

Details from the grantor regarding changes to the Scope of Work (SOW) for Grant No. EMW-2013-PU-00417. This email exchange is being provided for background information to the agenda item for the acceptance of Grant No. EMW-2013-PU-00417.



Carolyn Sheldon <csheldon@keywestcity.com>

RE: EMW-2013-PU-APP-00094 Security building

1 message

Vanterpool, Melvin <Melvin.Vanterpool@fema.dhs.gov>

Wed, Oct 30, 2013 at 10:46 AM

To: Carolyn Sheldon <csheldon@keywestcity.com>

Good Morning Carolyn: Sorry for the delay, we're completely swamped since the return from furlough. We're in the middle of a re-location transition (Things are crazy) and of course having to address the 2013 grants and prepare for the 2014 makes things more hectic. All that said, below find the best explanation for the SOW process:

Reference 44 CFR 13.30 regarding changes in scope. Here's a link I use:

http://149.168.212.15/mitigation/Library/44_CFR-Part_13.pdf

Here's the excerpt:

§ 13.30 Changes.

(a) General. Grantees and sub-grantees are permitted to re-budget within the approved direct cost budget to meet

unanticipated requirements and may make limited program changes to the approved project. However, unless waived by

the awarding agency, certain types of post- award changes in budgets and projects shall require the prior written

approval of the awarding agency.

(b) Relation to cost principles. The applicable cost principles (see § 13.22) contain requirements for prior approval of

certain types of costs. Except where waived, those requirements apply to all grants and sub-grants even if paragraphs (c)

through (f) of this section do not.

(c) Budget changes

(1) Non-construction projects. Except as stated in other regulations or an award document, grantees or sub-grantees

shall obtain the prior approval of the awarding agency whenever any of the following changes is anticipated under a

non-construction award:

(i) Any revision which would result in the need for additional funding.

(ii) Unless waived by the awarding agency, cumulative transfers among direct cost categories, or, if applicable,

among separately budgeted programs, projects, functions, or activities which exceed or are expected to exceed

ten percent of the current total approved budget, whenever the awarding agency's share exceeds \$100,000.....

if changing the functions etc. is under 10%... I can approve without a GAN. Be advised, your request must be uploaded in NDGrants.

Regards,

Mel Vanterpool

Program Analyst

Port Security

DHS/FEMA

202-786-9851

We anticipate Mr. Vanterpool approving a request to add boat repair to the scope of work subsequent to the City Commission's approval to accept the grant and change in scope of work. The amount of funding remains the same.

*** PLEASE INCLUDE THE GRANT NUMBER IN SUBJECT LINE OF ALL EMAILS* For Assistance Call or email:**

NDGrants: 1-800-865-4076

NDGrants@fema.gov

PARS: 1-866-927-5646

Email: ASK-GMD@fema.dhs.gov

EHP email: GPDEHPinfo@dhs.gov

From: Carolyn Sheldon [mailto:csheldon@keywestcity.com]
Sent: Wednesday, October 30, 2013 9:23 AM
To: Vanterpool, Melvin
Subject: Re: EMW-2013-PU-APP-00094 Security building

Hi Mel. Just following up again. My contact at the Police Dept for this grant is trying to stay on top of things. Every time he asks, I send you an email. Thanks.

Hope everything's ok,

Carolyn D. Sheldon

Senior Grants Administrator

City of Key West

[\(305\) 809-3741](tel:(305)809-3741)

On Tue, Oct 22, 2013 at 10:35 AM, Carolyn Sheldon <csheldon@keywestcity.com> wrote:

Good morning, Mel. How are you? Thought I'd follow up with you on my last email below regarding our SOW.

Thanks,

Carolyn D. Sheldon

Senior Grants Administrator

City of Key West

[\(305\) 809-3741](tel:(305)809-3741)

On Wed, Oct 9, 2013 at 8:51 PM, Carolyn Sheldon <csheldon@keywestcity.com> wrote:

Hi Mel. Hopefully you're still able to come to work. I was wondering if I could bounce something off of you. As far as I know, we intend to accept the award for \$54,033 and then request a SOW. The SOW we're planning to request is for the repair of the Safeboat we currently have. Part of the repair includes 2 new

motors for which we will receive a trade in for the 2 old ones. We have a quote to support the project costs below. I wanted to bounce the breakdown below off you to see we're on the right track or if we need to go back to the drawing board.

Summary of grant funding:

\$54,033 grant amount (75%)

\$18,011 City share (25%)

\$72,044 total

Breakdown of project costs:

\$55,862 boat repair

\$10,800 match - trade in on old motors

\$ 5,382 match - training

\$72,044 total

Thanks,

Carolyn D. Sheldon

Senior Grants Administrator

City of Key West

(305) 809-3741

On Mon, Sep 16, 2013 at 9:10 AM, Carolyn Sheldon <csheldon@keywestcity.com> wrote:

Hello again. Definitely understand about not guaranteeing SOWs. I just wanted you to know the situation I'm facing. I'll talk to the Asst CM some more about it. We meet weekly so maybe I can get a decision on the \$54K soon. Appreciate the info, as always!

Thanks,

Carolyn D. Sheldon

Senior Grants Administrator

City of Key West

(305) 809-3741

On Mon, Sep 16, 2013 at 8:42 AM, Vanterpool, Melvin <Melvin.Vanterpool@fema.dhs.gov> wrote:

Carolyn: I'm not at liberty to give guarantees on SOW's. I can only advise if you accept the award, with the proper information, we'll process the requested SOW. This can only be done after you've accepted the award. If the City Assistant Manager chooses to NOT accept the award, let us know ASAP!

Regards,

Mel Vanterpool

Program Analyst

Port Security

DHS/FEMA

202-786-9851

Per Mr. Vanterpool, the City must first accept the award before any changes to the Scope of Work (SOW) can be requested.

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From: Carolyn Sheldon [<mailto:csheldon@keywestcity.com>]

Sent: Monday, September 16, 2013 8:31 AM

To: Vanterpool, Melvin

Subject: Re: EMW-2013-PU-APP-00094 Security building

Hey there Mel. Good morning. Thanks!!! One of these days I won't ask you a question that's already addressed in the FOA. :) Sorry about that. Was in a meeting & needed a quick answer.

Need some input from you, please. Had some discussion with the Asst. City Manger about the \$54K for training. The way I understood things from you is that we have to first accept the award then request an amendment for a SOW change which is logical. The problem we're having on our end is that we don't want to accept the award if it's not guaranteed that the SOW will be approved. The training that was approved is training for the boat that we're no longer purchasing & that's the reason the Asst CM does not want to obligate the City by accepting the award in case the amendment is not approved. I'm not sure the best course of action to take so I figured I'd ask your opinion.

Have a great week,

Carolyn D. Sheldon

Senior Grants Administrator

City of Key West

(305) 809-3741

On Mon, Sep 16, 2013 at 7:21 AM, Vanterpool, Melvin <Melvin.Vanterpool@fema.dhs.gov> wrote:

Good Morning Carolyn: Once the award is posted in NDGrants for your acceptance, you have 90 days to accept. See page 7 of the attached FOA/Guidance.

Have a good day,

Mel Vanterpool

Program Analyst

Port Security

DHS/FEMA

202-786-9851

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EHP email: GPDEHPinfo@dhs.gov

From: Carolyn Sheldon [mailto:csheldon@keywestcity.com]

Sent: Friday, September 13, 2013 4:13 PM

To: Vanterpool, Melvin

Subject: EMW-2013-PU-APP-00094 Security building

Hi Mel. Good afternoon & happy Friday!!!! :)

Just wondering if you could tell me how much time we have to accept the award in the ND Grants system.

Thanks,

Carolyn D. Sheldon

Senior Grants Administrator

City of Key West

(305) 809-3741

