

COUNCIL WORKSHOP ITEM

ITEM: Grant application: Assistance to Firefighters Grants Program
DATE: 03/06/2002
PREPARED BY: Marsha Giesler, Fire Department & Susan Brassfield, Grants Coordinator
PURPOSE: Request waiver of one-week waiting period for resolution authorizing submittal of grant application to Federal Emergency Management Agency.

DISCUSSION:

Staff is recommending the submission of the Assistance to Firefighters Grants Program to the Federal Emergency Management Agency (FEMA) for funding in the amount of \$10,008. The Assistance to Firefighters Grant will support a Fire Prevention Program. A stipulation of the FEMA grant requires a local match of 10% of the total project/program cost. The total estimated program cost for the Fire Prevention Program is \$11,119 of which the Village is required to provide \$1,111 as the match. The Village share will be funded from accounts (001.700.0000.5121 and 001.711.0000.5219) in 2002-03 budget year. The majority of life cycle costs will be borne in the first year of implementation. Staff feels that anticipated annual costs will be minimal to maintain this program and will be reflective as part of the department's annual operating expenses.

The Village of Downers Grove Fire Department is requesting funding to support expansion of its current website. The goal of the project is to expand the Fire Department's current website page to allow it to be more interactive and to have the capability to reach a broader population base that will extend beyond the boundaries of our own community. To achieve our goal it will require implementation of an educational program that will be structured to focus on all age groups and demographics.

Funding of this project will allow the Village of Downers Grove Fire Department to:

- Provide teachers in our community with lesson plans from Learn Not to Burn, Risk Watch information, tests, quizzes, activities, and helpful teaching hints to augment our current safety program.
- Provide safety tips, information on current trends in fire safety and injury prevention including product recalls, information collected from national and local sources in public education, and frequent interviews with our firefighters and paramedics regarding their concerns for our community's health and safety.
- Develop health and safety information specific to the needs of Senior citizens such as fire safety and EMS.
- Feature a safety section entitled, "Safety is a Family Affair" that will promote and feature local families participating in such acts as testing smoke detectors, planning an escape route, performing home inspections, etc.

- Feature an article entitled “Meet your Firefighters”. Each month we will produce a full-page article featuring one of our firefighters with information about his/her job and safety tips. Each firefighter will be asked which of the six pillars of character (trustworthiness, respect, responsibility, fairness, caring and citizenship) is most important to him/her and explain why.
- Feature a monthly column entitled “Ask the Chief”. Village residents and business owners will be invited to ask questions about departmental procedures, safety, and concerns.

Even though the FEMA grant will support firefighting vehicles and equipment, staff has opted to submit an application for funding to support a Fire Prevention Program. The rationale behind our decision to forego a request for a vehicle or equipment was based on the grant’s program priorities. The grant program seeks to provide support to those fire departments that require basic firefighting equipment to bring their department up to the applicable minimum operational level as required by statute. As stated within the grant program guidelines, “We will give a higher competitive rating in the apparatus category to fire departments that own few or no firefighting vehicles of the type they are seeking to purchase with grant funds. We will also give higher competitive rating to departments that have an aging firefighting fleet, and departments that wish to replace an old, high-mileage vehicle.” Based on grant guidelines and information provided at a grant training session, staff feels that if the Village of Downers Grove submits a grant to this program requesting a vehicle or firefighting equipment, it would receive an extremely low priority score and most likely the grant wouldn’t be funded. Therefore, staff re-prioritized their needs and decided to apply for support of a Fire Prevention Program.

The on-line grant application became available on 3/1/2002 with the stipulation that the grant application must be submitted to the Federal Emergency Management Agency by 4/1/2002. Therefore, staff requests permission of an expedited grant review with approval by resolution on the same night as Workshop.

Staff is exploring other areas where possibly other governmental and non-governmental agencies can support the Fire Department.

ATTACHMENT:

Attachment 1: Resolution

Attachment 2: Grant application

RECOMMENDATION:

The approval of this grant application by resolution is recommended and a copy of the resolution is attached for your review. Staff further recommends that the Village Council consider waiving the one-week waiting period to permit timely filing of a 4/1/2002 grant application deadline to the Federal Emergency Management Agency.

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING SUBMITTAL OF GRANT APPLICATION TO THE
FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)**

WHEREAS, the Village of Downers Grove, an Illinois municipal corporation, has developed grant application Assistance to Firefighters Grants Program for funding in the total amount of \$10,008.00 for a Fire Prevention Program; and

WHEREAS, the Village Council has reviewed said grant application and authorized the filing of said application with the Federal Emergency Management Agency (FEMA).

NOW, THEREFORE, be it resolved by the Village of Downers Grove, DuPage County, Illinois, as follows:

1. That the Village of Downers Grove submit the Assistance to Firefighters Grants Program of the Village of Downers Grove in the amount of \$10,008.00 for a Fire Prevention Program to the Federal Emergency Management Agency (FEMA).
2. That this resolution shall be in full force and effect from and after its passage as provided by law.

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Mayor

Passed:

Attest: _____
Village Clerk

Entire Application

Standard Form 424

Application Status: IN PROGRESS User: Susan Action Date: 3/1/2002

APPLICATION FOR FEDERAL ASSISTANCE

1. TYPE OF SUBMISSION Non-Construction	2. DATE SUBMITTED	Applicant Identifier
	3. DATE RECEIVED BY STATE	State Application Identifier N/A
	4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier
5. APPLICANT INFORMATION		
Legal Name <i>Downers Grove Fire Department</i>		Organizational Unit <i>N/A</i>
Address 6701 Main Downers Grove Illinois 60516 3426		Name and telephone number of the person to be contacted on matters involving this application Susan Brassfield 630434-6878
6. EMPLOYER IDENTIFICATION NUMBER (EIN) 36-6005857		7. TYPE OF APPLICANT Village
8. TYPE OF APPLICATION New		9. NAME OF FEDERAL AGENCY Federal Emergency Management Agency
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER 85.554		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT Fire Prevention
CFDA Assistance to Firefighters TITLE Grant Program		
12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.)		
13. PROPOSED PROJECT: Start Date: End Date :		
	14. CONGRESSIONAL DISTRICTS OF: a. Applicant b. Project	
15. ESTIMATED FUNDING		
a. Federal	10008	
b. Applicant	1111	
c. State	0	
d. Local	0	
e. Other	0	
f. Program Income		
g. TOTAL	11119	
		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? N/A
		17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? No

Alternate Contact Information Number 1

Title	Chief
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Salutation	Mr.
First Name	Phil
Middle Initial	
Last Name	Ruscetti
Day Phone	630-434-5985
Evening Phone	630-434-5982
Cell Phone	
Fax	630-434-5988
Email	PRuscetti@vil.downers-grove.il

Alternate Contact Information Number 2

Title	Deputy Chief
Salutation	Mr.
First Name	Bob
Middle Initial	
Last Name	Tutko
Day Phone	630-434-5989
Evening Phone	630-434-5982
Cell Phone	
Fax	630-434-5988
Email	BTutko@vil.downers-grove.il.us

Are you a member of Fire Department or authorized representative of a fire department?	yes
Are you a member of Federal Fire Department or contracted by the Federal government and solely responsible for suppression of fires on Federal property?	no
What kind of Department are you from?	All paid/career
If you answered combination, above, what is the percentage of career firefighters in your department?	
How would you characterize your response/jurisdiction area?	a suburban community
How many active firefighters are in the operations/EMS division of your department?	79
What is the square mileage for your jurisdictions coverage area?	22
What is the permanent resident population of your primary/first-response area or jurisdiction served?	48724
How many stations are in your jurisdiction?	4

If the population you protect is 50,000 or less, you are required to provide a Non-Federal cost-share equal to 10 percent of the total project cost. If the population you

protect is over 50,000, you are required to provide a Non-Federal cost-share equal to 30 percent of the total project cost. Are you willing to comply with this requirement? **yes**

Do you currently report to the national fire incident reporting system (NFIRS)? **yes**

If you answered yes, above, please enter your FDIN? **DD152**

If you answered no, above, will you report if you receive this grant?

What services does your department provide? **EMS (transportation) Fire Rescue (auto extrication, etc.) EMS (non-transportation) Hazmat**

* The total number of fire related fatalities in your jurisdiction over the last three years? **1**

* On average, how many runs per year does your department make? **5500**

* How many times have you received Mutual/Automatic Aid? **450**

* How many time have you given Mutual/Automatic Aid? **650**

* What is the percentage of your annual operating budget that is dedicated to personnel costs? **88 %**

* What percentage of your annual operating budget is derived from:

Taxes? **98 %**

Grants? **2 %**

Donations? **0 %**

Fund drives ? **0 %**

Vehicle Profiles

* What is the age of your oldest First Line vehicle? **11 - 15 years**

* What is the age of your newest First Line vehicle? **0 - 5 years**

* What is the highest mileage for your First Line vehicles? **Over 30,000**

* What is the lowest mileage for your First Line vehicles? **10,001- 20,000**

*How many vehicles do you have within your department by the category specified below?

	First Line	Reserve
a. Engines (or pumpers):	3	1
b. Aerial Apparatus:	1	0
c. Tankers:	0	0
d. Rescue Vehicles:	1	1
e. Other:	5	2

* List all vehicles owned and/or operated by your department, including the year of manufacture and mileage of each vehicle:

Department Call Volume

How many responses per year by category?

Structure Fire	24
Vehicle Fires	18
Vegetation Fires	11
EMS and Rescue	3508
Hazardous Condition/Materials Calls	91
Service Calls	1068
Good Intent Calls	174
False Alarms	488
Other Calls and Incidents	130

Request Information

- | | |
|--------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| 1. Activities of grant for which the funding has been applied via this application. | FireFighting Prevention Program |
| 2. Will this grant benefit more than one department? | Yes |
| 3. If you answered Yes to Q3 above, please specify how?
Training lesson plans would be available on Village web site. | |

Activity	Number of Entries	Total Cost	Additional Funding
Fire Prevention Programs 1	\$ 11119	\$ 0	
Federal Rate Sharing (%)			90/10
Budget Object Class			
a. Personnel			\$ 9,147
b. Fringe Benefits			\$ 1,072
c. Travel			\$ 0
d. Equipment			\$ 0
e. Supplies			\$ 900
f. Contractual			\$ 0
g. Construction			\$ 0
h. Other			\$ 0
i. Indirect Charges			\$ 0
Budget Source			
Federal Share			\$ 10,008
Applicant Share			\$ 1,111
Total Budget			\$ 11,119

Narratives

I. Project Description

The Village of Downers Grove is requesting funding to support expansion of its current fire department's website. The goal of our project is to expand our current website to allow it to be more interactive and have the capability and capacity to reach a broader population base that will extend beyond the boundaries of our own community. To achieve our goal it will require implementation of an educational program that will be structured to focus on all age groups and demographics by separating them into the following four categories; youth, adult, senior, and businesses. This will be a on-going project, for the Downers Grove Fire Department is committed to continually improving and updating its website.

Funding of this project will allow the Village of Downers Grove Fire Department to:

- Develop an icon geared specifically for other fire departments that will allow access to our website in order to download copies of our lesson plans for school curricula, presentations, Learn Not to Burn activities, Risk Watch ideas, and other special programs.
- Provide teachers in our community with lesson plans from Learn Not to Burn, Risk Watch information, tests, quizzes, activities, and helpful teaching hints to augment our current safety programs. Teachers will be provided a password to access the section devoted exclusively to educational tools. The Village of Downers Grove Fire Department has compiled a complete set of our elementary school district's curriculum. Funding of this project will allow us to offer age appropriate subjects and programs that would be integrated into the classroom curriculum.
- Work with the Village's two local high schools foreign language departments to translate educational documents geared for our local resource centers and Hispanic population.
This will also provide an opportunity for students to utilize their language skills in a practical application.
- Feature the department's safety clown, EDITH, in an on-going series of pictures. Students can write a safety story based on the pictures. The best stories submitted by our young readers will also be featured on the website by simply clicking on the site.
- Provide safety tips, information on current trends in fire safety and injury prevention including product recalls, information collected from national and local sources in public education, and frequent interviews with our firefighters and paramedics regarding their concerns for our community's health and safety.
- Provide interactive and colorful games, puzzles, questionnaires, surveys, and quizzes for all age groups.
- Feature an article entitled "Meet your Firefighters" geared toward children ages 3-14. Each month we will produce a full-page article featuring one of our firefighters with information about his/her job and safety tips. Each firefighter will be asked which of the six pillars of character (trustworthiness, respect, responsibility, fairness, caring and citizenship) is most important to him/her and explain why.
- Feature a safety section entitled, "Safety is a Family Affair" that will promote and feature local families participating in such acts as testing smoke detectors, planning

an escape route, performing a home inspection, etc. By featuring pictures of local families practicing these safety procedures, it will inevitably draw more users to our web site.

- Develop health and safety information specific to the needs of Senior citizens such as fire safety and EMS (i.e updates re: early signs and symptoms of cardiac arrest and stroke, instructions on filling out the File of Life). Our department is actively involved with numerous local senior organizations and retirement villages. An interactive website will allow us to hear from our Senior citizens regarding their health and safety concerns. We feel that a website that focuses on the needs of Seniors will be an extremely effective tool because they are currently one of the largest user groups of the Internet.
- Feature a bi-weekly column entitled "Hot Topics". Currently, our Public Education Officer writes a bi-weekly column for the local paper entitled "Hot Topics" and this article will also be available on the website.
- Feature a monthly column entitled "Ask the Chief". Village residents and business owners will be invited to ask questions about departmental procedures, safety, and concerns.
- Provide general information to our community regarding the workings of the Fire Department's divisions and its operations. There are unfortunately, many misconceptions as to the function of a fire department and what is actually involved in a firefighter or paramedic's job. Funding of this project will allow us to help clarify these misconceptions and create a better understanding as to how Village tax dollars are spent.

II. To support our grant activity of public information materials the Downers Grove Fire Department requests funding of the following budgetary categories:

Supplies: Software	\$ 600.00
Equipment: Scanner	\$ 300.00

Funding of this grant will support an Administrative Technician and Firefighter whose responsibilities' will include inputting data, creating presentations, and updating information and an on-going basis.

Administrative Technician:	
315 hours/year @ 16.00/hour	\$5,040.00
Firefighter:	
135 hours/year @ 30.42/hour	\$4,107
Fringe benefits for Administrative Technician:	\$385.00
Fringe benefits for Firefighter:	\$687.00
Total	\$11,119

III. Benefits to our community and department by the funding of this grant proposal:

The Village of Downers Grove is home to more than 2,000 businesses, including such hotels as the Marriott, Doubletree Guest Suites, and the Holiday Inn. The Village's

northwest business high-rise sector, has seen rapid growth over the last five years. A recent survey conducted showed a daytime population of approximately 110,000.

While our department is very active in visiting schools, parents, seniors and other high risk audiences, the Downers Grove Fire Department doesn't not have the personnel available to reach everyone in our community. Computers are available and accessible in all of our schools, the library, resource centers for high risk populations, as well as in the homes of many of our residents. Interactive on-line lessons in Learn Not to Burn, RiskWatch, First Aid, and other safety-related subjects will be available for home and classroom use. We look to provide activities beyond word scramble and crossword puzzles. Three of our firefighters have conceived innovative ideas for activities that they are willing to help design for our website.

Utilization of the website will be one more way to reach out to the public with our health and safety messages. Moreover, we see this project as a cost efficient and cost effective tool. Rather than making copies of ten page sample evacuation plans for each of our local businesses, we could now refer them to our website where they could simply download the requested information immediately.

We view this website and its inherent possibilities as a way to share ideas, information, and our creativity with local and statewide communities, as well as fellow fire departments. Because our department has been instrumental in developing and implementing many procedures and public education efforts, it is often looked upon for guidance from fellow fire departments. Therefore, we would use this venue to share the how-to's with other fire departments.

IV. Why this project cannot be funded solely through local funding.

Without federal assistance, we as a fire department will not be provided the opportunity to serve our community at its fullest. The Village of Downers Grove aggressively seeks outside support for its projects and programs however; funding of this project by outside sources is quite limited. One federal grant program, Technology Opportunities Program (TOP) through the U.S. Department of Commerce, promotes the use of digital network technologies in the public and non-profit sectors however, our given project is not eligible because it is viewed as not being innovative enough to even qualify. The Downers Grove Fire Department is currently reviewing its fee structure and is possibly considering increasing its current fee structure and/or creating a new fee base for such items as hazmat calls. Given the limited resources available, the fire department addresses the highest priority issues and for the past few years other projects were deemed more necessary and critical to support rather than the expansion of our current website. The fire department feels strongly that expansion of it current website shouldn't be designated as low-priority but due to budgetary restrictions it has remained as such. In FY2001-02, the Village of Downers Grove has experienced significant declines in its Sales Tax Revenue, Utility Tax Revenue, Income Tax Revenue, and Hotel Tax Revenue. Like many communities, the size of the property tax burden is already more than seniors

and fixed income residents can afford, so increasing this tax is not a viable option. Unfortunately, numerous stores and businesses in the Village of Downers Grove have closed their doors over the past year including, Auto Nation, Grove Theater, Kids Are Us, and Service Merchandise. Without these revenue sources several capital and technology projects will be deferred or eliminated. Significant cuts have already been felt for non-essential services throughout the Village and the Village's Fire Department has received its share of those cuts. Public education is a significant component of the many services that we provide. Even though the budget has been adversely affected by the economy, the Department is committed to its public education program. Our current public education program has made a difference in the lives of many people. The new concept as presented in this grant application, will not only reach more members of our community, but it will go beyond our community in that it will serve other fire departments as a template for their own educational programs. This Department sincerely believes that our program will make a vast difference in the way our fire department will reach the public. There is no doubt that information saves lives. It is only through federal funding that these needs can be met. Funding of this grant will allow us to maximize the productivity of our current resources. Moreover, funding of this grant will allow our community to be a safer place to live and to conduct business.

V. Additional relevant information:

- The Downers Grove Fire Department recently received a \$1,000 donation from a local corporation. This donation was used to purchase a Nikon digital/video camera and will ultimately be the first step in providing necessary pdf's and other more interesting and realistic photos for our website.
- The Downers Grove Fire Department Public Education Division was a NFPA 1996 Champion and was asked to return to the NFPA's 1997 Champion event as one of five national mentors.
- The Downers Grove Fire Department Public Education Department serves as RiskWatch coordinator for our community. This department is frequently contacted to provide lesson plans, and to serve as a resource in providing ideas to other departments across the state for educational ideas. It is the intent of the Downers Grove Fire Department to share its information with any fire department that wishes to download the files.
- In the future we would like to add information about codes in simple reader-friendly terms, as to what can be expected on inspections. We anticipate that our future website will allow us to answer basic building code issues.

Please provide your narrative statement in the space provided below:

If you received a grant award in the 2001 process, does your current request relate to your 2001 award? Not Entered Yet

Assurances Non-Construction Programs

Note: Certain of these assurances may not be applicable to your project or program. If you have 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 constitute 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 (20 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 6101-106), 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) Comprehensive Alcohol Abuse and Alcohol Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse 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 Act 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 under which application for Federal assistance being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide fair and equitable treatment of persons displaced whose property is acquired as a result of Federal federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply with the 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 Davis-Bacon Act (40 U.S.C. Section 276a to 276a-7), Copeland Act (40 U.S.C. Section 276c and 18 U.S.C. Sections 874), and the Contract Work Hours and Safe Standards Act (40 U.S.C. 327-333); regarding labor standards for federally assisted construction

subagreements.

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 floodplains 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 source of drinking water under the Safe Drinking Water Act of 1974, as amended, (PL 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 protection of historic properties), and Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.)
14. Will comply with P.L. 93-348 regarding 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 Susan on 2002-03-15 14:00:24.0

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 (Nonprocurement) 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 Federal Emergency Management Agency (FEMA) 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 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. This form must be attached to certification if nonappropriated funds are to be used to influence activities.

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

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

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 FEMA awarding office, i.e. regional office or FEMA 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
2560 Wisconsin	Downers Grove	Illinois	60515 -4230

Signed by Susan on 2002-03-15 14:00:24.0

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 FEMA funding. States and State agencies may elect to use a Statewide certification.

Disclosure of Lobbying Activities

- | | | |
|------------------------------------------|----------------------------------------------------------------------------------|----------------|
| 1. Type of Federal Action | 2. Status of Federal Action | 3. Report Type |
| 4. Name and Address of Reporting Entity: | 5. If Reporting Entity in No.4 is a Subawardee, Enter Name and Address of Prime: | |
| - | - | |
| 6. Federal Department/Agency | 7. Federal Program Name/Description | |
| 8. Federal Action Number if Known: | 9. Award Amount if known | |

10a. Name and address of Lobbying Registrant:
(if individual, last name, first name, MI)

10b. Individuals Performing Services:
(including address if different from No.10a)

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Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.