and support community resilience.

Priorities

Information on program priorities and objectives for the FY2020 AFG-S can be found in Appendix A, FY2020 AFG-S Programmatic Information and Priorities.

Performance Metrics

Performance metrics for this program are as follows:

- Percentage of AFG-S PPE recipients who equipped 100 percent of on-duty active members with PPE in compliance with applicable National Fire Protection Association and Occupational Safety and Health Administration standards.

B. Federal Award Information

Available Funding for the NOFO:	$100 million
Projected number of Awards:	1,000
Period of Performance:	Twelve months from the date of award. For additional information on period of performance extensions, refer to Section H.
Projected Period of Performance Start Date(s):	May 30, 2020
Projected Period of Performance End Date(s):	May 29, 2021
Funding Instrument:	Grant

C. Eligibility Information

Eligible Applicants

- Fire Departments
- Nonaffiliated EMS Organizations
- State Fire Training Academies

Applicant Eligibility Criteria

Fire Departments: Fire departments operating in any of the 50 states, as well as fire departments in the District of Columbia, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of Puerto Rico or any federally recognized Indian tribe or tribal organization. A fire department is an agency or organization having a formally recognized arrangement with a state, local, tribal or territorial authority (city, county, parish, fire district, township, town or other governing body) to provide fire suppression to a population within a geographically fixed primary first due response area.

NAEMS organizations: NAEMS organizations operating in any of the 50 states, as well as, the District of Columbia, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of Puerto Rico, or any federally recognized Indian tribe or tribal organization. A NAEMS organization is an agency or organization that is a public or private nonprofit emergency medical service entity providing medical transport that is not affiliated with a hospital and does not serve a geographic area in which emergency medical services are adequately provided by a fire department. FEMA considers the following as hospitals under the AFG-S Program:

- Clinics
- Medical centers
- Medical college or university
- Infirmary
- Surgery centers
- Any other institution, association, or foundation providing medical, surgical, or psychiatric care and/or treatment for the sick or injured

State Fire Training Academies: A State Fire Training Academy (SFTA) operates in any of the 50 states, as well as the District of Columbia, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, Guam, American Samoa and the Commonwealth of Puerto Rico. Applicants must be designated either by legislation or by a Governor's declaration as the sole fire service training agency within a state, territory, or the District of Columbia. The designated SFTA shall be the only agency/bureau/division, or entity within that state, territory or the District of Columbia, to be an eligible AFG-S SFTA applicant. SFTA are limited to applying for activities that are directly associated with Personal Protective Equipment and supplies needed to respond to COVID-19 public health emergency.

Eligible Activities

All activities under this solicitation are limited to the purchase of Personal Protective Equipment (PPE) and supplies to prevent, prepare for, and respond to the COVID-19 public health emergency. This includes reimbursement for expenditures made since Jan. 1, 2020.

Other Eligibility Criteria

National Fire Incident Reporting System (NFIRS)

NFIRS reporting is not a requirement to apply for the AFG-S Program. However, fire departments that receive funding under this program must agree to provide information to the NFIRS for the period covered by the assistance. If a recipient does not currently participate in the incident reporting system and does not have the capacity to report at the time of the award, that recipient must agree to provide information to the system for a 12-month period commencing as soon as possible after they develop the capacity to report. Capacity to report to the NFIRS must be established prior to the termination of the one-year performance period. The recipient may be asked by FEMA to provide proof of compliance in reporting to NFIRS. Any recipient that stops reporting to NFIRS during their grant's period of performance may be subject to the remedies for noncompliance at 2 C.F.R. § 200.338, unless it has yet to develop the capacity to report to NFIRS, as described above. There is no NFIRS reporting requirement for NAEMS organizations or SFTAs.

Note: Although data collection is an important tool for understanding and justifying assistance, participation in other data sources, (e.g., National Fire Operations Reporting System [NFORS]) does not satisfy the requirement for reporting to NFIRS.

National Incident Management System (NIMS) Implementation

AFG-S applicants are not required to be in compliance with NIMS to apply for AFG-S funding or to receive an AFG-S award. Any applicant who receives an FY2020 AFG-S award must achieve the level of NIMS compliance required by the Authority Having Jurisdiction over the applicant's emergency

service operations (e.g., a local government), prior to the end of the grant's period of performance.

Maintenance of Effort

Pursuant to 15 U.S.C. § 2229(k)(3), an applicant seeking an AFG-S grant shall agree to maintain, during the term of the grant, the applicant's aggregate expenditures relating to activities allowable under this NOFO and the FY 2019 AFG NOFO, at not less than 80 percent of the average amount of such expenditures in the two fiscal years prior to the fiscal year an AFG-S grant is awarded.

In other words, an applicant agrees that, if it receives a grant award, the applicant agrees to keep its overall expenditures during the award's period of performance (including those funded with non-Federal funding) for activities that could be allowable costs under this AFG-S NOFO and the FY 2019 AFG NOFO at a level that is at least 80 percent or more of average of what the applicant spent on such costs for those activities in fiscal years 2018 and 2019.

Cost Share or Match

In general, eligible applicants shall agree to make available non-federal funds to carry out an AFG-S award in an amount equal to and not less than 15 percent of the grant awarded. Exceptions to this general requirement apply to entities serving smaller communities as follows:

- When serving a jurisdiction of 20,000 residents or fewer, the applicant shall agree to make available non-federal funds in an amount equal to not less than 5 percent of the grant awarded;

- When serving a jurisdiction of more than 20,000 residents, but not more than 1 million residents, the applicant shall agree to make available non-federal funds in an amount equal to not less than 10 percent of the grant awarded;

The cost share for SFTAs will apply the requirements above based on the total population of the state.

FEMA has developed a cost share calculator tool in order to assist applicants with determining their cost share. The cost share tool is available at: https://www.fema.gov/media-library/assets/documents/153366

Types of Cost Share

i. **Cash (Hard Match):** Cost share of non-federal cash is the only allowable recipient contribution for AFG-S activity.

ii. **Trade-In Allowance/Credit:** On a case-by-case basis, FEMA may allow recipients already owning assets acquired with non-federal cash, to use the trade- in allowance/credit value of those assets as

cash for the purpose of meeting their cost share obligation. For FEMA to consider a trade-in allowance/credit value as cash, the allowance amount must be reasonable, and the allowance amount must be a separate entry clearly identified in the acquisition documents.

iii. **In-kind (Soft Match):** In-kind cost share is not allowable for AFG-S.

The award budget will not account for any voluntary committed cost sharing or overmatch. The use of an overmatch is not given additional consideration when scoring applications.

Economic Hardship Waivers

The Administrator of FEMA may waive or reduce recipient cost share or maintenance of effort requirements in cases of demonstrated economic hardship. Please see Appendix B: Award Administration Information for additional information.

D. Application and Submission Information

Key Dates and Times

Application Start Date:	April 28, 2020 at 8 a.m. ET
Application Submission Deadline:	May 15, 2020 at 5 p.m. ET
Anticipated Funding Selection Date:	June 5, 2020
Anticipated Award Date:	June 5, 2020

In general, DHS/FEMA will not consider for funding applications received after the deadline. DHS/FEMA may, however, extend the application deadline on request for any applicant who can demonstrate that good cause exists to justify extending the deadline. Good cause for an extension may include technical problems outside of the applicant's control that prevent submission of the application by the deadline, or other exigent or emergency circumstances. If applicants experience technical issues, they must notify the AFG Help Desk as soon as possible. The AFG Help Desk can be reached at 1-866-274-0960 or by e-mail: firegrants@fema.dhs.gov. The AFG Help Desk is open Monday – Friday, 8 a.m. – 4:30 p.m. Eastern Time.

Note that the Office of Management and Budget (OMB) provided Federal awarding agencies authority to publish emergency NOFOs for less than 30 days. See OMB Memorandum M-20-11, *Administrative Relief for Recipients and Applicants of Federal Financial Assistance Directly Impacted by the Novel Coronavirus (COVID-19)* (March 9, 2020).

Other Key Dates

Event	Suggested Deadline for Completion
Register Organization in FEMA GO	Prior to beginning application
Submitting complete application in FEMA GO	One week before actual submission deadline