



**Distribution Agreement  
Between  
City of Seattle  
And  
Redmond Fire Department  
(Subrecipient Agency)**

This Document is entered into by Redmond Fire Department, Zone 1, and City of Seattle Fire Department, (SFD), whose address is 301 Second Ave South, Seattle, WA 98104-2680.

The Jurisdiction is undertaking certain activities related to a federal grant award. All federal financial and grant management rules and regulations must be adhered to in the execution of this Agreement. A copy of the federal award document is attached for reference. The City of Seattle Fire Department (SFD) is acting as a pass-through entity for this grant. The Jurisdiction has been designated by SFD as a subrecipient.

**FEDERAL AWARD INFORMATION**

<b>GRANT AWARD TITLE</b>	<i>Seattle Fire SHSP FFY22</i>	
<b>SUBRECIPIENT NAME</b>	<b>SUBRECIPIENT'S UEI</b>	<b>SUBRECIPIENT CONTACT NAME AND EMAIL</b>
Redmond Fire Department	XK1UCKFKU3N9	Courtney Earl cearl@redmond.gov
<b>FEDERAL AWARD ID # (FAIN)</b>	<b>FEDERAL AWARDDING AGENCY</b>	<b>FEDERAL AWARD DATE</b>
EMW-2022-SS-00056-S01	FEMA OF THE US DEPARTMENT OF HOMELAND SECURITY (DHS)	9/2/2022
<b>CFDA NUMBER</b>	<b>SUBAWARD PERIOD OF PERFORMANCE START DATE</b>	<b>SUBAWARD PERIOD OF PERFORMANCE END DATE</b>
97.067	9/01/2022	3/30/2025
<b>FEDERAL AWARD PROJECT DESCRIPTION</b>	<b>SUBAWARD BUDGET PERIOD START DATE</b>	<b>SUBAWARD BUDGET PERIOD END DATE</b>
SHSP	9/01/2022	3/30/2025
<b>TOTAL FUNDS OBLIGATED BY THIS ACTION FROM THE PASS THROUGH ENTITY TO THE SUBRECIPIENT</b>	<b>TOTAL FEDERAL AWARD</b>	<b>TOTAL AMOUNT OF THE FEDERAL AWARD COMMITTED TO PASS-THROUGH AGENCY (FROM THIS FAIN)</b>
\$17,620	\$13,905,347	\$332,192
<b>PASS THROUGH ENTITY</b>	<b>CONTACT NAME AND TITLE</b>	<b>CONTACT EMAIL</b>
CITY OF SEATTLE FIRE DEPARTMENT	Kathryn Finau, Grants Manager	Kathryn.Finau@seattle.gov SFD_Contracts@Seattle.gov

**FEDERAL AWARD PROJECT DESCRIPTION**

The parties agree that Homeland Security Grant Program (HSGP) funding 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 FFY 2022 HSGP’s allowable costs support efforts to build and sustain core capabilities across the Prevention, Protection, Mitigation, Response, and Recovery mission areas.

Under the terms and conditions of this grant, SFD will be distributing specialized emergency response and fire equipment for the Jurisdiction. The distribution of the equipment through this grant is subject to the following terms and conditions.

**1. The equipment to be purchased for the Jurisdiction is as described as follows:**

*(Based on quotes provided at the time of the grant award or upon equipment ordering. The actual equipment description and cost will be reflected on the Hand Receipt(s) when the equipment is delivered):*

EQUIPMENT DESCRIPTION	VENDOR
Structural Collapse Equipment – Total Value of Equipment: \$17,620	Listed on Hand Receipts

The equipment listed above will be distributed through projects awarded by this grant. All equipment distributed to the Jurisdiction under this grant agreement and identified through signed hand receipt(s) will be covered by the provisions in this agreement.

2. This equipment shall be accounted for by written hand receipt(s) which will be provided at the time the equipment is received by the Jurisdiction and is subject to the terms and conditions of this agreement. Title to the equipment transfers upon delivery.
3. The equipment delivered to Jurisdiction is accepted "as is" by Jurisdiction with the understanding that SFD disclaims all warranties for the delivered equipment. Should the equipment not perform as specified by the vendor, the Department will provide all warranty repair information to Jurisdiction.
4. Jurisdiction is responsible for the exchange of equipment with like items for proper size, etc. Department will provide all exchange information to the Jurisdiction.
5. Jurisdiction is responsible for the maintenance, training, storage, proper use and inventory of the equipment. If this equipment is lost, stolen or deemed unusable it will not be replaced. Equipment valued at \$10,000 or more (or the Jurisdiction’s capitalization threshold, if less than \$10,000) have additional compliance requirements. These requirements include maintaining detailed property records, an inventory to be conducted by the Jurisdiction every two years on all federally purchased equipment valued at \$10,000 or more (or the Jurisdiction's capitalization threshold, if less than \$10,000), a control system to adequately maintain and safeguard the equipment must be established, and federal disposal requirements must be met. The Jurisdiction shall comply with the 2 CFR Part 200, "Uniform Guidance: Uniform Administrative requirements, Cost Principles, and Audit Requirements for Federal Awards", and 44 CFR 13.32 Equipment.
6. Jurisdiction shall defend and hold harmless the U.S. Department of Homeland Security, the Washington State Military Department, King County Office of Emergency Management, the Department, its officers, employees and agents from any claims, costs, demands or damages that may result from the Jurisdiction's failure to comply with the provisions of this Agreement, and with laws and regulations applicable to the equipment and its use.

7. For all equipment valued at \$10,000 or more (or the Jurisdiction's capitalization threshold, whichever is more) the Jurisdiction must complete a biennial letter of certification to the Department at the address listed below. The certification letter must identify this equipment and include the date of inventory, location, and condition of the equipment until the equipment is disposed of in accordance with Federal requirements. These forms will be provided by SFD during the monitoring process.
8. Jurisdiction must record this equipment in accordance with 2 CFR Part 200 Subpart E "Cost Principles" and are subject to audit and reporting requirements under 2 CFR Part 200 Subpart F "Audit Requirements". If the Jurisdiction is required to have an audit in accordance with 2 CFR Part 200 for the year the equipment is received, a copy of the audit report and the management letter shall be forwarded to the Department at the address listed below.
9. Jurisdiction shall maintain all books, records and documents related to the receipts and proper maintenance of the equipment. In compliance with 2 CFR Part 200 Part D "Post Federal Award Requirements", Department will conduct periodic onsite reviews of the equipment and the accounting records.
10. SFD has responsibility to monitor the listed equipment/supplies for its useful life.
11. Jurisdiction understands it has a responsibility to report the cost of equipment on the Financial Schedule of Expenditures of Federal Awards (SEFA, Schedule 16 annual financial report).
12. Jurisdiction must permit the Seattle Fire Department and their auditors and/or federal monitors to have access to the Jurisdiction's records and financial statements as necessary to meet the requirements of the grant program.
13. Where documents require signatures, please sign and return to the Seattle Fire Department, Finance Division, 301 Second Avenue South, Seattle, WA 98104-2680. Thank you for your assistance in this matter. Please email the above Seattle Fire Department contact if you have questions.

City of Redmond Fire Department

City of Seattle Fire Department

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date