From:	Ruud, Andy (SAO)
To:	Michelle Courtney; Darren White
Cc:	Jones, Travis (SAO); Brillantes, Heide (SAO); Steve Austin
Subject:	AFG Single Audit - 11/4 Request Summary
Date:	Thursday, November 4, 2021 2:44:31 PM
Attachments:	image003.png

Hello,

Thank you both for taking the time to meet with me today.

Here is a summary of the questions/items I requested in our meeting:

Performance Reporting

- **Question 1:** Can you look into FEMA GO and look for a place that you can submit the performance reports and let me know what you find?
- **Item 1:** A short description of the steps the Fire Department will take going forward to ensure that the Performance Reports are submitted every 6 months after the Grant Award Date.
  - *Federal Requirements are on pg. 18 of the EMW-2020 NOFO; pg. 20 of the EMW-2018 and EMW 2019 NOFOs*

Equipment

- **Question 1**: Can you reach out to LN Curtis and see if they kept any other documentation on their safety checks for the SCBA units?
- **Item 1:** Agreement with LN Curtis regarding safety checks to be performed for 3 years
- **Item 2:** New Asset Information Sheet to indicate the addition of new equipment to the inventory

Level of Effort

- **Item 1:** A short description of steps the Fire Department will take going forward to ensure that at least 80% of the average expenditures of the prior two fiscal years are maintained during a year in which the department receives federal funds.
  - **Explanation:** As we discussed in our meeting, this requirement is meant to ensure that funding to the Department stays relatively stable despite the award and receipt of federal funds. FEMA does not want to see the City cutting the Fire Department's budgeted expenditures below 80% of the prior two years' average expenditures just because they were awarded federal money.

Please let me know if you have any questions.

Thank you,

Andy Ruud
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