| 1. Subgrantee Name and Address:  |
| City of Everett – Police Dept.  |
| 3002 Wetmore Ave               |
| Everett, WA 98201              |
| 2. Grant Agreement Amount:     |
| $155,330                       |
| 3. Grant Agreement Number:     |
| E14-091/E15-090                |
| UASI-13-14                     |
| 4. Subgrantee Contact:         |
| Tracey Versteeg 425-257-8447   |
| 5. Grant Agreement Start Date: |
| 9/1/2013                      |
| 6. Grant Agreement End Date:   |
| 12/31/2015                    |
| 7. County Program Manager Contact: |
| Bill Ikse 425-388-5761         |
| Tammy Jones 425-388-5072       |
| 8. Data Universal Numbering System (DUNS): |
| 020619728                      |
| 9. UBI # (state revenue):      |
| 313-014-461                   |
| 10. Funding Authority:         |
| Snohomish County, Washington State Military Department (Department), U.S. Department of Homeland Security (DHS) |
| 11. Federal Funding Source #:  |
| EMW-2013-SS-00025-S01          |
| EMW-2014-SS-00016-S01          |
| 12. Department Funding Code (PI): |
| 733SL / NZ                     |
| 13. Catalog of Federal Domestic Assistance (CFDA) # & Title: |
| 97.067 - UASI                   |
| 14. TIN:                       |
| 91-6001248                     |
| 15. Service Districts:         |
| (Legislative District):        |
| Snohomish                      |
| (Congressional District):      |
| 2                             |
| 16. Service Area by County(ies): |
| Snohomish                      |
| 17. Women/Minority-Owned, State Certified?: |
| X N/A  □ NO                    |
| □ YES, OMWBE #                  |
| 18. Agreement Classification   |
| □ Personal Services □ Client Services □ Public/Local Gov't |
| □ Collaborative Research □ A/E □ Other_______               |
| 19. Contract Type (check all that apply): |
| □ X Contract □ Grant            |
| □ X Intergovernmental (RCW 39.34) □ Interagency           |
| 20. Subgrantee Selection Process: |
| □ X "To all who apply & qualify" □ Competitive Bidding |
| □ X Sole Source □ A/E RCW □ N/A |
| □ X Filed w/OFM? □ Advertised? □ YES □ NO               |
| 21. Subgrantee Type (check all that apply): |
| □ Private Organization/Individual □ For-Profit |
| □ X Public Organization/Jurisdiction □ Non-Profit          |
| □ X VENDOR □ SUBRECIPIENT □ OTHER                          |
| 22. Purpose: The Homeland Security Grant Programs play an important role in the implementation of the National Preparedness System (NPS) by supporting the building, sustainment, and delivery of core capabilities essential to achieving the National Preparedness Goal (NPG) of a secure and resilient Nation. Delivering core capabilities requires the combined effort of the whole community, rather than the exclusive effort of any single organization or level of government. The FY 2013-14 HSGP’s allowable costs support efforts to build and sustain core capabilities across the Prevention, Protection, Mitigation, Response, and Recovery mission areas. The HSGP consists of the State Homeland Security Program (SHSP), the Urban Areas Security Initiative (UASI), and Operation Stonegarden (OPS). |
| 23. IN WITNESS WHEREOF, the County and Sub-Grantee acknowledge and accept the terms of this Grant Agreement, including all referenced Exhibits and Attachments which are hereby incorporated into and made a part hereof, and have executed this Grant Agreement as of the date and year written below. This Grant Agreement Face Sheet; Special Terms & Conditions (Exhibit A); General Terms and Conditions (Exhibit B); Approved Projects (Exhibit C); Grant Timeline (Exhibit D); Budget (Exhibit E); and all other documents, exhibits and attachments expressly referenced and incorporated herein contain all the terms and conditions agreed upon by the parties and govern the rights and obligations of the parties to this Grant Agreement. No other understandings, oral or otherwise, regarding the subject matter of this Grant Agreement shall be deemed to exist or to bind any of the parties hereto. |
| In the event of an inconsistency in this Grant Agreement, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order: |
| 1. Applicable Federal and State Statutes and Regulations |
| 2. Approved Projects |
| 3. Special Terms and Conditions |
| 4. General Terms and Conditions, and, |
| 5. Other provisions of the grant agreement incorporated by reference. |
| IN WITNESS WHEREOF, the parties hereto have executed this Grant Agreement on the day and year last specified below. |
| FOR THE COUNTY:                |
| Signature                      |
| John Lovig, Snohomish County Executive |
| 6/3/15                         |
| Date                           |
| FOR THE SUBGRANTEE:            |
| Signature                      |
| Ray Stephanson, City of Everett Mayor |
| 5/26/15                        |
| Date                           |
| APPROVED AS TO FORM:           |
| Signature                      |
| Margaret King, Deputy Prosecuting Attorney 10/23/13 |
| Date                           |
| ATTEST:                        |
| City Clerk                     |
| Mayor                          |
| 5/18/15                        |
| Date                           |
SPECIAL TERMS AND CONDITIONS

ARTICLE I -- KEY PERSONNEL
The individuals listed below shall be considered key personnel for point of contact under this Grant Agreement. Any substitution of key personnel by either party shall be made by written notification to the current key personnel.

<table>
<thead>
<tr>
<th>COUNTY</th>
<th>SUB-GRAANTEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Name</td>
</tr>
<tr>
<td>Bill Ekse</td>
<td>Tracey L. Versteeg</td>
</tr>
<tr>
<td>Title</td>
<td>Title</td>
</tr>
<tr>
<td>UASI /Regional Coordinator</td>
<td>Finance Manager, Everett PD</td>
</tr>
<tr>
<td>E-Mail</td>
<td>E-Mail</td>
</tr>
<tr>
<td><a href="mailto:bill.ekse@co.snohomish.wa.us">bill.ekse@co.snohomish.wa.us</a></td>
<td><a href="mailto:tversteeg@everettwa.gov">tversteeg@everettwa.gov</a></td>
</tr>
<tr>
<td>Phone</td>
<td>Phone</td>
</tr>
<tr>
<td>(425) 388-5061</td>
<td>425-257-8447</td>
</tr>
<tr>
<td>Name</td>
<td>Name</td>
</tr>
<tr>
<td>Tammy Jones</td>
<td>Lt. Rod Sniffen</td>
</tr>
<tr>
<td>Title</td>
<td>Title</td>
</tr>
<tr>
<td>Region 1 Coordinator</td>
<td>Special Operations, Everett PD</td>
</tr>
<tr>
<td>E-Mail</td>
<td>E-Mail</td>
</tr>
<tr>
<td><a href="mailto:tammy.jones@co.snohomish.wa.us">tammy.jones@co.snohomish.wa.us</a></td>
<td><a href="mailto:rsniffen@everettwa.gov">rsniffen@everettwa.gov</a></td>
</tr>
<tr>
<td>Phone</td>
<td>Phone</td>
</tr>
<tr>
<td>(425) 388-5072</td>
<td>425-257-8568</td>
</tr>
</tbody>
</table>

ARTICLE II -- ADMINISTRATIVE AND/OR FINANCIAL REQUIREMENTS
The Sub-grantee shall comply with all applicable state and federal laws, regulations and program guidance. A non-exclusive list of laws, regulations and guidance commonly applicable to DHS/FEMA grants are listed here for reference only, and include, but are not limited to, the following:


3. Grant funds will not replace (supplant) funds that have been budgeted for the same purpose through non-Federal sources. The Sub-grantee, upon written request by the County, the Department, DHS or FEMA, shall demonstrate through supporting records and documentation that a reduction in non-Federal resources occurred for reasons other than the receipt or expected receipt of Federal funds.

4. Duplication of Benefits: There may not be a duplication of any Federal assistance by governmental entities per 2 CFR Part 225, Appendix A, Basic Guidelines, Section C.3 (c), which states: "Any cost allocable to a particular Federal award or cost objective under the principles provided for in 2 CFR Part 225 may not be charged to other Federal awards to overcome fund deficiencies, to avoid restrictions imposed by law or terms of the Federal awards, or for other reasons." However, this prohibition would not preclude governmental units from shifting costs that are allowable under two or more awards in accordance with existing program agreements. Non-governmental entities are also subject to this prohibition per 2 CFR Parts 220 and 230 and 48 CFR Part 31.2.
5. The Sub-grantee shall comply with all applicable federal laws, regulations and guidance referenced in the Fiscal Year (FY) 2013-14 Homeland Security Grant Program (HSGP) Funding Opportunity Announcement (FOA) which can be found at http://www.fema.gov/grants and is hereby incorporated in and made a part of this Agreement.

6. The Sub-grantee shall comply with the Federal Funding Accountability and Transparency Act (FFATA) and related OMB Guidance consistent with Public Law 109-282 as amended by section 6202(a) of Public Law 110-252 (see 31 U.S.C. 6101 note) and complete and return to the County Attachment #1 attached to and made a part of this Agreement.

ARTICLE III – REIMBURSEMENT/INVOICING PROCEDURES
1. The Sub-grantee acknowledges that since this Grant Agreement involves federal funding, the period of performance described herein will likely begin prior to the availability of appropriated federal funds. The Sub-grantee agrees that it will not hold the County, the Department, the State of Washington, or the United States liable for any damages, claim for reimbursement, or any type of payment whatsoever for services performed under this Grant Agreement prior to distribution of appropriated federal funds.

2. This is a fixed price, reimbursement Grant Agreement. Within the total Grant Agreement amount, travel, sub-contracts, salaries and wages, benefits, printing, equipment, and other goods and services or other budget categories will be reimbursed on an actual cost basis unless otherwise provided in this Grant Agreement. Any travel or subsistence reimbursement allowed under the Grant Agreement shall be paid in accordance with rates set pursuant to RCW 43.03.050 and RCW 43.03.060 as now existing or amended, but shall not exceed federal maximum rates set forth at http://www.gsa.gov without prior written approval by the County’s key personnel.

3. The Sub-grantee will submit reimbursement requests to the County by submitting a properly completed reimbursement spreadsheet (in the format provided by the County) detailing the expenditures for which reimbursement is sought. Reimbursement requests must be submitted to the County’s key personnel at least quarterly but not more frequently than monthly.

4. Copies of receipts and backup documentation for any approved budget line items including travel related expenses that are authorized under this Grant Agreement must be included with the Sub-grantee’s reimbursement requests. Originals are to be maintained by the Sub-grantee and be made available upon request by the County, the Department, and local, state or federal auditors.

5. All work under this Agreement must end on or before the Agreement End Date, and the final reimbursement request must be submitted to the County within 15 days after the Agreement End Date. The maximum amount of all reimbursement requests permitted to be submitted under this Grant Agreement, including the final reimbursement request, is limited to and shall not exceed the total Grant Agreement Amount.

6. No equipment or supply costs will be reimbursed until the related equipment/supplies have been received by the Sub-grantee and invoiced by the vendor.

7. Requests for reimbursement of equipment purchases must include a copy of the vendor’s invoice and packing slip or a statement signed and dated by the Sub-grantee’s authorized representative that states “all items invoiced have been received in good working order, are operational, and have been inventoried according to contract and local procurement requirements”.

8. Failure to timely submit complete reports and reimbursement requests as required by this Agreement (including but not limited to those reports in the Grant Timeline) will prohibit the Sub-grantee from being reimbursed until such complete reports and reimbursement requests are submitted and the County has had reasonable time to conduct its review.
9. Final reimbursement requests will not be approved for payment if Sub-grantee is not current with all reporting requirements contained in this Agreement.

ARTICLE IV – REPORTING REQUIREMENTS
1. The Sub-grantee shall submit with each reimbursement request a progress report describing current Approved Project activities.

2. The Sub-grantee shall submit a Closeout Report and a final Grant Funded Typed Resource Report no later than 20 days after Agreement End Date.

ARTICLE V – EQUIPMENT MANAGEMENT
All equipment purchased under this Grant Agreement, by the Sub-grantee or a contractor, will be recorded and maintained in the Sub-grantee's equipment inventory system.

1. Upon successful completion of the terms of this Grant Agreement, all equipment purchased through this Grant Agreement will be owned by the Sub-grantee, or a recognized sub-recipient for which a contract, sub-Grant Agreement, or other means of legal transfer of ownership is in place.

2. The Sub-grantee, or a recognized sub-grantee/sub-contractor, shall be responsible for any and all operational and maintenance expenses and for the safe operation of their equipment including all questions of liability. The Sub-grantee shall develop appropriate maintenance schedules and procedures to ensure the equipment is well maintained and kept in good operating condition.

3. The Sub-grantee shall maintain equipment records that include: a description of the property; the manufacturer's serial number, model number, or other identification number; the source of the equipment, including the Catalogue of Federal Domestic Assistance (CFDA) number; who holds title; the acquisition date; the cost of the equipment and the percentage of Federal participation in the cost; the location, use and condition of the equipment at the date the information was reported; and disposition data including the date of disposal and sale price of the property.

4. Records for equipment shall be retained by the Sub-grantee for a period of six years from the date of the disposition, replacement or transfer. If any litigation, claim, or audit is started before the expiration of the six year period, the records shall be retained by the Sub-grantee until all litigation, claims, or audit findings involving the records have been resolved.

5. The Sub-grantee shall take a physical inventory of the equipment and reconcile the results with the property records at least once every two years. Any differences between quantities determined by the physical inspection and those shown in the records shall be investigated by the Sub-grantee to determine the cause of the difference. The Sub-grantee shall, in connection with the inventory, verify the existence, current utilization, and continued need for the equipment.

6. The Sub-grantee shall develop a control system to ensure adequate safeguards to prevent loss, damage, and theft of the property. Any loss, damage or theft shall be investigated and a report generated and sent to the County.

7. If the Sub-grantee is authorized or required to sell the property, proper sales procedures must be established and followed to ensure the highest possible return.

8. When original or replacement equipment is no longer needed for the original project or program or for other activities currently or previously supported by a Federal agency, disposition of the equipment will be made as follows:
   a. Items of equipment with a current per-unit fair market value of less than $5,000 may be retained, sold or otherwise disposed of by the Sub-grantee with no further obligation to the awarding agency.
   b. Items of equipment with a current per-unit fair market value of more than $5,000 may be retained or sold and the Sub-grantee shall compensate the Federal-sponsoring agency for its share.
9. As recipient of federal funds the Sub-grantee must pass on equipment management requirements that meet or exceed the requirements outlined above for all sub-contractors, consultants, and sub-grantees who receive pass-through funding from this Grant Agreement.

10. Allowable equipment categories for the FY 2013-14 UASI program are listed on the web-based version of the Authorized Equipment List (AEL) located at the Responder Knowledge Base at http://www.rkb.us. Reimbursement will only be provided for equipment that (1) is on the AEL or, (2) if not on the AEL, has received prior written approval from FEMA through the Department; Sub-grantees must contact the Department representative for assistance in seeking FEMA approval for equipment not on the AEL. Unless expressly provided otherwise, all equipment must meet all mandatory regulatory and/or FEMA adopted standards to be eligible for purchase using HSGP funds. In addition, Sub-grantees must obtain and maintain all necessary certifications and licenses for the equipment. Sub-grantees are solely responsible for ensuring equipment eligibility.

ARTICLE VI – ENVIRONMENTAL AND HISTORICAL PRESERVATION

2. The Sub-grantee agrees that to receive any federal preparedness funding, all EHP compliance requirements outlined in applicable guidance must be met. The Sub-grantee is advised that any project or expenditure with the potential to impact natural or biological resources or historic properties, including but not limited to, communication towers, physical security enhancements, new construction, renovation, or modification to buildings or structures, cannot be initiated until FEMA has completed the required EHP review. If potential impact is identified, EHP review is required prior to project implementation. Projects implemented prior to receiving EHP approval from FEMA risk de-obligation of funds.

ARTICLE VII – PROCUREMENT
The Sub-grantee shall comply with all procurement requirements of 44 CFR Part 13.36, Procurement.

All sole source contracts expected to exceed $100,000 must be submitted to the County for review and approval prior to the Sub-grantee’s award and execution of a contract. This requirement must be passed on to all of the Sub-grantee’s sub-contractors, at which point the Sub-grantee will be responsible for reviewing and approving their sub-contractor’s sole source justifications.

ARTICLE VIII – SUB-GRANTEE MONITORING
1. The County will monitor the activities of the Sub-grantee from award to closeout. The goal of the County’s monitoring activities will be to ensure that agencies receiving federal pass-through funds are in compliance with this Agreement, federal and state audit requirements, federal grant guidance, and applicable federal and state financial regulations, as well as OMB Circular A-133, Audits of States, Local Governments and Non-Profit Organizations. As a subrecipient of federal financial assistance under Circular A-133, the Sub-grantee shall complete and return to the County Attachment #2 “OMB Circular A-133 Audit Certification Form” with the signed Grant Agreement and each fiscal year thereafter until the Grant Agreement is closed, which form is incorporated in and made a part of this Agreement.

2. Monitoring activities may include, but are not limited to:
   a. review of performance reports;
   b. monitor and document the completion of Grant Agreement deliverables;
   c. documentation of phone calls, meetings, e-mails and correspondence;
d. review of reimbursement requests and supporting documentation to ensure allowability and consistency with Grant Agreement budget and federal requirements;

e. observation and documentation of Grant Agreement related activities, such as exercises, training, funded events and equipment demonstrations;

f. on-site visits to review equipment records and inventories, to verify source documentation for reimbursement requests and performance reports, and to verify completion of deliverables.

3. As a sub-recipient of federal funds, the Sub-grantee is required to meet or exceed the monitoring activities, as outlined above, for all sub-contractors, consultants, and sub-recipients who receive pass-through funding from this Agreement.

ARTICLE IX – NIMS COMPLIANCE

1. The National Incident Management System (NIMS) identifies concepts and principles that answer how to manage emergencies from preparedness to recovery regardless of their cause, size, location, or complexity. NIMS provides a consistent, nationwide approach and vocabulary for multiple agencies or jurisdictions to work together to build, sustain and deliver the core capabilities needed to achieve a secure and resilient nation.

Consistent implementation of NIMS provides a solid foundation across jurisdictions and disciplines to ensure effective and integrated preparedness, planning, and response. NIMS empowers the components of the National Preparedness System, a requirement of Presidential Policy Directive (PPD)-8, to guide activities within the public and private sector and describes the planning, organizing, equipping, training and exercising needed to build and sustain the core capabilities in support of the National Preparedness Goal.

2. The Sub-grantee agrees that in order to receive Federal Fiscal Year 2013 (FFY13-14) federal preparedness funding, to include UASI, the National Incident Management System (NIMS) compliance requirements for 2013-14 must be met.

ARTICLE X – HSGP SPECIFIC REQUIREMENTS

The Washington State Military Department receives grant funding each year from the U.S. Department of Homeland Security (DHS) / Federal Emergency Management Agency (FEMA) through the Homeland Security Grant Program (HSGP). The FY 2013-14 HSGP plays an important role in the implementation of the National Preparedness System (NPS) by supporting the building, sustainment, and delivery of core capabilities essential to achieving the National Preparedness Goal (NPG) of a secure and resilient Nation. Delivering core capabilities requires the combined effort of the whole community, rather than the exclusive effort of any single organization or level of government. The FY 2013-14 HSGP’s allowable costs support efforts to build and sustain core capabilities across the Prevention, Protection, Mitigation, Response, and Recovery mission areas.

1. The FFY 2013-14 HSGP grant stipulates the following for the overall grant funding:

   a. Up to 5 percent of HSGP funds awarded may be used for management and administrative purposes directly related to administration of the grant.

   b. At least 25 percent of the combined HSGP funds allocated under SHSP and UASI are dedicated towards law enforcement terrorism prevention activities (LETPA) linked to one or more capabilities within the NPG. The LETPA allocation can be from SHSP, UASI or both.

   c. Personnel expenses may not exceed 50 percent of the HSGP award.

2. Percentages applicable to the Sub-grantee under this Grant Agreement may differ from the above overall FFY 2013-14 HSGP grant stipulations:

   a. The Grant Agreement percentage for management and administration purposes may be less than, but will not exceed, the maximum 5 percent.
b. The Grant Agreement LETPA percentage may vary, but the Sub-grantee must meet the percentage identified on the Budget Sheet as a minimum.

c. The Grant Agreement percentage for personnel expenses may vary, but the Sub-grantee must not exceed the percentage identified on the Budget Sheet.

3. Use of HSGP funds must be consistent with and supportive of implementation of the State Homeland Security Strategy.

4. UASI-funded projects must address the unique planning, organization, equipment, training, and exercise needs of high-threat, high-density Urban Areas, and assists them in building an enhanced and sustainable capacity to prevent, protect against, respond to, and recover from acts of terrorism.

5. The Sub-grantee shall use HSGP funds only to perform tasks as described in the Sub-grantee's approved projects for funding, as approved by the County.

6. Exercises should be managed and executed in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP). Upon completion of the exercise, an After Action Report and an Improvement Plan must be prepared and submitted as stipulated in the https://hseep.dhs.gov/pages/1001_HSEEP7.aspx

7. Equipment must be in compliance with the FEMA Authorized Equipment List (AEL), as detailed at: http://www.rkb.us/.

8. Sub-grantees will provide reports and/or assist with completion of reports required by the grant including but not limited to the SPR, THIRA, core capabilities assessment, and data calls.

9. Cumulative changes to budget categories in excess of 10% of the Grant Agreement amount will not be reimbursed without prior written authorization from the County. In no case shall the total budget amount exceed the Grant Agreement amount. Budget categories are as specified or defined on the budget sheet of the contract. Any changes to budget categories other than in compliance with this paragraph will not be reimbursed.

10. The Sub-grantee or the County shall submit all proposed equipment purchases to the Committee on Homeland Security, Subcommittee on Equipment, to ensure that the requested equipment is on the Authorized Equipment List, is aligned with the statewide equipment purchasing strategy, and meets all statewide interoperability and standardization requirements. No reimbursement for equipment costs shall be made occur until the appropriate approvals have been obtained.

11. Equipment purchased with funds from DHS grant programs is to be marked with "Purchased with funds provided by the U.S. Department of Homeland Security" whenever possible.

12. As a recipient of federal financial assistance under this Agreement, the Sub-grantee shall comply with all applicable state and federal statutes, regulations, executive orders, and guidelines, including but not limited to the following:

a. All applicable state and federal statutes, regulations and executive orders relating to nondiscrimination, including but not limited to the following: (a) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d et seq.) which prohibits discrimination on the basis of race, color or national origin; (b) the Civil Rights Act of 1968 (42 U.S.C. 3601), which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex; (c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C §§1681 et seq.), which prohibits discrimination on the basis of sex; (d) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C §794), which prohibits discrimination on the basis of disability; (e) the Age Discrimination

b. All applicable state and federal statutes, regulations, executive orders and guidelines relating to environmental and historical preservation, including but not limited to the following: (a) the Coastal Wetlands Planning, Protection and Restoration Act of 1990, as amended (16 U.S.C. 3951 et seq.), Executive Order 11990 and 44 CFR Part 9; (b) the Clean Air Act of 1970, as amended (42 U.S.C. §7401) and the Clean Water Act of 1977, as amended (38 U.S.C. §§ 1251-1387) and Executive Order 11738; (c) floodplains management pursuant to EO 11998, as amended; (e) the Coastal Zone Management Act of 1972, as amended (P.L. 92-583, 16 U.S.C. §§1451 et seq.); (d) the National Environmental Policy Act, as amended (42 U.S.C. §4321); (e) the Safe Drinking Water Act of 1974, as amended (PL 93-523); (f) the Endangered Species Act of 1973, as amended (PL 93-205); and (g) the National Historic Preservation Act, as amended (PL 89-665, 16 U.S.C. §470 et seq.) and 36 CFR Part 800.


d. Section 106(g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. §7104) and 2 CFR §175.


15. The Sub-grantee must comply with any Federal requirements to acknowledge Federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with Federal funds.

16. The Sub-grantee must obtain DHS approval prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.
17. The Sub-grantee must ensure that any project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

18. If, during the past three years, the recipient has been accused of discrimination on the grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion, or familial status, the Sub-grantee must provide a list of all such proceedings, pending or completed, including outcome and copies of settlement agreements to County for forwarding to the Department and the DHS awarding office and the DHS Office of Civil Rights and Civil Liberties. In the event any court or administrative agency makes a finding of discrimination on grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion, or familial status against the Sub-grantee, or the recipient settles a case or matter alleging such discrimination, recipients must forward a copy of the complaint and findings to the DHS Component and/or awarding office. The United States has the right to seek judicial enforcement of these obligations.

19. If the Sub-grantee collects personally identifiable information (PII), the Sub-grantee must have a publically-available policy that describes what PII is collected, how the PII is used, whether the PII is shared with third parties, and how individuals may have their PII corrected as necessary.

20. The Sub-grantee and any of its sub-recipients are required to be non-delinquent in repayment of any Federal debt.
GENERAL TERMS AND CONDITIONS
Department of Homeland Security (DHS) -
Federal Emergency Management Agency (FEMA)

A.1 DEFINITIONS
As used throughout this Grant Agreement, the following terms will have the meaning set forth below:

a. "Department" means the Washington State Military Department, as a state agency, any division, section, office, unit or other entity of the Department, or any of the officers or other officials lawfully representing that Department.

b. "Sub-grantee" means the government or other eligible legal entity to which a subgrant is awarded and which is accountable to the Grantee for the use of the funds provided under this Grant Agreement, and includes all employees of the Sub-grantee and any sub-contractor retained by the Sub-grantee as permitted under the terms of this Grant Agreement. The term "Sub-grantee" and "Contractor" may be used interchangeably in this Agreement.

c. "Sub-grantee Agent" means the official representative and alternate designated or appointed by the Sub-grantee in writing and authorized to make decisions on behalf of the Sub-grantee.

d. "Grantee" means the government to which a grant is awarded and which is accountable for the use of the funds provided. The Grantee is an entire legal entity even if only a particular component of the entity is designated in the grant award document. For the purpose of this Grant Agreement, the Snohomish County is the Grantee. The Grantee and the County are one and the same.

e. "Monitoring Activities" means all administrative, financial, or other review activities that are conducted to ensure compliance with all state and federal laws, rules, authorities and policies.

f. "Investment Justification" means grant application investment justification submitted by the Sub-grantee describing the project for which federal funding is sought and provided under this Grant Agreement. Such grant application investment justification is hereby incorporated into this Grant Agreement by reference.

g. "PL" – is defined and used herein to mean the Public Law.

h. "CFR" – is defined and used herein to mean the Code of Federal Regulations.

i. "OMB" – is defined and used herein to mean the Office of Management and Budget.

j. "WAC" – is defined and used herein to mean the Washington Administrative Code.

k. "RCW" – is defined and used herein to mean the Revised Code of Washington.

A.2 SINGLE AUDIT ACT REQUIREMENTS (including all AMENDMENTS)
Non-federal entities, as subrecipients of a federal award, that expend $500,000 or more in one fiscal year of federal funds from all sources, direct and indirect, are required to have a single or a program-specific audit conducted in accordance with the Office of Management and Budget (OMB) Circular A-133-Audits of States, Local Governments, and Non-Profit Organizations (amended June 27, 2003, effective for fiscal years ending after December 31, 2003, and further amended June 26, 2007). Non-federal entities that spend less than $500,000 a year in federal awards are exempt from federal audit requirements for that year, except as noted in Circular No. A-133. As defined in Circular A-133, the term "non-federal entity" means a State, local government, or non-profit organization, and the term "State" includes Indian tribes. Circular A-133 is available on the OMB Home Page at http://www.omb.gov.

Sub-grantees that qualify as subrecipients required to have an audit must ensure the audit is performed in accordance with Generally Accepted Government Auditing Standards (GAGAS) as found in the Government Auditing Standards (the Revised
Yellow Book) developed by the Comptroller General and the OMB Compliance Supplement. The Sub-grantee has the responsibility of notifying its auditor and requesting an audit in compliance with Circular A-133, to include the Washington State Auditor's Office, a federal auditor, or a public accountant performing work using GAGAS, as appropriate. Costs of the audit may be an allowable grant expenditure as authorized by Circular A-133.

The Sub-grantee shall maintain auditable records and accounts so as to facilitate the audit requirement and shall ensure that any sub-contractors also maintain auditable records.

The Sub-grantee is responsible for any audit exceptions incurred by its own organization or that of its sub-contractors. Responses to any unresolved management findings and disallowed or questioned costs shall be included with the audit report. The Sub-grantee must respond to the County, or the Department requests for information or corrective action concerning audit issues or findings within 30 days of the date of request. The County or the Department reserves the right to recover from the Sub-grantee all disallowed costs resulting from the audit.

Once the single audit has been completed, the Sub-grantee must send a full copy of the audit to the County and a letter stating there were no findings, or if there were findings, the letter should provide a list of the findings. The Sub-grantee must send the audit and the letter no later than nine (9) months after the end of the Sub-grantee's fiscal year(s) to:

HLS Regional Coordinator
Snohomish County – Dept. of Emergency Management
720 80th Street SW, Building A
Everett, WA 98203

In addition to sending a copy of the audit, the Sub-grantee must include a corrective action plan for any audit findings and a copy of the management letter if one was received.

If Sub-grantee claims it is exempt from the audit requirements of Circular A-133, Sub-grantee must send a letter identifying this Grant Agreement and explaining the criteria for exemption no later than nine (9) months after the end of the Sub-grantee fiscal year(s) to the same address shown above.

The County retains the sole discretion to determine whether a valid claim for an exemption from the audit requirements of this provision has been established.

The Sub-grantee shall include the above audit requirements in any sub-contracts.

Conducting a single or program-specific audit in compliance with Circular A-133 is a material requirement of this Grant Agreement. In the absence of a valid claim of exemption from the audit requirements of Circular A-133, the Sub-grantees failure to comply with said audit requirements may result in one or more of the following actions in the County's sole discretion: a percentage of federal awards being withheld until the audit is completed in accordance with Circular A-133; the withholding or disallowing of overhead costs; the suspension of federal awards until the audit is conducted and submitted; or termination of the federal award.

A.3 ADVANCE PAYMENTS PROHIBITED
The County shall make no payments in advance or in anticipation of goods or services to be provided under this Agreement. Sub-grantee shall not invoice the County in advance of delivery and invoicing of such goods or services.
A.4 AMENDMENTS AND MODIFICATIONS
The Sub-grantee or the County may request, in writing, an amendment or modification of this Grant Agreement. However, such amendment or modification shall not be binding, take effect or be incorporated herein until made in writing and signed by the authorized representatives of the County and the Sub-grantee. No other understandings or agreements, written or oral, shall be binding on the parties.

The Sub-grantee must comply with the ADA, which provides comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunication.

A.6 ASSURANCES
The County and Sub-grantee agree that all activity pursuant to this Grant Agreement will be in accordance with all the applicable current federal, state and local laws, rules and regulations.

A.7 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, OR INELIGIBILITY
As federal funds are a basis for this Grant Agreement, the Sub-grantee certifies that the Sub-grantee is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this Grant Agreement by any federal department or agency.

If requested by the County, the Sub-grantee shall complete and sign a Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion form. Any such form completed by the Sub-grantee for this Grant Agreement shall be incorporated into this Grant Agreement by reference.

Further, the Sub-grantee agrees to comply with all applicable federal regulations concerning the federal debarment and suspension system, including 2 CFR Part 180. The Sub-grantee certifies that it will ensure that potential sub-contractors or sub-recipients or any of their principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in "covered transactions" by any federal department or agency. "Covered transactions" include procurement contracts for goods or services awarded under a non-procurement transaction (e.g. grant or cooperative agreement) that are expected to equal or exceed $25,000, and sub-awards to sub-recipients for any amount. With respect to covered transactions, the Sub-grantee may comply with this provision by obtaining a certification statement from the potential sub-contractor or sub-recipient or by checking the System for Award Management (SAM) maintained by the federal government. The Sub-grantee also agrees not to enter into any arrangements or contracts with any party on the Washington State Department of Labor and Industries' "Debarred Contractor List" (http://www.lni.wa.gov/TradesLicensing/PrevWage/AwardingAgencies/DebarredContractors/).

A.8 CERTIFICATION REGARDING RESTRICTIONS ON LOBBYING
As required by 44 CFR Part 18, the Sub-grantee hereby certifies that to the best of its knowledge and belief: (1) no federally appropriated funds have been paid or will be paid by or on behalf of the Sub-grantee to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement; (2) that if any funds other 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 Grant Agreement, grant, loan, or cooperative agreement, the Sub-grantee will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; (3) and that, as applicable, the Sub-grantee will require that the language of this certification be included in the award documents for all subawards at all tiers (including sub-contracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into, and is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code.

A.9 CONFLICT OF INTEREST
No officer or employee of the County; no member, officer, or employee of the Sub-grantee or its designee or agents; no member of the governing body of the jurisdiction in which the project is undertaken or located; and no other official of such the Sub-grantee who exercises any functions or responsibilities with respect to the project during his or her tenure, shall have any personal or pecuniary gain or interest, direct or indirect, in any contract, subcontract, or the proceeds thereof, for work to be performed in connection with the project assisted under this Grant Agreement. The Sub-grantee shall incorporate, or cause to incorporate, in all such contracts or subcontracts, a provision prohibiting such interest pursuant to this provision.

A.10 COMPLIANCE WITH APPLICABLE STATUTES, RULES AND DEPARTMENT POLICIES
The Sub-grantee and all its contractors shall comply with, and the County is not responsible for determining compliance with, any and all applicable federal, state, and local laws, regulations, executive orders, OMB Circulars, and/or policies. This obligation includes, but is not limited to: nondiscrimination laws and/or policies, Energy Policy and Conservation Act (PL 94-163, as amended), the Americans with Disabilities Act (ADA), the Robert T. Stafford Disaster Relief and Emergency Assistance Act, (PL 93-288, as amended), Ethics in Public Service (RCW 42.52), Covenant Against Contingent Fees (48 CFR Section 52.203-5), Public Records Act (RCW 42.56), Prevailing Wages on Public Works (RCW 39.12), State Environmental Policy Act (RCW 43.21C), Shoreline Management Act of 1971 (RCW 90.58), State Building Code (RCW 19.27), Energy Related Building Standards (RCW 19.27A), Provisions in Buildings for Aged and Handicapped Persons (RCW 70.92), and safety and health regulations.

In the event of the Sub-grantee's or its contractor's noncompliance or refusal to comply with any applicable law, regulation, executive order, OMB Circular or policy, the County may rescind, cancel, or terminate the Grant Agreement in whole or in part in its sole discretion. The Sub-grantee is responsible for all costs or liability arising from its failure to comply with applicable law, regulation, executive order, OMB Circular or policy.

A.11 DISCLOSURE
The use or disclosure by any party of any information concerning the County for any purpose not directly connected with the administration of the County's or the Sub-grantee's responsibilities with respect to services provided under this Grant Agreement is prohibited except by prior written consent of the County or as required to comply with the state Public Records Act, other law or court order.

A.12 DISPUTES
Except as otherwise provided in this contract, when a bona fide dispute arises between the parties and it cannot be resolved through discussion and negotiation, either party may request a dispute resolution panel to resolve the dispute. A request for a dispute resolution board shall be in writing, state the disputed issues, state the relative positions of the parties, and be sent to all parties. The panel shall consist of a representative appointed by the County, a representative appointed by the Contractor and a third
party mutually agreed upon by both parties. The panel shall, by majority vote, resolve the dispute. Each party shall bear the cost for its panel member and its attorney fees and costs, and share equally the cost of the third panel member.

A.13 LEGAL RELATIONS
It is understood and agreed that this Grant Agreement is solely for the benefit of the parties to the Grant Agreement and gives no right to any other party. No joint venture or partnership is formed as a result of this Grant Agreement.

To the extent allowed by law, the Sub-grantee, its successors or assigns, will protect, save and hold harmless the County, the State of Washington, and the United States Government and their authorized agents and employees, from all claims, actions, costs, damages or expenses of any nature whatsoever by reason of the acts or omissions of the Sub-grantee, its sub-contractors, assigns, agents, contractors, consultants, licensees, invitees, employees or any person whomsoever arising out of or in connection with any acts or activities authorized by this Grant Agreement.

To the extent allowed by law, the Sub-grantee further agrees to defend the County, the State of Washington and their authorized agents and employees in any litigation; including payment of any costs or attorneys' fees for any claims or action commenced thereon arising out of or in connection with acts or activities authorized by this Grant Agreement.

This obligation shall not include such claims, costs, damages or expenses which may be caused by the sole negligence of the County or Department; provided, that if the claims or damages are caused by or result from the concurrent negligence of (1) the County the Department, and (2) the Sub-grantee, its agents, or employees, this indemnity provision shall be valid and enforceable only to the extent of the negligence of the Sub-grantee, or Sub-grantee's agents or employees.

Insofar as the funding source, the Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA), is an agency of the federal government, the following shall apply:

44 CFR 206.9 Non-liability. The federal government shall not be liable for any claim based upon the exercise or performance of, or the failure to exercise or perform a discretionary function or duty on the part of a federal agency or an employee of the federal government in carrying out the provisions of the Stafford Act.

A.14 LIMITATION OF AUTHORITY – Authorized Signature
The signatories to this Agreement represent that they have the authority to bind their respective organizations to this Agreement. Only the County's Authorized Signature representative and the Authorized Signature representative of the Sub-grantee or Alternate for the Sub-grantee, formally designated in writing, shall have the express, implied, or apparent authority to alter, amend, modify, or waive any clause or condition of this Grant Agreement. Any alteration, amendment, modification, or waiver of any clause or condition of this Grant Agreement is not effective or binding unless made in writing and signed by both parties Authorized Signature representatives. Further, only the Authorized Signature representative or Alternate for the Sub-grantee shall have signature authority to sign reimbursement requests, time extension requests, amendment and modification requests, requests for changes to projects or work plans, and other requests, certifications and documents authorized by or required under this Agreement.

A.15 LOSS OR REDUCTION OF FUNDING
In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Agreement and prior to normal completion or end date, the County or Department may unilaterally reduce the scope of work and budget or unilaterally terminate all or part of the Agreement as a "Termination for Cause" without providing the Sub-grantee an opportunity to cure.
Alternatively, the parties may renegotiate the terms of this Agreement under “Amendments and Modifications” to comply with new funding limitations and conditions, although the County and the Department has no obligation to do so.

A.16 **NONASSIGNABILITY**
Neither this Grant Agreement, nor any claim arising under this Grant Agreement, shall be transferred or assigned by the Sub-grantee.

A.17 **NONDISCRIMINATION**
The Sub-grantee shall comply with all applicable federal and state non-discrimination laws, regulations, and policies. No person shall, on the grounds of age, race, creed, color, sex, sexual orientation, religion, national origin, marital status, honorably discharged veteran or military status, or disability (physical, mental, or sensory) be denied the benefits of, or otherwise be subjected to discrimination under any project, program, or activity, funded, in whole or in part, under this Grant Agreement.

A.18 **NOTICES**
The Sub-grantee shall comply with all public notices or notices to individuals required by applicable local, state and federal laws and shall maintain a record of this compliance.

A.19 **OCCUPATIONAL SAFETY/HEALTH ACT and WASHINGTON INDUSTRIAL SAFETY/HEALTH ACT (OSHA/WISHA)**
The Sub-grantee represents and warrants that its work place does now or will meet all applicable federal and state safety and health regulations that are in effect during the Sub-grantee’s performance under this Grant Agreement. To the extent allowed by law, the Sub-grantee further agrees to indemnify and hold harmless the County, the Department and its employees and agents from all liability, damages and costs of any nature, including but not limited to, costs of suits and attorneys' fees assessed against the County, as a result of the failure of the Sub-grantee to so comply.

A.20 **OWNERSHIP OF PROJECT/CAPITAL FACILITIES**
The County makes no claim to any capital facilities or real property improved or constructed with funds under this Grant Agreement, and by this grant of funds does not and will not acquire any ownership interest or title to such property of the Sub-grantee. The Sub-grantee shall assume all liabilities arising from the ownership and operation of the project and agrees to hold the County, and the State of Washington and the United States government harmless from any and all causes of action arising from the ownership and operation of the project.

A.21 **POLITICAL ACTIVITY**
No portion of the funds provided herein shall be used for any partisan political activity or to further the election or defeat of any candidate for public office or influence the approval or defeat of any ballot issue.

A.22 **PROHIBITION AGAINST PAYMENT OF BONUS OR COMMISSION**
The assistance provided under this Grant Agreement shall not be used in payment of any bonus or commission for the purpose of obtaining approval of the application for such assistance or any other approval or concurrence under this Grant Agreement provided, however, that reasonable fees or bona fide technical consultant, managerial, or other such services, other than actual solicitation, are not hereby prohibited if otherwise eligible as project costs.

A.23 **PUBLICITY**
The Sub-grantee agrees to submit to the County prior to issuance all advertising and publicity matters relating to this Grant Agreement wherein the County’s name is mentioned or language used from which the connection of the County’s name may, in the County’s judgment, be inferred or implied. The Sub-grantee agrees not to publish or use such advertising and publicity matters without the prior written consent of
the County. The Sub-grantee may copyright original work it develops in the course of
or under this Grant Agreement; however, pursuant to 44 CFR 13.34, FEMA reserves a
royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise
use, and to authorize others to use the work for government purposes.

Publication resulting from work performed under this Grant Agreement shall include an
acknowledgement of FEMA’s financial support, by CFDA number, and a statement that
the publication does not constitute an endorsement by FEMA or reflect FEMA’s views.

A.24 **RECAPTURE PROVISION**

In the event the Sub-grantee fails to expend funds under this Agreement in accordance
with applicable federal, state, and local laws and/or the provisions of the Grant
Agreement, the County reserves the right to recapture funds in an amount
equivalent to the extent of noncompliance. Such right of recapture shall exist for the life
of the project following Grant Agreement termination. Repayment by the Sub-grantee of
funds under this recapture provision shall occur within 30 days of demand.

In the event the County is required to institute legal proceedings to enforce the
recapture provision, the County shall be entitled to its costs thereof, including
attorney fees.

A.25 **RECORDS**

a. The Sub-grantee agrees to maintain all books, records, documents, receipts,
invoices and all other electronic or written records necessary to sufficiently and
properly reflect the Sub-grantee’s contracts, grant administration, and payments,
including all direct and indirect charges, and expenditures in the performance of this
Grant Agreement (the “records”).

b. The Sub-grantee’s records related to this Grant Agreement and the projects funded
may be inspected and audited by the County, the Department or its designee, by the
Office of the State Auditor, DHS, FEMA or their designees, by the Comptroller
General of the United States or its designees, or by other state or federal officials
authorized by law, for the purposes of determining compliance by the Sub-grantee
with the terms of this Grant Agreement and to determine the appropriate level of
funding to be paid under the Grant Agreement.

c. The records shall be made available by the Sub-grantee for such inspection and
audit, together with suitable space for such purpose, at any and all times during the
Sub-grantee’s normal working day.

d. The Sub-grantee shall retain and allow access to all records related to this Grant
Agreement and the funded project(s) for a period of at least six (6) years following
final payment and closure of the grant under this Grant Agreement.

A.26 **RESPONSIBILITY FOR PROJECT/STATEMENT OF WORKWORK PLAN**

While the County and the Department undertake to assist the Sub-grantee with the
project/statement of work/work plan (project) by providing grant funds pursuant to this
Grant Agreement, the project itself remains the sole responsibility of the Sub-grantee.
The County and the Department undertake no responsibility to the Sub-grantee, or to
any third party, other than as is expressly set out in this Grant Agreement.

The responsibility for the design, development, construction, implementation, operation
and maintenance of the project, as these phrases are applicable to this project, is solely
that of the Sub-grantee, as is responsibility for any claim or suit of any nature by any
third party related in any way to the project.

Prior to the start of any construction activity, the Sub-grantee shall ensure that all
applicable Federal, State, and local permits and clearances are obtained, including but
not limited to FEMA compliance with the National Environmental Policy Act, the National
Historic Preservation Act, the Endangered Species Act, and all other environmental laws
and executive orders.
The Sub-grantee shall defend, at its own cost, any and all claims or suits at law or in equity, which may be brought against the Sub-grantee in connection with the project. The Sub-grantee shall not look to the County, or to any state or federal agency, or to any of their employees or agents, for any performance, assistance, or any payment or indemnity, including but not limited to cost of defense and/or attorneys’ fees, in connection with any claim or lawsuit brought by any third party related to any design, development, construction, implementation, operation and/or maintenance of a project.

A.27 SEVERABILITY
If any court of rightful jurisdiction holds any provision or condition under this Grant Agreement or its application to any person or circumstances invalid, this invalidity does not affect other provisions, terms or conditions of the Grant Agreement, which can be given effect without the invalid provision. To this end, the terms and conditions of this Grant Agreement are declared severable.

A.28 SUB-CONTRACTING
The Sub-grantee shall use a competitive procurement process in the award of any contracts with contractors or sub-contractors that are entered into under the original contract award. The procurement process followed shall be in accordance with 44 CFR Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, or with OMB Circular A-110, Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations, as applicable to the Sub-grantee.

Sub-Grantees must comply with the following provisions regarding procurement, and all Sub-Grantee contracts with sub-contractors must contain the following provisions regarding procurement, per 44 CFR Part 13.36(i):

1) Administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as may be appropriate. (All contracts more than the simplified acquisition threshold).

2) Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be effected and the basis for settlement. (All contracts in excess of $10,000).

3) Compliance with Executive Order 11246 of September 24, 1965, entitled “Equal Employment Opportunity,” as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60). (All construction contracts awarded in excess of $10,000 by grantees and their contractors or sub-grantees).


5) Compliance with the Davis-Bacon Act (40 U.S.C. 276a to 276a–7) as supplemented by Department of Labor regulations (29 CFR part 5). (Construction contracts in excess of $2,000 awarded by grantees and sub-grantees when required by Federal grant program legislation).

6) Compliance with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327–330) as supplemented by Department of Labor regulations (29 CFR Part 5). (Construction contracts awarded by grantees and sub-grantees in excess of $2,000, and in excess of $2,500 for other contracts which involve the employment of mechanics or laborers).

7) Notice of awarding agency requirements and regulations pertaining to reporting.
8) Notice of awarding agency requirements and regulations pertaining to patent rights
with respect to any discovery or invention which arises or is developed in the course
of or under such contract.

9) Awarding agency requirements and regulations pertaining to copyrights and rights in
data.

10) Access by the grantee, the sub-grantee, the Federal grantor agency, the Comptroller
General of the United States, or any of their duly authorized representatives to any
books, documents, papers, and records of the contractor which are directly pertinent
to that specific contract for the purpose of making audit, examination, excerpts, and
transcriptions.

11) Retention of all required records for three years after grantees or sub-grantees make
final payments and all other pending matters are closed.

12) Compliance with all applicable standards, orders, or requirements issued under
section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water
Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency
regulations (40 CFR part 15). (All contracts, sub-contracts, and sub-grants of
amounts in excess of $100,000).

13) Mandatory standards and policies relating to energy efficiency which are contained in
the state energy conservation plan issued in compliance with the Energy Policy and

The County and the Department reserves the right to review the Sub-
Grantee procurement plans and documents, and require the Sub-Grantee to make
changes to bring its plans and documents into compliance with the requirements of
44 CFR Part 13.36. The Sub-Grantee must ensure that its procurement process
requires contractors and subcontractors to provide adequate documentation with
sufficient detail to support the costs of the project and to allow both the Sub-Grantee
and the County to make a determination on eligibility of project costs.

All sub-contracting agreements entered into pursuant to this Grant Agreement shall
incorporate this Grant Agreement by reference.

A.29 SUB-GRANTEE NOT EMPLOYEE
The parties intend that an independent contractor relationship will be created by this
Grant Agreement. The Sub-grantee, and/or employees or agents performing under this
Grant Agreement are not employees or agents of the County in any manner
whatsoever. The Sub-grantee will not be presented as nor claim to be an officer or
employee of the County, the Department or of the State of Washington by
reason of this Grant Agreement, nor will the Sub-grantee make any claim, demand,
or application to or for any right or privilege applicable to an officer or employee of
the County, or of the State of Washington by reason of this Grant Agreement,
including, but not limited to, Workmen's Compensation coverage, unemployment
insurance benefits, social security benefits, retirement membership or credit, or privilege
or benefit which would accrue to a civil service employee under Chapter 41.06 RCW.
A.30 TAXES, FEES AND LICENSES
Unless otherwise provided in this Grant Agreement, the Sub-grantee shall be responsible for, pay and maintain in current status all taxes, unemployment contributions, fees, licenses, assessments, permit charges and expenses of any other kind for the Sub-grantee or its staff required by statute or regulation that are applicable to Grant Agreement performance.

A.31 TERMINATION FOR CONVENIENCE
Notwithstanding any provisions of this Grant Agreement, the Sub-grantee may terminate this Grant Agreement by providing written notice of such termination to the County's Key Personnel identified in the Grant Agreement, specifying the effective date thereof, at least thirty (30) days prior to such date.

Except as otherwise provided in this Grant Agreement, the County, in its sole discretion and in the best interests of the State of Washington, may terminate this Grant Agreement in whole or in part by providing ten (10) calendar days written notice, beginning on the second day after mailing to the Sub-grantee. Upon notice of termination for convenience, the County reserves the right to suspend all or part of the Grant Agreement, withhold further payments, or prohibit the Sub-grantee from incurring additional obligations of funds. In the event of termination, the Sub-grantee shall be liable for all damages as authorized by law. The rights and remedies of the County provided for in this section shall not be exclusive and are in addition to any other rights and remedies provided by law.

A.32 TERMINATION OR SUSPENSION FOR CAUSE
In the event the County, in its sole discretion, determines the Sub-grantee has failed to fulfill in a timely and proper manner its obligations under this Grant Agreement, is in an unsound financial condition so as to endanger performance hereunder, is in violation of any laws or regulations that render the Sub-grantee unable to perform any aspect of the Grant Agreement, or has violated any of the covenants, agreements or stipulations of this Grant Agreement, the County has the right to immediately suspend or terminate this Grant Agreement in whole or in part.

The County may notify the Sub-grantee in writing of the need to take corrective action and provide a period of time in which to cure. The County is not required to allow the Sub-grantee an opportunity to cure if it is not feasible as determined solely within the County's discretion. Any time allowed for cure shall not diminish or eliminate the Sub-grantee liability for damages or otherwise affect any other remedies available to the County. If the County allows the Sub-grantee an opportunity to cure, the County shall notify the Sub-grantee in writing of the need to take corrective action. If the corrective action is not taken within ten (10) calendar days or as otherwise specified by the County, or if such corrective action is deemed by the County to be insufficient, the Grant Agreement may be terminated in whole or in part.

The County reserves the right to suspend all or part of the Grant Agreement, withhold further payments, or prohibit the Sub-grantee from incurring additional obligations of funds during investigation of the alleged compliance breach, pending corrective action by the Sub-grantee, if allowed, or pending a decision by the County to terminate the Grant Agreement in whole or in part.

In the event of termination, the Sub-grantee shall be liable for all damages as authorized by law, including but not limited to, any cost difference between the original Grant Agreement and the replacement or cover Grant Agreement and all administrative costs directly related to the replacement Grant Agreement, e.g., cost of administering the competitive solicitation process, mailing, advertising and other associated staff time. The rights and remedies of the County provided for in this section shall not be exclusive and are in addition to any other rights and remedies provided by law.
If it is determined that the Sub-grantee: (1) was not in default or material breach, or (2) failure to perform was outside of the Sub-grantee's control, fault or negligence, the termination shall be deemed to be a "Termination for Convenience".

A.33 TERMINATION PROCEDURES
In addition to the procedures set forth below, if the County terminates this Grant Agreement, the Sub-grantee shall follow any procedures specified in the termination notice. Upon termination of this Grant Agreement and in addition to any other rights provided in this Grant Agreement, the County may require the Sub-grantee to deliver to the County any property specifically produced or acquired for the performance of such part of this Grant Agreement as has been terminated.

If the termination is for convenience, the County shall pay to the Sub-grantee agreed upon price, if separately stated, for properly authorized and completed work and services rendered or goods delivered to and accepted by the County prior to the effective date of Grant Agreement termination, and the amount agreed upon by the Sub-grantee and the County for (i) completed work and services and/or equipment or supplies provided for which no separate price is stated, (ii) partially completed work and services and/or equipment or supplies provided which are accepted by the County, (iii) other work, services and/or equipment or supplies which are accepted by the County, and (iv) the protection and preservation of property.

Failure to agree with such amounts shall be a dispute within the meaning of the "Disputes" clause of this Grant Agreement. If the termination is for cause, the County shall determine the extent of the liability of the County. The County shall have no other obligation to the Sub-grantee for termination. The County may withhold from any amounts due the Sub-grantee such sum as the County determines to be necessary to protect the County against potential loss or liability.

The rights and remedies of the County provided in this Grant Agreement shall not be exclusive and are in addition to any other rights and remedies provided by law.

After receipt of a notice of termination, and except as otherwise directed by the County in writing, the Sub-grantee shall:

a. Stop work under the Grant Agreement on the date, and to the extent specified, in the notice;

b. Place no further orders or sub-contracts for materials, services, supplies, equipment and/or facilities in relation to this Grant Agreement except as may be necessary for completion of such portion of the work under the Grant Agreement as is not terminated;

c. Assign to the County, in the manner, at the times, and to the extent directed by the County, all of the rights, title, and interest of the Sub-grantee under the orders and sub-contracts so terminated, in which case the County has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and sub-contracts;

d. Settle all outstanding liabilities and all claims arising out of such termination of orders and sub-contracts, with the approval or ratification of the County to the extent the County may require, which approval or ratification shall be final for all the purposes of this clause;

e. Transfer title to the County and deliver in the manner, at the times, and to the extent directed by the County any property which, if the Grant Agreement had been completed, would have been required to be furnished to the County;

f. Complete performance of such part of the work as shall not have been terminated by the County in compliance with all contractual requirements; and
g. Take such action as may be necessary, or as the County may require, for the protection and preservation of the property related to this Grant Agreement which is in the possession of the Sub-grantee and in which the County has or may acquire an interest.

A.34 TRAVEL AND SUBSISTENCE REIMBURSEMENT
Unless the Grant Agreement specifically provides for different rates, any travel or subsistence reimbursement allowed under the Agreement shall be paid in accordance with rates set pursuant to RCW 43.03.050 and RCW 43.03.060 as now existing or amended. The Sub-grantee may be required to provide to the County copies of receipts for any travel related expenses other than meals and mileage (example: parking) that are authorized under this Agreement.

A.35 UTILIZATION OF MINORITY AND WOMEN BUSINESS ENTERPRISES (MWBE)
The Sub-grantee is encouraged to utilize business firms that are certified as minority-owned and/or women-owned in carrying out the purposes of this Grant Agreement. The Sub-grantee may set utilization standards, based upon local conditions or may utilize the state of Washington MWBE goals, as identified in WAC 326-30-041.

A.36 WAIVERS
No conditions or provisions of this Grant Agreement can be waived unless approved in advance by the County in writing. The County’s failure to insist upon strict performance of any provision of the Grant Agreement or to exercise any right based upon a breach thereof, or the acceptance of any performance during such breach, shall not constitute a waiver of any right under this Grant Agreement.

A.37 VENUE
This Grant Agreement shall be construed and enforced in accordance with, and the validity and performance shall be governed by, the laws of the state of Washington. Venue of any suit between the parties arising out of this Grant Agreement shall be the Superior Court of Snohomish County, Washington. The Sub-grantee, by execution of this Grant Agreement acknowledges the jurisdiction of the courts of the State of Washington.
### Homeland Security Grant (HSGP)
**URBAN AREA SECURITY INITIATIVE (UASI)**
**UASI APPROVED PROJECTS FFY 13-14**

**Agency:** City of Everett

The Washington State Military Department Emergency Management Division’s (EMD) Homeland Security Section is responsible for programs designed to prepare and improve the State’s ability to prepare for, prevent, protect against, respond to and recover from terrorist attacks and other major disasters. Through the U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), the FFY 2013-14 Homeland Security Grant Program (HSGP) is providing funds to enhance the capability of state and local units of government to make measurable progress towards the achievement of the National Preparedness Guidelines by addressing the unique exercise, training, planning, organization, equipment, and administration needs of citizen preparedness and of emergency responders.

The U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA) is providing funds to the state and the specified Urban Area of the City of Seattle, City of Bellevue, King County, Snohomish County, and Pierce County to enhance their capacity to prevent terrorist attacks involving CBRNE devices and to meet the unique needs of high urban threat areas through the FFY 2013-14 Urban Area Security Initiative (UASI) Program.

**City of Everett –Police Department (Sub-Grantee) has been approved for Project # 4.**

<table>
<thead>
<tr>
<th>PROJECT #1</th>
<th>Sustainment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project Description</strong></td>
<td>Program sustainment</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PROJECT #2</th>
<th>Vulnerable Populations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project Description</strong></td>
<td>Sustain the regional collaboration while increasing the individual and collective UASI vulnerable populations planning and response capabilities. Build a GIS-based framework to inform planning assumptions and response priorities related to vulnerable populations. Continue to identify vulnerable populations gaps in disaster planning, response and recovery and develop and strategies to address those areas.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PROJECT #3</th>
<th>Citizens Preparedness &amp; Outreach</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project Description</strong></td>
<td>This project will maintain and build upon existing public education programs, projects and campaigns within each jurisdiction to raise awareness and motivate people to prepare for disasters. This is accomplished through regional collaboration and leveraging the jurisdictions' partnerships to create cost efficiencies, and work toward message consistency. Investing in this project supports the UASI Regions’ commitment to preparing our communities.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PROJECT #4</th>
<th>CBRNE Response</th>
</tr>
</thead>
</table>
| **Project Description** | **Everett Police Marine Dive Team** equipment.  
- SCBA dive masks, wireless headsets, underwater dive lights, all-weather personal protective gear for boat crew, and boat trailer for Everett Marine-1  

**Regional SWAT Team**  
- Tactical Inspection Kit (Fiber Optic Cameras), Personal Protective gear, and/or SWAT equipment  

**Regional multi-agency ALERT unit**  
- FM-53 Gas Masks and filter canisters  

**Regional Forensics Unit**  
- Forensic computer hardware and software  

**Everett Police Public Information Officer (PIO) mobile capability**  
- Computers, software, cameras, printer, and accessories necessary needed to establish a mobile PIO capability |

<table>
<thead>
<tr>
<th>PROJECT #5</th>
<th>Aircraft Maintenance and Sustainment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project Description</strong></td>
<td>Provides funds to maintain UASI Regional aircraft that respond to &quot;all hazards&quot; including terrorist attack. Aircraft provide much needed support: Command &amp; Control, live downlink, mapping, personnel and equip transport.</td>
</tr>
<tr>
<td>TIME LINE</td>
<td>TASK</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>September 1, 2013</td>
<td>Start of Grant performance period or final signature, whichever is later</td>
</tr>
<tr>
<td>Monthly or no less than Quarterly</td>
<td>Submission of Reimbursement Requests and Progress Reports</td>
</tr>
<tr>
<td>January 15, 2014</td>
<td>If applicable: Grant Funded Typed Resource Report (Reporting Period: September – December 2013)</td>
</tr>
<tr>
<td>July 15, 2014</td>
<td>If applicable: Grant Funded Typed Resource Report (Reporting Period: January – June 2014)</td>
</tr>
<tr>
<td>January 15, 2015</td>
<td>If applicable: Grant Funded Typed Resource Report (Reporting Period: July – Dec 2014)</td>
</tr>
<tr>
<td>July 15, 2015</td>
<td>If applicable: Grant Funded Typed Resource Report (Reporting Period: Jan-Jun 2015)</td>
</tr>
<tr>
<td>December 31, 2015</td>
<td>Agreement End Date. All work ceases. Contract and Grant performance period ends.</td>
</tr>
<tr>
<td>NLT: 15 days from Agreement End Date</td>
<td>Grant Funded Typed Resource Report (Reporting Period: July – Dec. 2015). Final request for reimbursement. Reports are due before final invoice can be reimbursed.</td>
</tr>
</tbody>
</table>
# BUDGET SHEET

**Homeland Security Grant Program (HSGP)**
**URBAN AREA SECURITY INITIATIVE FFY13-14**

## City of Everett – Police Dept.

<table>
<thead>
<tr>
<th>SOLUTION AREA</th>
<th>CATEGORY</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLANNING</td>
<td>Salaries &amp; Benefits</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Goods &amp; Services</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Travel/Per Diem</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td><strong>Subtotal</strong></td>
<td>$</td>
</tr>
<tr>
<td>EQUIP</td>
<td>Equipment</td>
<td>$ 155,330</td>
</tr>
<tr>
<td></td>
<td>Indirect</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td><strong>Subtotal</strong></td>
<td>$</td>
</tr>
<tr>
<td>TRAINING</td>
<td>Contracting - Non-personnel</td>
<td>$ -</td>
</tr>
<tr>
<td></td>
<td>Goods &amp; Services</td>
<td>$ -</td>
</tr>
<tr>
<td></td>
<td>Indirect</td>
<td>$ -</td>
</tr>
<tr>
<td></td>
<td><strong>Subtotal</strong></td>
<td>$ -</td>
</tr>
<tr>
<td>M&amp;A</td>
<td>Salaries &amp; Benefits</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Goods &amp; Services</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Travel/Per Diem</td>
<td>$ -</td>
</tr>
<tr>
<td></td>
<td>Indirect</td>
<td>$ -</td>
</tr>
<tr>
<td></td>
<td><strong>Subtotal</strong></td>
<td>$</td>
</tr>
</tbody>
</table>

**TOTAL Allocated AMOUNT:** $ 155,330

Less Equipment Pass Through  
(direct contract with Military Department) $ -

**TOTAL Contract AMOUNT:** $ 155,330

| Law Enforcement Terrorism Prevention Activities | $ 155,330 | 85% of Agreement Amount |
| Personnel Expenses                                | $ 0       | 0% of Agreement Amount  |

Cumulative changes to Solution Areas in excess of 10% of the contract award will not be reimbursed without prior written authorization from the County.

To manage HSGP caps (3% M&A and 50% Personnel expenses) reimbursement requests for Management & Administration and Personnel expenses above the current allocation will not be reimbursed without approved amendment.
ADDITIONAL AGREEMENT PROVISIONS AND WORKSHEET
For Compliance With The

The Federal Funding Accountability and Transparency Act (FFATA) was signed on September 26, 2006. The FFATA legislation requires information on federal awards (federal financial assistance and expenditures) be made available to the public via a single, searchable website. Federal awards include grants, subgrants, loans, awards, cooperative agreements and other forms of financial assistance as well as contracts, subcontracts, purchase orders, task orders, and delivery orders. The legislation does not require inclusion of individual transactions below $25,000 or credit card transactions before October 1, 2008. However, if an award is initially below this amount yet later increased, the act is triggered. Due to this variability in compliance Subrecipients are required by the Military Department to be familiar with the FFATA requirements and complete this Worksheet for each contract for the State’s submission in to the FFATA portal.

ADDITIONAL PROVISIONS

A. This contract (subaward) is supported by federal funds, requiring compliance with the Federal Funding Accountability and Transparency Act (FFATA or the Transparency Act) and Office of Management and Budget Guidance (OMB). Public Law 109-282 as amended by section 6202(a) of Public Law 110-252 (see 31 U.S.C. 6101 note). By entering into this contract, contractor agrees to provide all applicable reporting information to the Washington Military Department (WMD) required by FFATA and OMB Guidance.

B. The FFATA requires the OMB to establish a publicly available online database (USASpending.gov) containing information about entities that are awarded Federal grants, loans, and contracts. As required by FFATA and OMB Guidance, certain information on the first-tier subawards related to Federal contracts and grants, and the executive compensation of awardees, must be made publicly available.

C. For new Federal grants beginning October 1, 2010, if the initial subaward is equal to or greater than $25,000, reporting of the subaward and executive compensation information is required. If the initial subaward is below $25,000 but subsequent grant modifications result in a total subaward equal to or over $25,000, the subaward will be subject to the reporting requirements as of the date the subaward exceeds $25,000. If the initial subaward equals or exceeds $25,000 but funding is subsequently de-obligated such that the total award amount falls below $25,000, the subaward continues to be subject to the reporting requirements of the Transparency Act and OMB Guidance.

D. As a Federal grant subawardee under this contract, your organization is required by FFATA, OMB Guidance and this contract to provide the WMD, as the prime grant awardee, all information required for FFATA compliant reporting by WMD. This includes all applicable subawardee entity information required by FFATA and OMB Guidance, subawardee DUNS number, and relevant executive compensation data, as applicable.

1. Data about your organization will be provided to USASpending.gov by the WMD. System for Award Management (SAM) is a government wide registration system for
organizations that do business with the Federal Government. SAM stores information about awardees including financial account information for payment purposes and a link to D&B for maintaining current DUNS information. www.sam.gov. WMD requires SAM registration and annual renewal by your organization to minimize unnecessary data entry and re-entry required by both WMD and your organization. It will also reduce the potential of inconsistent or inaccurate data entry.

2. Your organization must have a Data Universal Numbering System (DUNS) number obtained from the firm Dun and Bradstreet (D&B) (www.dnb.com). A DUNS number provides a method to verify data about your organization. D&B is responsible for maintaining unique identifiers and organizational linkages on behalf of the Federal Government for organizations receiving Federal assistance.

E. The WMD, as the prime awardee, is required by FFATA to report names and total compensation of the five (5) most highly compensated officers of your organization (as the subawardee) if:

1. Your organization (the subawardee), in the preceding fiscal year, received 80 percent or more of its annual gross revenues from Federal awards and $25,000,000 or more in annual gross revenues from Federal awards; and

2. The public does not have access to this information about the compensation of the senior executives of your organization through periodic reports filed under section 13(a) or 15(d) of the Securities and Exchange Act of 1934 (15 U.S.C. §§ 78m(a), 78o(d) or section 6104 of the Internal Revenue Code of 1986.

“Total compensation” for purposes of this requirement generally means the cash and non-cash value earned by the executive during the past fiscal year and includes salary and bonus; awards of stock, stock options and stock appreciation rights; and other compensation such as severance and termination payments, and value of life insurance paid on behalf of the employee, and as otherwise provided by FFATA and applicable OMB guidance.

F. If (1) in the preceding fiscal year your organization received 80 percent or more of its annual gross revenues from Federal awards and $25,000,000 or more in annual gross revenues from Federal awards, and (2) the public does not have access to this information about the compensation of the senior executives of your organization through periodic reports filed under section 13(a) or 15(d) of the Securities and Exchange Act of 1934 (15 U.S.C. §§ 78m(a), 78o(d) or section 6104 of the Internal Revenue Code of 1986, insert the names and total compensation for the five most highly compensated officers of your organization in the table below.
## WORKSHEET

**Subrecipient Agency:** City of Everett  
**Grant and Years:** UASI FFY 2013 & 2014  
**Agreement Number:** E14-091 & E15-090

### Completed by: Andy Lee  
**Name:** Andy Lee  
**Accounting Manager:**  
**Title:**  
**Telephone:** 425-257-8604

### Date Completed: [Insert Date]

---

### STEP 1
**Is your grant agreement less than $25,000?**
- [ ] YES  
- [x] NO  
- [ ] STOP, no further analysis needed, GO to Step 2  
- [ ] GO to Step 2

### STEP 2
**In your preceding fiscal year, did your organization receive 80% or more of its annual gross revenues from federal funding?**
- [ ] YES  
- [ ] NO  
- [x] STOP, no further analysis needed, GO to Step 6  
- [ ] GO to Step 6

### STEP 3
**In your preceding fiscal year, did your organization receive $25,000,000 or more in federal funding?**
- [ ] YES  
- [ ] NO  
- [ ] STOP, no further analysis needed, GO to Step 6  
- [ ] GO to Step 6

### STEP 4
**Does the public have access to information about the total compensation* of senior executives in your organization?**
- [ ] YES  
- [ ] NO  
- [ ] STOP, no further analysis needed, GO to step 6  
- [ ] GO to STEP 5

### STEP 5

| Executive #1 | Name:  
| Total Compensation amount: $ |

| Executive #2 | Name:  
| Total Compensation amount: $ |

| Executive #3 | Name:  
| Total Compensation amount: $ |

| Executive #4 | Name:  
| Total Compensation amount: $ |

| Executive #5 | Name:  
| Total Compensation amount: $ |

---

### STEP 6

If your organization does not meet these criteria, specifically identify below each criteria that is not met for your organization: For Example: "Our organization received less than $25,000."

*total compensation* refers to:
- Salary and bonuses
- Awards of stock, stock options, and stock appreciation rights
- Other compensation including, but not limited to, severance and termination payments
- Life insurance value paid on behalf of the employee

---

**Signature:** [Signature]

**Date:** [Insert Date]

---

*Additional Resources:*
  - [http://www.whitehouse.gov/omb/open](http://www.whitehouse.gov/omb/open)
  - [http://www.grants.gov/]
OMB Circular A-133 Audit Certification Form
Audits of States, Local Governments, and Non-Profit Organizations

Contact Information

<table>
<thead>
<tr>
<th>Subrecipient (Sub-Grantee) Name</th>
<th>City of Everett</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorized Financial Official</td>
<td>Andy Lee</td>
</tr>
<tr>
<td>Address</td>
<td>2930 Wetmore Ave Suite 9H Everett, WA 98201</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:alee@everettwa.gov">alee@everettwa.gov</a></td>
</tr>
<tr>
<td>Phone</td>
<td>425-257-8604</td>
</tr>
</tbody>
</table>

Purpose: As a pass-through agency of federal grant funds, the Washington Military Department/Emergency Management Division (WMD/EMD) is required by Office of Management and Budget (OMB) Circular A-133 to monitor activities of subrecipients to ensure federal awards are used for authorized purposes and ensure that subrecipients expending $500,000 or more in federal awards during their fiscal year have met the OMB Circular A-133 Audit Requirements. Your entity is a subrecipient subject to such monitoring by MIL/EMD because it is a non-federal entity that expends federal grant funds received from MIL/EMD as a pass-through entity to carry out a federal program. OMB Circular A-133 can be found at http://www.whitehouse.gov/sites/default/files/omb/assets/a133/a133_revised_2007.pdf, and it should be consulted when completing this form.

Directions: As required by OMB Circular A-133, non-federal entities that expend $500,000 in federal awards in a fiscal year shall have a single or program-specific audit conducted for that year. If your entity is not subject to A-133 requirements, you must complete Section A of this Form. If your entity is required to complete an A-133 Audit, you must complete Section B of this form. When completed, you must sign, date, and return this form with your grant agreement contract and every fiscal year thereafter until the grant agreement contract is closed. Failure to return this completed Audit Certification Form may result in delay of grant agreement processing, withholding of federal awards or disallowance of costs, and suspension or termination of federal awards.

SECTION A: Entities NOT subject to the audit requirements of OMB Circular A-133

Our entity is not subject to the requirements of OMB Circular A-133 because (check all that apply):

- We did not expend $500,000 or more of total federal awards during the fiscal year.
- We are a for-profit agency.
- We are exempt for other reasons (describe):

However, by signing below, I agree that we are still subject to the audit requirements, laws and regulations governing the program(s) in which we participate, that we are required to maintain records of federal funding and to provide access to such records by federal and state agencies and their designees, and that WMD/EMD may request and be provided access to additional information and/or documentation to ensure proper stewardship of federal funds.

SECTION B: Entities that ARE subject to the requirements of OMB Circular A-133

(Complete the information below and check the appropriate box)

We completed our last A-133 Audit on June 25, 2014 for Fiscal Year ending 12/21/2013. There were no findings related to federal awards from WMD/EMD. No follow-up action is required by WMD/EMD as the pass-through entity.

A complete copy of the audit report, which includes exceptions, corrective action plan and management response, is either enclosed or available online at: http://www.

We completed our last A-133 Audit on [enter date] for Fiscal Year ending [enter date]. There were findings related to federal awards.

A complete copy of the audit report, which includes exceptions, corrective action plan and management response, is either enclosed or available online at: http://www.

Our completed A-133 Audit will be available on [enter date] for Fiscal Year ending [enter date]. We will forward a copy of the audit report to you at that time unless it will be available online at:

http://www.

I hereby certify that I am an individual authorized by the above identified entity to complete this form. Further, I certify that the above information is true and correct and all relevant material findings contained in audit report/statement have been disclosed. Additionally, I understand this Form is to be submitted every fiscal year for which this entity is a subrecipient of federal grant funds from MIL/EMD until the grant agreement contract is closed.

Signature of Authorized Financial Official: [Signature]  Date: 4/15/15

Print Name & Title: Andy Lee, Accounting Manager
Washington State Auditor’s Office
Financial Statements and Federal Single Audit Report

City of Everett
Snohomish County

Audit Period
January 1, 2013 through December 31, 2013

Report No. 1012275

Issue Date
July 28, 2014

Washington State Auditor
Troy Kelley
Independence • Respect • Integrity
July 28, 2014

Mayor and City Council
City of Everett
Everett, Washington

*Report on Financial Statements and Federal Single Audit*

Please find attached our report on the City of Everett’s financial statements and compliance with federal laws and regulations.

We are issuing this report in order to provide information on the City’s financial condition.

Sincerely,

*TROY KELLEY*
STATE AUDITOR
# Table of Contents

City of Everett  
Snohomish County  
January 1, 2013 through December 31, 2013

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<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Summary</td>
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</tr>
<tr>
<td>Schedule of Audit Findings and Responses</td>
<td>3</td>
</tr>
<tr>
<td>Schedule of Prior Federal Audit Findings</td>
<td>7</td>
</tr>
<tr>
<td>Independent Auditor’s Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <em>Government Auditing Standards</em></td>
<td>9</td>
</tr>
<tr>
<td>Independent Auditor’s Report on Compliance for Each Major Federal Program and on Internal Control over Compliance in Accordance with OMB Circular A-133</td>
<td>11</td>
</tr>
<tr>
<td>Independent Auditor’s Report on Financial Statements</td>
<td>14</td>
</tr>
<tr>
<td>Financial Section</td>
<td>17</td>
</tr>
</tbody>
</table>
Federal Summary

City of Everett
Snohomish County
January 1, 2013 through December 31, 2013

The results of our audit of the City of Everett are summarized below in accordance with U.S. Office of Management and Budget Circular A-133.

FINANCIAL STATEMENTS

An unmodified opinion was issued on the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate discretely presented component units and remaining fund information.

Internal Control Over Financial Reporting:

- **Significant Deficiencies**: We identified deficiencies in the design or operation of internal control over financial reporting that we consider to be significant deficiencies.

- **Material Weaknesses**: We identified no deficiencies that we consider to be material weaknesses.

We noted no instances of noncompliance that were material to the financial statements of the City.

FEDERAL AWARDS

Internal Control Over Major Programs:

- **Significant Deficiencies**: We reported no deficiencies in the design or operation of internal control over major federal programs that we consider to be significant deficiencies.

- **Material Weaknesses**: We identified no deficiencies that we consider to be material weaknesses.

We issued an unmodified opinion on the City’s compliance with requirements applicable to each of its major federal programs.

We reported no findings that are required to be disclosed under section 510(a) of OMB Circular A-133.
Identification of Major Programs:

The following were major programs during the period under audit:

<table>
<thead>
<tr>
<th>CFDA No.</th>
<th>Program Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>16.738</td>
<td>JAG Program Cluster – Edward Byrne Memorial Justice Assistance Grant Program</td>
</tr>
<tr>
<td>16.804</td>
<td>ARRA – JAG Program Cluster – Edward Byrne Memorial Justice Assistance Grant (JAG) Program/Grants to Units of Local Government (Recovery Act)</td>
</tr>
<tr>
<td>20.507</td>
<td>Federal Transit Cluster – Federal Transit – Formula Grants</td>
</tr>
<tr>
<td>97.056</td>
<td>Port Security Grant Program</td>
</tr>
<tr>
<td>97.067</td>
<td>Homeland Security Grant Program</td>
</tr>
</tbody>
</table>

The dollar threshold used to distinguish between Type A and Type B programs, as prescribed by OMB Circular A-133, was $390,118.

The City did not qualify as a low-risk auditee under OMB Circular A-133.
Schedule of Audit Findings and Responses

City of Everett
Snohomish County
January 1, 2013 through December 31, 2013

1. The City’s internal controls over accounting and financial statement preparation were inadequate to ensure accurate reporting.

Background:

City management is responsible for designing and following internal controls that provide reasonable assurance regarding the reliability of financial reporting. Our audit identified deficiencies in internal controls over financial reporting that could affect the City’s ability to produce reliable financial statements.

In our prior audit, we communicated deficiencies identified in the City’s internal controls over financial statement preparation to management.

Description of Condition

We identified the following deficiencies in internal controls that when taken together, represent a significant deficiency:

- The City’s Accounting Department relies on supporting documentation and information from other departments to prepare the Schedule of Expenditures of Federal Awards (SEFA); however, it lacks procedures to ensure the information received from the departments is accurate and based on federal expenditures.

- Although the City utilizes a year-end checklist to ensure financial statements are accurate and complete, the City did not dedicate sufficient time and resources to this process. As a result, the review was not effective in identifying financial statement errors.

Cause of Condition

The City prepares its financial statements in accordance with Generally Accepted Accounting Principles (GAAP). These financial statements are complex and reporting requirements change frequently. City management did not dedicate and prioritize the necessary staff time or resources, including training for staff, to ensure its financial reporting was accurate and complete.
Effect of Condition

The City’s financial statements contained significant errors that were not detected by City management. We identified the following errors in the original financial statements we received for audit:

The Port Security Grant Program, CFDA 97.056, expenditures on the SEFA did not include $63,769 of donated equipment. As a result of this misstatement, total program expenditures increased and the City no longer required an audit of five federal programs but an audit of four programs. Unnecessary audit costs on the fifth program would have totaled $4,180 had the error not been identified while planning the audit.

We found the Community Housing Improvement Program (CHIP) Loan Program Fund included long-term notes receivable of $13.2 million. Proceeds of the notes receivable are restricted by contracts between the City and homeowners.

The City reported the long-term notes receivable as “non-spendable” fund balance on the Governmental Funds Balance Sheet when it should have been reported as “restricted” fund balance. This misclassification is material to the aggregate remaining funds opinion unit (a roll up of non-major enterprise and governmental funds, internal service and fiduciary funds). As a result, the City also understated restricted fund balance and overstated its unrestricted fund balance on the Statement of Net Position by the same amount.

The City corrected these errors.

Recommendation

We recommend the City dedicate the necessary time and resources to ensure:

- A centralized, detailed review of all documentation provided by departments is performed to ensure it supports accurate and complete recording and reporting of financial information by the City.

- Individuals responsible for preparing and reviewing the financial statements have sufficient training on GAAP requirements and reporting.

- Ensure staff responsible for reviewing the financial statements is given sufficient time and resources to perform this review.

City’s Response

The City received $13,003,947 in federal assistance from 22 federal programs in 2013. Management concurs that $63,769 in equipment received through the Port Security Grant Program was omitted from the SEFA. The omitted amount is less than 0.5% of the total federal assistance reported. Accounting staff has revised its grant tracking process to ensure that all grants are captured and reported on the SEFA.
Management also concurs that $13.2 million in long-term notes receivable to the CHIP were incorrectly classified as "non-spendable, which resulted in the City's unrestricted fund balance being over-reported and its restricted fund balance being under-reported. Additional training on GASB 54 will be provided to ensure that fund balances are correctly classified and reported.

Auditor's Remarks

We thank the City for its commitment to resolving the issues identified during the current audit. We will review the status of this finding during the next regularly scheduled audit.

Applicable Laws and Regulations

Government Auditing Standards, December 2011 Revision, paragraph 4.23 states:

4.23 When performing GAGAS financial audits, auditors should communicate in the report on internal control over financial reporting and compliance, based upon the work performed, (1) significant deficiencies and material weaknesses in internal control; (2) instances of fraud and noncompliance with provisions of laws or regulations that have a material effect on the audit and any other instances that warrant the attention of those charged with governance; (3) noncompliance with provisions of contracts or grant agreements that has a material effect on the audit; and (4) abuse that has a material effect on the audit.

The American Institute of Certified Public Accountants defines significant deficiencies and material weaknesses in its Codification of Statements on Auditing Standards, section 265, as follows:

.07 For purposes of generally accepted auditing standards, the following terms have the meanings attributed as follows:

Material weakness. A deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis.

Significant deficiency. A deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness yet important enough to merit attention by those charged with governance.

Governmental Auditing Standards Board (GASB) Statement No. 54

Nonspendable Fund Balance

6. The nonspendable fund balance classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. The -not in
spendable form criterion includes items that are not expected to be converted to cash, for example, inventories and prepaid amounts. It also includes the long-term amount of loans and notes receivable, as well as property acquired for resale. However, if the use of the proceeds from the collection of those receivables or from the sale of those properties is restricted, committed, or assigned, then they should be included in the appropriate fund balance classification (restricted, committed, or assigned), rather than nonspendable fund balance.
Schedule of Prior Federal Audit Findings

City of Everett
Snohomish County
January 1, 2013 through December 31, 2013

This schedule presents the status of federal findings reported in prior audit periods. The status listed below is the representation of the City of Everett. The State Auditor's Office has reviewed the status as presented by the City.

Audit Period: January 1, 2012 through December 31, 2012
Report Ref. No.: 1010534
Finding Ref. No.: 1
CFDA Number(s): 16.710

Federal Program Name and Granting Agency:
ARRA - Public Safety Partnership and Community Policing Grants
U.S. Department of Justice

Pass-Through Agency Name:
NA

Finding Caption:
The City did not have adequate internal controls to ensure it spent federal funds on allowable activities and complied with federal cost principles, cash management and reporting requirements.

Background:
The U.S. Department of Justice awarded the City a Community Oriented Policing Services (COPS) Hiring Program grant in 2009. The City may use the funds over three years to pay the salary of entry level officers or re-assigned officers working on specific community safety programs created under the terms of the grant. In 2012 the City spent $233,461 to pay for the third year of salaries and benefits for new officers hired, although not assigned, to these specific programs.

The City did not use grant funds to pay the salary of entry-level officers or re-assigned officers working on specific community safety programs. One officer whose time was charged to the grant was ineligible because he was hired prior to the grant award. The City was reimbursed for ineligible salary costs of $67,694.

The Police Department used the approved grant budget for billing purposes, rather than actual expenditures charged to the grant. In April 2012, the City requested reimbursement that exceeded actual expenditures, resulting in a cash advance of $911. The City did not earn interest in excess of $100 on this money; therefore, the City did not need to remit the interest to the Department of Justice.

Status of Corrective Action: (check one)
☐ Fully Corrected ☐ Partially Corrected ☐ No Corrective Action Taken ☒ Finding is considered no longer valid

Corrective Action Taken:
The City no longer receives grant funding from this program; therefore, the finding is considered no longer valid.
However, the City has implemented the following internal control procedures to existing and future federal programs awarded:

**Time and Effort Documentation**

1. Where employees work on multiple activities or cost objectives, their salaries and wages are supported by activity reports.

2. Where employees work solely on a single federal award, charges for their salaries and wages are supported by periodic certifications.

**Review of Reimbursement Request**

Each drawdown request prepared by the Project Coordinator is reviewed and approved by the Accounting Department staff.

**Federal Financial Report**

The Federal Financial Report prepared by the Project Coordinator is reviewed and approved by the Accounting Department staff.
Independent Auditor’s Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards

City of Everett
Snohomish County
January 1, 2013 through December 31, 2013

Mayor and City Council
City of Everett
Everett, Washington

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate discretely presented component units and remaining fund information of the City of Everett, Snohomish County, Washington, as of and for the year ended December 31, 2013, and the related notes to the financial statements, which collectively comprise the City’s basic financial statements, and have issued our report thereon dated June 25, 2014. As discussed in Note 1 to the financial statements, during the year ended December 31, 2013, the City implemented Governmental Accounting Standards Board Statement No. 65, Items Previously Reported as Assets and Liabilities.

INTERNAL CONTROL OVER FINANCIAL REPORTING

In planning and performing our audit of the financial statements, we considered the City’s internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City’s internal control. Accordingly, we do not express an opinion on the effectiveness of the City’s internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that: there is a reasonable possibility that a material misstatement of City's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify certain deficiencies in internal control, described in the accompanying Schedule of Audit Findings and Responses as Finding 1, that we consider to be significant deficiencies.

**COMPLIANCE AND OTHER MATTERS**

As part of obtaining reasonable assurance about whether the City’s financial statements are free from material misstatement, we performed tests of the City’s compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**CITY’S RESPONSE TO FINDINGS**

The City’s response to the findings identified in our audit is described in the accompanying Schedule of Audit Findings and Responses. The City’s response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

**PURPOSE OF THIS REPORT**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City’s internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City’s internal control and compliance. Accordingly, this communication is not suitable for any other purpose. However, this report is a matter of public record and its distribution is not limited. It also serves to disseminate information to the public as a reporting tool to help citizens assess government operations.

_Troy X. Kelley_

**TROY KELLEY  
STATE AUDITOR**

June 25, 2014
Independent Auditor’s Report on Compliance for Each Major Federal Program and on Internal Control over Compliance in Accordance with OMB Circular A-133

City of Everett
Snohomish County
January 1, 2013 through December 31, 2013

Mayor and City Council
City of Everett
Everett, Washington

REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM

We have audited the compliance of the City of Everett, Snohomish County, Washington, with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2013. The City’s major federal programs are identified in the accompanying Federal Summary.

Management’s Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts and grants applicable to its federal programs.

Auditor’s Responsibility

Our responsibility is to express an opinion on compliance for each of the City’s major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the City’s compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination on the City’s compliance.
Opinion on Each Major Federal Program

In our opinion, the City complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2013.

REPORT ON INTERNAL CONTROL OVER COMPLIANCE

Management of the City is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the City’s internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program in order to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the City’s internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

PURPOSE OF THIS REPORT

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose. However, this report is a matter of public record and its distribution is not limited.
It also serves to disseminate information to the public as a reporting tool to help citizens assess government operations.

TROY KELLEY
STATE AUDITOR

June 25, 2014
**PROJECT TITLE:**
Snohomish County Grant Agreement to Receive FY13 & FY14 US Department of Homeland Security Grant Program Funds

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**COUNCIL BILL #**
Police

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**Initialed by:**
Department Head
CAA
Council President

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**DETAILED SUMMARY STATEMENT:**
With pass-through federal grant funding, the U.S. Department of Homeland Security Urban Area Security Initiative and Snohomish County Department of Emergency Management are providing funds to enhance the capability of state and local units of government to make measurable progress toward the achievement of the National Preparedness Guidelines, to include the acquirement of specialty equipment by emergency responders.

This grant provides for the purchase of specialized equipment necessary for the response to and assistance with all hazardous incidents. The Everett Police Marine and Dive Unit, Snohomish County/Everett Police Department Region One SWAT team, Regional multi-agency ALERT Unit, Everett Police Regional Forensics Unit and the Everett Police Public Information Officer are the named recipients of the necessary specialized equipment to enhance responder safety and assistance capabilities.

The pass-through federal grant authorizes the Snohomish County Department of Emergency Management to accept funds in the amount of $155,330.00 for the purchase of specialized equipment under the federal Fiscal Year (FY) 13 & FY14 Homeland Security Grant Program.

**RECOMMENDATION** (Exact action requested of Council):
Authorize the Mayor to sign the Snohomish County Grant Agreement to Receive FY13 & FY14 US Department of Homeland Security Grant Program Funds for the purchase of specialized equipment in the amount of $155,330.00.