(16)

CITY OF DANBURY

155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

PAUL D. ESTEFAN
DIRECTOR CIVIL PREPAREDNESS

(203) 797-4630

TO: Mayor Mark D. Boughton

Honorable Members of the City Council

FROM: Paul D. Estefan, Director of Emergency Management PDE

DATE: October 23, 2013

SUBJECT: EMPG Performance Grant

Please find attached the Emergency Management Performance Grant Application for the period 10/1/13 to 9/30/14. Please also find attached a Resolution stating the maximum award of this funding will not exceed $50,000. This grant reimburses the City for the Director and the Executive Secretary performance during this period.

Sincerely,

Paul D. Estefan

Director of Emergency Management

RECYCLED PAPER

RESOLUTION

16-1

CITY OF DANBURY, STATE OF CONNECTICUT

_____A.D. 2013

RESOLVED BY THE CITY COUNCIL OF THE CITY OF DANBURY

WHEREAS, the Federal "Emergency Management Performance Grant" (EMPG) program is again being offered to the City of Danbury through the State Department of Emergency Services and Public Protection (DESPP) Division of Emergency Management and Homeland Security (DEMHS); and

WHEREAS, this funding is offered through the State and Local Assistance Program and assists municipalities in emergency management activities including staffing and Emergency Operations Centers (EOC); and

WHEREAS, the maximum award of this funding will not exceed $50,000 and requires an equal cash or in-kind match that will be met through general operations of the emergency management team and facilities for the performance period of 10/1/13-9/30/14.

NOW, THEREFORE, BE IT RESOLVED THAT Mayor Mark D. Boughton, or his designee, Paul D. Estefan, Emergency Management Director, is hereby authorized to apply for and accept said funding and is authorized to sign any contracts/documents in connection therewith to effectuate the purposes of said grant.

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STATE OF CONNECTICUT
Department of Emergency Services & Public Protection
Division of Emergency Management & Homeland Security
Emergency Management Performance Grant (EMPG) Application

Additional copies of this kit are available on our website at
http://www.ct.gov/demhs/cwp/view.asp?a=1910&q=411692.

Mail Completed Applications To:
Your DEMHS Regional Coordinator

FOR DEMHS USE ONLY
Application Tracking #:
Date Received: _____

APPLICANT INFORMATION AND DATA SHEET

1. Name of Municipality or Agency Applying for Sub-grant:
DANBURY

2. Period of Award for this Sub-grant: 10/1/13 – 9/30/14

3. Point of Contact (Project Director) Name & Address
Name: Paul D. Estefan Title: Director of Emergency Management
Organization: City of Danbury
Address Line 1: 155 Deer Hill Avenue
Address Line 2: _____
City/State/Zip: Danbury, CT 06810
Phone: 203-797-4630 Fax: 203-796-1569
E-mail: p.estefan@danbury-ct.gov

4. Official Authorized to Sign for the Applicant:
Name: Mark D. Boughton Title: Mayor
Organization: City of Danbury
Address Line 1: 155 Deer Hill Avenue
Address Line 2: _____
City/State/Zip: Danbury, CT 06810
Phone: 203-797-4510 Fax: 203-796-1666
E-mail: m.boughton@danbury-ct.gov

5. Application Prepared by: (If Different than Point of Contact)
Name: _____ Title: _____
Organization: _____
Address Line 1: _____
Address Line 2: _____
City/State/Zip: _____
Phone: _____ Fax: _____
E-mail: _____

6. Municipal/Agency Financial Officer
Name: David St. Hilaire Title: Finance Dirrector
Organization: City of Danbury
Address Line 1: 155 Deer Hill Avenue
Address Line 2: _____
City/State/Zip: Danbury, CT 06810
Phone: 203-797-4652 Fax: 203-796-1526
E-mail: d.sthilaire@danbury-ct.gov

8. I, the undersigned, for and on behalf of the named municipality, state agency, or regional planning organization, do herewith apply for this subgrant, attest that, to the best of my knowledge, the statements made herein are true, and agree to any general or special grant conditions attached to this grant application form.

PLEASE SIGN

SIGNATURE OF AUTHORIZED OFFICIAL: X _____ **DATE:** _____

8. Applicant FEIN: 066001868

9. Applicant DUNS #: 072123250

FEDERAL SINGLE AUDIT INFORMATION

ACKNOWLEDGEMENT OF FEDERAL SINGLE AUDIT SELF REPORTING REQUIREMENTS

- Sub-grantees that are required to undergo a Federal Single Audit as mandated by OMB Circular A-133 must alert CT DEMHS, in writing, to any specific findings and/or deficiencies with regards to the use of federal grant funds within 45 days of receipt of their audit report. This notification must identify the finding(s) / deficiencies and a corrective action plan for each.
- All sub-grantees must submit to CT DEMHS a copy of the audit report section pertaining to use of federal grant funds regardless of any findings or deficiencies, within 45 days of the receipt of that report.

Please initial here _____ to indicate that you have read and understood this requirement.

PLEASE INITIAL

Please note that the information required for boxes 10 through 14 refers to the sub-grantee's audit cycle.

10. Applicant Fiscal Year End: June 30

11. Date of Last Audit: 6/30/13

12. Dates Covered by Last Audit: 07/01/12 to 06/30/13

13. Date of Next Audit: 06/30/14

14. Dates to be Covered by Next Audit: 07/01/13 to 06/30/14

Master Staffing Pattern

FEDERAL EMERGENCY MANAGEMENT AGENCY EMERGENCY MANAGEMENT ASSISTANCE STAFFING PATTERN					Performance Period October 1st, 2013 – September 30, 2014	O.M.B. No. 3067-0090
NAME OF ORGANIZATION CITY OF DANBURY EMERGENCY MANAGEMENT					STATE CONNECTICUT	DATE 9/3/13
POSITION (1)	GROSS ANNUAL SALARY (Fed. Share) (2)	FEMA FUNDING PROGRAM (3)	WORK YEARS (4)	DATE HIRED OR VACANCY (Mo/Yr) (5)	NAMES (6)	TRAINING COMPLETED (All EMD's and EMPG Funded Support Staff) Circle or Underline Completed Courses and Provide Certificates. (7)
Emergency Management Director		EMPG	.50		Paul D. Estefan	IS 100 IS 200 IS 700 IS 800
E. M. Secretary		EMPG	.50		Alice L. Dyer	IS 100 IS 200 IS 700 IS 800
Chief Executive Officer		EMPG	N/A		Mark D. Boughton	IS 100 IS 200 IS 700 IS 800
Fire Marshal, Acting		EMPG	N/A		Marilyn Gillotti	IS 100 IS 200 IS 700 IS 800
Fire Chief		EMPG	N/A		Geoffrey Herald	IS 100 IS 200 IS 700 IS 800
Police Chief		EMPG	N/A		Alan Baker	IS 100 IS 200 IS 700 IS 800
Public Works Director		EMPG	N/A		Antonio Iadarola	IS 100 IS 200 IS 700 IS 800
Health Director		EMPG	N/A		Scott Leroy	IS 100 IS 200 IS 700 IS 800
Operations Officer		EMPG	N/A			IS 100 IS 200 IS 700 IS 800
Radiological Protection Officer		EMPG	N/A			IS 100 IS 200 IS 700 IS 800
Assist. RADEF Officer		EMPG	N/A			IS 100 IS 200 IS 700 IS 800
Communications Office		EMPG	N/A		Steve Rogers	IS 100 IS 200 IS 700 IS 800
Damage Assessment Officer		EMPG	N/A			IS 100 IS 200 IS 700 IS 800
Shelter Officer		EMPG	N/A		Natalie DosSantos	IS 100 IS 200 IS 700 IS 800

FEMA Form 85-17

CIVIL PREPAREDNESS ADOPTED BUDGET
FISCAL YEAR 2013-2014

Civil Preparedness provides support services to all departments in the City when they have exceeded their capabilities when handling an emergency situation. The department reports directly to the Office of the Mayor and implements the Mayor's emergency operations plan. The Department stands ready at all times to assist in handling emergencies in the community as necessary.

BUSINESS UNIT-2030	CIVIL PREPARENESS	ACTUAL 2011-2012	AMENDED BUDGET 2012-2013	PROJECTED EXPENDITURES 2012-2013	PROPOSED BY DEPT 2013-2014	PROPOSED BY MAYOR 2013-2014	ADOPTED BUDGET 07/01/13
5315	Communication Services	57,566	58,500	57,111	58,500	58,500	58,500
5326	Utility Service	2,268	3,300	2,803	2,270	2,270	2,270
5334	Outside Services	0	250	0	250	250	250
5502	Maintain Bldgs-Structures	9,345	90	0	9,345	9,345	9,345
5601	Office Supplies	640	900	874	900	900	900
5615	Heating Fuel	3,550	5,000	1,704	3,550	3,550	3,550
5701	Office Equipment	0	9,910	9,906	0	0	0
5855	Contributions-Grants-War Memorial	50,000	50,000	50,000	50,000	50,000	50,000
	TOTAL	**123,369**	**127,950**	**122,398**	**124,815**	**124,815**	**124,815**

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Emergency Management Institute

FEMA

This Certificate of Achievement is to acknowledge that

PAUL D. ESTEFAN

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of this course:

IS-00800
National Response Plan (NRP), an Introduction

Issued this 27th Day of September, 2005

Stephen G. Sharro
Superintendent, Emergency Management Institute

0.3 CEU

Emergency Management Institute

FEMA

This Certificate of Achievement is to acknowledge that

PAUL D. ESTEFAN

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of this course:

IS-00100
Introduction to the Incident Command System,
(ICS 100)

Issued this 24th Day of September, 2005

Stephen G. Sharro
Superintendent, Emergency Management Institute

FEMA Form 16-31, October 05

0.3 CEU

Emergency Management Institute

FEMA

This Certificate of Achievement is to acknowledge that

PAUL D. ESTEFAN

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of this course:

IS-00200.FW
Basic Incident Command System,
I-200, for Federal Disaster Workers

Issued this 28th Day of April, 2006

Richard Callis
Acting Superintendent
Emergency Management Institute

FEMA Form 16-31, October 05

0.3 CEU

Emergency Management Institute

FEMA

This Certificate of Achievement is to acknowledge that

PAUL D. ESTEFAN

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of this course:

IS-00700
National Incident Management System
(NIMS) an Introduction

Issued this 28th Day of April, 2006

Richard Callis
Acting Superintendent
Emergency Management Institute

0.3 CEU

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DEPARTMENT OF
EMERGENCY MANAGEMENT
AND HOMELAND SECURITY

Award of Excellence

Paul D. Estefan

Has successfully completed the course
Advanced ICS Command & General Staff-
Complex Incidents (ICS400)

August 31, 2009

Edward Murray, Instructor

DEPARTMENT OF
EMERGENCY MANAGEMENT
AND HOMELAND SECURITY

Award of Excellence

Paul D. Estefan

Has successfully completed the course
Intermediate ICS for Expanding Incidents (ICS300)

August 26, 2009

Edward Murray, Instructor