

**Board of Fire Commissioners
Gloucester Township Fire District # 4
14 W. Central Avenue
Blackwood, NJ 08012**

January 16, 2019

Division of Local Government Services
Bureau of Authority Regulation
Department of Community Affairs
101 South Broad Street
P.O. Box 803
Trenton, New Jersey 08625-0803

To whom it may concern,

Enclosed are two complete copies of the Gloucester Township Fire District #4 adopted year 2019 budget passed by resolution by the board on January 16, 2019.

Enclosed and attached to the budget are appendixes A – D referenced to within the budget along with following: a page from the 2017 audit report showing the available fund balances, a copy of the district assessment from the tax assessor's office and the confirmation for the SAFER Grant.

Please let us know if you need anything further.

Thank you,

Board of Fire Commissioners
Gloucester Township District # 4

2019

Gloucester Township Fire District No.4

Fire District Budget

<http://www.gdfd4.org>

and

<http://www.blackwoodfire.org>

(Fire District Web Address)

Department Of



**Community
Affairs**

Division of Local Government Services

2019 FIRE DISTRICT BUDGET

Certification Section

2019

Gloucester Township Fire District No.4

FIRE DISTRICT BUDGET

FISCAL YEAR: January 1, 2019 to December 31, 2019

For Division Use Only

CERTIFICATION OF APPROVED BUDGET

It is hereby certified that the approved Budget made a part hereof complies with the requirements of law and the rules and regulations of the Local Finance Board, and approval is given pursuant to N.J.S.A. 40A:5A-11.

*State of New Jersey
Department of Community Affairs
Director of the Division of Local Government Services*

By: _____ Date: _____

CERTIFICATION OF ADOPTED BUDGET

It is hereby certified that the adopted Budget made a part hereof has been compared with the approved Budget previously certified by the Division, and any amendments made thereto. This adopted Budget is certified with respect to such amendments and comparisons only.

*State of New Jersey
Department of Community Affairs
Director of the Division of Local Government Services*

By: _____ Date: _____

2019 PREPARER'S CERTIFICATION


Gloucester Township Fire District No.4

FIRE DISTRICT BUDGET

FISCAL YEAR: January 1, 2019 to December 31, 2019

It is hereby certified that the Fire District Budget, including the annual budget and all schedules attached thereto, represents the Board of Commissioners' resolve with respect to statute in that: all estimates of revenues, including the amount to be raised by taxation to support the district budget, are reasonable, accurate and correctly stated; all items of appropriation are properly set forth; and in itemization, form and content, the budget will permit the exercise of the comptroller function within the Fire District.

It is further certified that all proposed budgeted amounts and totals are correct. Also, I hereby provide reasonable assurance that all assertions contained herein are accurate and all required schedules are completed and attached.

Preparer's Signature:			
Name:	Jeffrey Bowley		
Title:	CPA		
Address:	27 W Church St Blackwood, NJ 08012		
Phone Number:	856.228.8006	Fax Number:	856.228.3269
E-mail address:	Jeff.bowley@jwbco.net		

2019 PREPARER'S CERTIFICATION OTHER ASSETS


Gloucester Township Fire District No.4

FIRE DISTRICT BUDGET

FISCAL YEAR: January 1, 2019 to December 31, 2019

It is hereby certified that operating appropriations, as reported in this annual budget on Page F-3, for the acquisition of Other Assets not included as Capital Outlays are Non-Bondable Assets. The Board of Commissioners has determined that the aforementioned Other Asset appropriation(s) do not meet the criteria for bonding pursuant to the Local Bond Law (N.J.S.A. 40A: 2-1 et. seq.) and more specifically, as it pertains to the expected useful life of the asset, pursuant to N.J.S.A. 40A:2-21.

It is further certified that the Other Asset appropriation(s) as reported herein have been determined not to be Capital Assets pursuant to N.J.S.A. 40A:14-84 and 40A:14-85. Therefore, the election has been made to treat such Other Assets as Operating Appropriations: Current Operating Expenses, pursuant to N.J.S.A. 40A: 14-78.6.

Preparer's Signature:			
Name:	Jeffrey Bowley		
Title:	CPA		
Address:	27 W Church St Blackwood, NJ 08012		
Phone Number:	856.228.8006	Fax Number:	856.228.3269
E-mail address:	Jeff.bowley@jwbco.net		

2019 APPROVAL CERTIFICATION

Gloucester Township Fire District No.4

FIRE DISTRICT BUDGET

FISCAL YEAR: January 1, 2019 to December 31, 2019

It is hereby certified that the Fire District Budget, including all schedules appended hereto, are a true copy of the Annual Budget approved by resolution by the Board of Commissioners of the Fire District, at an open public meeting held pursuant to N.J.A.C. 5:31-2.4, on the 5th day of December 2018.

It is further certified that the recorded vote appearing in the resolution represents not less than a majority of the full membership of the Board of Commissioners thereof.

Officer's Signature:			
Name:	Warren Stout		
Title:	Treasurer		
Address:	14 Central Ave Blackwood, NJ 08012		
Phone Number:	856.227.7037	Fax Number:	856.227.2494
E-mail address:	wstout@gtfd4.org		

FIRE DISTRICT INTERNET WEBSITE CERTIFICATION

Fire District's Web Address: http://www.gtf4.org and http://www.blackwoodfire.org

All fire districts shall maintain either an Internet website or a webpage on the municipality's Internet website. The purpose of the website or webpage shall be to provide increased public access to the Fire District's operations and activities. N.J.S.A. 40A:14-70.2 requires the following items to be included on the Fire District's website at a minimum for public disclosure. Check the boxes below to certify the Fire District's compliance with N.J.S.A. 40A:14-70.2.

- A description of the Fire District's mission and responsibilities
- Commencing with 2013, the budgets for the current fiscal year and immediately two prior years
- The most recent Comprehensive Annual Financial Report (Unaudited) or similar financial information
- Commencing with 2012, the annual audits of the most recent fiscal year and immediately two prior years
- The Fire District's rules, regulations and official policy statements deemed relevant by the commissioners to the interests of the residents within the district
- Notice posted pursuant to the "Open Public Meetings Act" for each meeting of the commissioners, setting forth the time, date, location and agenda of each meeting
- Beginning January 1, 2013, the approved minutes of each meeting of the commissioners including all resolutions of the commissioners and their committees; for at least three consecutive fiscal years
- The name, mailing address, electronic mail address and phone number of every person who exercises day-to-day supervision or management over some or all of the operations of the Fire District
- A list of attorneys, advisors, consultants and any other person, firm, business, partnership, corporation or other organization which received any remuneration of \$17,500 or more during the preceding fiscal year for any service whatsoever rendered to the Fire District, but shall not include volunteers receiving benefits under a Length of Service Award Program (LOSAP).

It is hereby certified by the below authorized representative of the Fire District that the Fire District's website or webpage as identified above complies with the minimum statutory requirements of N.J.S.A. 40A:14-70.2 as listed above. A check in each of the above boxes signifies compliance.

Name of Officer Certifying compliance _____

Title of Officer Certifying compliance _____

Signature _____

2019 FIRE DISTRICT BUDGET RESOLUTION

Gloucester Township Fire District No.4

FISCAL YEAR: January 1, 2019 to December 31, 2019

WHEREAS, the Annual Budget for the Gloucester Township Fire District No. 4 (the "Fire District") for the fiscal year beginning January 1, 2019 and ending December 31, 2019 has been presented before the Board of Commissioners of the Fire District at its open public meeting of Wednesday, December 5, 2018; and

WHEREAS, the budget as introduced is in compliance with the Property Tax Levy Cap Law (N.J.S.A. 40A:4-45.44 et. seq.) and;

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$1,880,885, which includes an amount to be raised by taxation of \$1,618,919, and Total Appropriations of \$1,880,885; and

WHEREAS, the amount to be raised by taxation to support the district budget shall be the amount to be certified to the assessor of the municipality to be assessed against the taxable property in the district, pursuant to N.J.S.A. 40A:14-79. Such amount shall be equal to the amount of the total appropriations set forth in the budget minus the total amount surplus and miscellaneous revenues set forth in the budget; and

WHEREAS, in calculating the amount to be raised by taxation, the Fire District has taken into account the assessed valuation of taxable property in the Fire District;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Fire District, at an open public meeting held on Wednesday, December 5, 2018; that the Annual Budget, including all related schedules, of the Fire District for the fiscal year beginning January 1, 2019 and ending December 31, 2019 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the Fire District's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the Board of Commissioners of the Fire District will consider the Annual Budget for adoption on Wednesday, December 5, 2018.

(Secretary's Signature)

(Date)

Board of Commissioners Recorded Vote

Member	Aye	Nay	Abstain	Absent

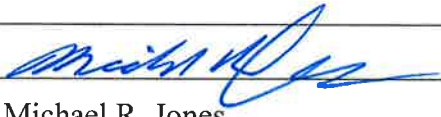
2019 ADOPTION CERTIFICATION

Gloucester Township Fire District No.4

FIRE DISTRICT BUDGET

FISCAL YEAR: January 1, 2019 to December 31, 2019

It is hereby certified that the Fire District Budget annexed hereto is a true copy of the Budget adopted by the Board of Commissioners of the Fire District, pursuant to N.J.A.C. 5:31-2.4, on the 16th day of January 2019.

Officer's Signature:			
Name:	Michael R. Jones		
Title:	Vice Chairman		
Address:	14 Central Ave Blackwood, NJ 08012		
Phone Number:	856.227.7037	Fax Number:	856.227.2494
E-mail address:	wfini@gtfd4.org		

2019 ADOPTED BUDGET RESOLUTION

Gloucester Township Fire District No.4

FISCAL YEAR: January 1, 2019 to December 31, 2019

WHEREAS, the Annual Budget for the Gloucester Township Fire District No. 4 (the "Fire District") for the fiscal year beginning January 1, 2019 and ending December 31, 2019, has been presented for adoption before the Board of Commissioners of the Fire District at its open public meeting of Wednesday, January 16, 2019; and

WHEREAS, the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the adopted budget is in compliance with the Property Tax Levy Cap Law (N.J.S.A. 40A:4-45.44 et. seq.) and


WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$ 1,880,885, which includes amount to be raised by taxation of \$1,618,919, and Total Appropriations of \$1,880,885; and

WHEREAS, an election shall be held annually on the third Saturday of February in each established fire district to determine the amount to be raised by taxation for the ensuing year;

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Fire District at an open public meeting held on Friday, January 16, 2019; that the Annual Budget of the Fire District for the fiscal year beginning January 1, 2019 and ending December 31, 2019, is hereby adopted and, *[subject to the proposed referendum being approved by 50 percent of the voters]* shall constitute appropriations for the purposes stated and authorization of Total Revenues of \$1,880,885, which includes amount to be raised by taxation of \$1,618,919, and Total Appropriations of \$1,880,885; and

BE IT FURTHER RESOLVED, that the Annual Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

BE IT FURTHER RESOLVED, that an annual election shall be held on the third Saturday of February to determine the amount to be raised by taxation for the ensuing year. The results of which shall be subsequently certified to the Division and the Municipal Assessor.



 (Secretary's Signature)

16 Jan 2019

 (Date)

Board of Commissioners Recorded Vote

Member	Aye	Nay	Abstain	Absent
D. Vannoni	X			
E. R. Jones	✓			
Mr Jones	K			
John McLann				X
Wanda Strat				X

2019 FIRE DISTRICT BUDGET
Narrative and Information Section

2019 FIRE DISTRICT BUDGET MESSAGE & ANALYSIS

Gloucester Township Fire District No.4

FISCAL YEAR: January 1, 2019 to December 31, 2019

Answer all questions below. Attach additional pages and schedules as needed.

- Complete a brief statement on the 2019 proposed Annual Budget and make comparison to the 2018 adopted budget. Explain any variances over +/-10% for each line item. Explanations of variances should include a description of the reason for the increase/decrease in the budgeted line item, not just an indication of the amount and percent of the change. Attach any supporting documentation that will help to explain the reason for the increase/decrease in the budgeted line item.

See Appendix A, B and C

- Complete a brief statement on the impact the proposed Annual Budget will have on the Amount to be Raised by Taxation to support the district budget and on the Restricted and Unrestricted Fund Balance(s). Explain increases or decreases in the tax rate and utilization of fund balances. If Unrestricted Fund Balance is reduced by more than 10%, explain the projected impact on the following year's budget.

See Appendix C

- Include a statement explaining how the Fire District is complying with the Property Tax Levy Cap. The statement must explain reasons for exceeding the Levy Cap and identify the appropriations that caused the Fire District to exceed the Levy Cap, and how they are being addressed by a referendum.

See Appendix C

- If the Fire District plans to pass a Resolution for the Release of Restricted Fund Balance, explain the reason and purposes of the appropriation. N/A

- Complete a brief statement on the Annual Budget's proposed capital appropriations and payment methods, including debt service for the proposed budget year and for future years.

See Appendix C

- If the proposed Annual Budget contains an amount for a Cash Deficit of the Preceding Year pursuant to N.J.S.A. 40A:14-78.6, then explain the reasons for the occurrence of the deficit. N/A

- Does the Annual Budget appropriate such sums as it may deem necessary for the purchase of first aid, ambulance, rescue, or other emergency vehicles, equipment, supplies and materials for use by a duly incorporated association, pursuant to N.J.S.A. 40A:14-85.1? If so, provide the organization's incorporated name and amounts.

- Complete the following based on the municipal assessor's latest information pursuant to N.J.S.A. 54:4-35:

Total Assessed Valuation of District	\$642,220,700
Proposed Tax Rate per \$100 of Assessed Valuation	\$.242

- Is the Fire District providing for a first year funding appropriation to establish a length of service award program (LOSAP) in this year's budget subject to public referendum thereof?

No	X	Yes		If yes, how much is appropriated?	\$
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If the public question is defeated, is the Board of Commissioners aware that the budget must be amended to delete the LOSAP appropriation amount and that the Amount to be Raised by Taxation to Support the Budget must be reduced by a like amount? N/A

No		Yes	
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2018 FIRE DISTRICT BUDGET MESSAGE & ANALYSIS

Gloucester Township Fire District No. 4

FISCAL YEAR: January 1, 2019 to December 31, 2019

Appendix A

	2019 Proposed Budget	2018 Current Year Final Budget	\$ Diff	% Diff
Admin - Other				
ELECTION	\$2,000	\$1,700	\$300	17.6%
OFFICE EXPENSES	\$7,000	\$7,000	\$0	0.0%
PROFESSIONAL FEES	\$50,700	\$50,700	\$0	0.0%
MISCELLANEOUS	\$600	\$600	\$0	0.0%
Total Admin Operating Expenses	\$60,300	\$60,000	\$300	0.5%
Cost of Operations - Operating				
ADVERTISING	\$1,200	\$1,000	\$200	20%
INSURANCE	\$35,700	\$33,600	\$2,100	6.3%
MAINTENANCE AND REPAIRS	\$129,900	\$120,000	\$9,900	8.3%
FEES AND PERIODICALS	\$1,100	\$1,100	\$0	0.0%
RENTAL CHARGES	\$197,000	\$197,000	\$0	0.0%
FUEL & MATERIALS EXPENSE	\$12,600	\$9,500	\$3,100	32.6%
TRAINING & EDUCATION	\$11,200	\$15,700	(\$4,500)	-28.7%
UNIFORMS	\$18,500	\$27,000	(\$8,500)	-31.5%
UTILITIES	\$27,400	\$26,900	\$500	1.9%
PROMOTIONS	\$16,000	\$16,000	\$0	0.0%
REIMBURSEMENTS - CLOTHING & FOOD	\$15,000	\$15,500	(\$500)	-3.2%
SFS GRANTS	\$4,500	\$4,500	\$0	0.0%
TELEPHONE	\$12,900	\$8,000	\$4,900	61.3%
Total Additional Operating Expenses Operations	\$483,000	\$475,800	\$7,200	1.5%
Cost of Operations - Other Assets, Non-Bondable				
NEW FIRE EQUIPMENT	\$30,000	\$30,000	\$0	0.0%
COMMUNICATION EQUIPMENT	\$4,000	\$4,000	\$0	0.0%
OFFICE EQUIPMENT	\$3,000	\$3,000	\$0	0.0%
SHOP EQUIPMENT	\$1,200	\$1,200	\$0	0.0%
COMPUTER EQUIPMENT	\$10,000	\$10,000	\$0	0.0%
MAPS/COMPRESSORS	\$2,000	\$2,000	\$0	0.0%
BUILDING MAINTENANCE AND REPAIR	\$31,000	\$16,000	\$15,000	48.4%
FIRE STATIONS #2 SAFETY IMPR. & RENOVATIONS	\$0	\$0	\$0	100.0%
AIR PACKS/ HOSES	\$5,000	\$13,000	(\$8,000)	-160.0%
Total Additional Cost of Operations Other Assets	\$86,200	\$79,200	\$7,000	8.8%
Total Cost of Operations and Maintenance	\$569,200	\$555,000	\$14,200	2.6%

**CERTIFICATION OF NEW CONSTRUCTION/IMPROVEMENTS/
PARTIAL ASSESSMENTS**

(N.J.S.A. 40A:4-45.44 et seq.)

Municipality: Gloucester Twp (15)

County: Camden (04)

Fire District Code: F04

Total Number of Fire Districts: 6

File Form CNC-3 by October 25 of the Current Tax Year for All Fire Districts in the Municipality

N.J.S.A. 40A:4-45.44 et seq. provides for a statutory exception to the budget cap imposed on fire districts. It uses, in part, the revenue generated by new construction and improvements in a fire district which were not reflected in the prior year's Tax List.

ASSESSOR: ENTER DATA ON LINES 1 THROUGH 2C, SIGN AND DATE THE FORM, THEN IMMEDIATELY FORWARD FORM CNC-3 TO THE TAX COLLECTOR FOR COMPLETION. SEE REVERSE SIDE.

1. For reference only: Provide the aggregate assessed value for the fire district as filed on the current Tax Year's January 10th Tax List. This is the fire district value as of October 1st of the pre-tax year before Added Assessments.

\$ 642,220,700 (1)

2. Provide the total valuation (not prorated) of new construction and improvements from the Added Assessment List filed on October 1st of the current tax year (Line 2a) minus the total valuation of any Added Assessment tax appeal reductions from the prior tax year (Line 2b) for the adjusted total valuation of new construction and improvements (Line 2c). Do not include Omitted Added Assessments, prior year Added Assessments, Omitted Assessments, or property transferred from the Exempt List to the Tax Assessment List, or any land, whether subdivided or not on Line 2a

\$ 5,028,700 (2a)

— \$ 0 (2b)

= \$ 5,028,700 (2c)


Assessor Signature

10/04/18
Date

TAX COLLECTOR

3. Provide the Fire District Tax Rate from the current tax year (expressed as a decimal, \$ per hundred).

.242 (3)

4. Amount of permitted revenue increase =
Line 2c * Line 3
(N.J.S.A. 40A:4-45.45)

\$ 12,169.45 (4)


Tax Collector Signature

10/04/18
Date

2018 FIRE DISTRICT BUDGET MESSAGE & ANALYSIS

Gloucester Township Fire District No. 4

FISCAL YEAR: January 1, 2018 to December 31, 2018

Appendix B

<i>Operation & Maintenance Positions (List Individually)</i>	<i>Number of Staff</i>	<i>Annual Wages</i>	<i>2019 Proposed</i>		<i>PERS Contribution</i>	<i>PFRS Contribution</i>	<i>Employee Group Health Insurance</i>	<i>Other Fringe Benefits</i>	<i>2019 Proposed</i>	
			<i>Budget Salary & Wages</i>	<i>& Wages</i>					<i>Budget Fringe Benefits</i>	<i>Budget Fringe Benefits</i>
Fire Official - UFD	1	\$ 76,243	\$ 76,243						\$ -	
Fire Official Overtime and Longevity	1	11,300	11,300						-	
Captain	1	116,727	116,727						-	
Captain - Overtime and Longevity	1	11,600	11,600						-	
Fire Appartus Mechanic	1	85,824	85,824						-	
Mechanic - Overtime and Longevity	1	8,500	8,500						-	
Fire Fighter # 3	1	53,500	53,500						-	
Fire Fighter # 3 - Overtime and Longevity	1	5,300	5,300						-	
Fire Fighter # 4	1	-	-						-	
Fire Fighter # 4 - Overtime and Longevity	1	4,696	4,696						-	
Fire Fighter # 5 -	1	-	-						-	
Fire Fighter #5 - Overtime and Longevity	1	4,117	4,117						-	
Employee Separation Agreement	1	7,500	7,500						-	
Part Time Inspector	1	7,500	7,500						-	
Fringe Benefits	5					90,264	206,000	121,410		417,674
Overtime & Substitutes	1	25,000	25,000						-	
	1								-	
									-	
Total Operation & Maintenance			\$ 417,807	\$ -	\$ -	\$ 90,264	\$ 206,000	\$ 121,410	\$ -	\$ 417,674

Gloucester Township Fire District No. 4

FISCAL YEAR: January 1, 2019 to December 31, 2019
2019 FIRE DISTRICT BUDGET MESSAGE & ANALYSIS

Appendix C

1. Explanation of Variances

Explanation of 2019 Revenue Schedule - variances of +/- 10%

1. Unrestricted Fund Balance utilized: The Fire District ("The District") has appropriated \$121,716 to be used from the unrestricted fund balance for budgeted line items that did not occur in 2018. The district is planning to spend \$120,000 on Fire Station #2 projects budgeted for in 2018 but have been delayed and will occur in 2019. As a result of the delay in 2018 the amounts budgeted for this project will increase the unrestricted fund balance at year end.
2. Restricted Fund Balance utilized: In 2018, the district has spent part of their restricted fund balance on the purchase of new air packs. The district is not utilizing any money from unrestricted funds in 2019.
3. Bank Interest: An increase in interest rates and large unrestricted fund balance have increase the districts interest earning potential to increase.
4. Revenues Offset with Appropriations – Annual Registration Fees: There has been an increase in opening of business and real transactions causing an increase in registration fees.
5. Revenues Offset with Appropriations – Safe Grant: The district applied for and is receiving an additional safer grant to be reimbursed for 75% of all costs associated with Fire Fighter #4 and Fire Fighter #5. The safer grant materials are enclosed for your reference.

Explanation of 2019 Appropriations Schedule - variances of +/- 10%

1. Administrative – Commissioners: The district has decided to give the commissioners an increase in wages. The commissioners have continued to take on a more active role in the fire district which in result is more time consuming. Additionally, the commissioners have not received a raise in compensation in over five years.
2. Salaries & Wages and benefits: The increased salaries and wages is the result of raises for current employees and the hiring of an additional fire fighter. The increase in benefits costs is a result in rising premiums and hiring an additional fire fighter. **(Schedule B)**
3. Appropriations offset with revenue - personnel: The increased amount is the result of an additional safer grant award. The safer grant award and corresponding materials are enclosed for reference.
4. Capital Appropriations: The fire district reserved funds for future expenditures in the prior year budget which is not applicable to the current year budget.

Explanation of Variances on 2019 Appendix A of +/- 10%

1. Administrative Operating Expenses – Election: There is an increased cost in the rental use of the voting machine.
2. Advertising: There is an increased cost to advertise in the newspaper.

3. Fuel and materials expenses: There is an increase in fuel costs for running Engine 88 from District #2.
4. Training and Education: A decrease in education training cost is due to less involvement by volunteers. With a decrease in the number of volunteers there is a decrease in sending volunteers for training.
5. Uniforms: A decrease in uniform cost is due to less volunteers. With a decrease in the number of volunteers there is a decrease in spending on uniforms.
6. Telephone: An increase in telephone costs is associated with the telecommunication costs associated with each vehicle being equipped with its own wireless system.
7. Repairs and Maintenance: The increased costs is associated with repairing and upgrading the buildings entry systems.
8. Air packs and Hoses; The district has new air packs and thus a decrease spending need on repairs and maintenance of the air packs.

2. Proposed Impact

The impact of the proposed budget will push the amount to be raised by taxation to the maximum allowable increase without going over. By continuing to utilize the maximum amount of taxation the fire district is able reserve funds to be used for future capital outlays and appropriations. This gradual increase will help prevent the need for a large increase in the budget in future years for the purchase of new equipment and vehicle. As a result, of staying within the maximum amount to be raised by taxation, the district has budgeted to utilize \$121,716 in fund balance to cover additional costs.

The anticipated amount exceeds 10% of the unrestricted fund balance, however, this is due to amounts budgeted for expenditures not incurred in the prior year, one time expenditures, and amounts to be reserved for future capital appropriations. These expenditures include \$120,000 in safety improvements to station #2 that has continued to be delayed due to issues with permits and did not take place in 2018. The project will now take place in 2019. The amount to be utilized should not have a large impact on the following year's budget because the amount to be raised by taxation is enough to cover operations of the fire district and the fire district is currently utilizing unrestricted fund balance to prepare for past budgeted items and the future.

On the fund balance reconciliation page, you will see that the fire district expects to add to the current unrestricted fund balance in 2018. This is in large part due to the fire district not using, over \$120,000 of 2018 budgeted expenditures that will increase the unrestricted fund balance. The district has a track of consistently increasing unrestricted fund balance and the current year amount to be utilized is no reason for alarm.

3. Property Tax Levy Cap

See answer to number 2 above. The fire district is not exceeding the levy cap.

4. Cash Deficit:

N/A, the fire district does have a cash deficit.

5. Duly Incorporated Organization

Yes, the fire district covers the costs of all fire equipment, vehicles, first aid and supplies used by the district to respond to emergencies. The Blackwood Volunteer Fire Company is given access to the equipment and

Appendix C - Gloucester Township Fire District No. 4

supplies, but there are no specific amounts given to the organization for their own spending. Any supplies needed to service the district are purchased by the fire district and approved by the board of fire station # 4.

FIRE DISTRICT CONTACT INFORMATION

2019

Please complete the following information regarding this Fire District. All information requested below must be completed.

Name of Fire District:	Board of Fire Commissioners Gloucester Township Fire District No.4		
Address:	14 West Central Avenue		
City, State, Zip:	Blackwood	NJ	08023
Phone: (ext.)	856.227.7037	Fax:	856.227.2494

Preparer's Name:	Jeffrey Bowley, CPA		
Preparer's Address:	27 W Church St		
City, State, Zip:	Blackwood	NJ	08012
Phone: (ext.)	856.228.8006	Fax:	856.228.3269
E-mail:			

Chairman:	David Vannoni		
Phone: (ext.)	856.228.7037	Fax:	856.227.2494
E-mail:	dvannoni@gtfd4.org		

Secretary/Treasurer:	Warren Stout		
Phone: (ext.)	856.228.7037	Fax:	856.227.2494
E-mail:	wstout@gtfd4.org		

Name of Auditor:	Catherine Hess, CPA		
Name of Firm:	Bowman & Company		
Address:	601 White Horse Pike		
City, State, Zip:	Voorhees Township	NJ	08043
Phone: (ext.)	856.435.6200	Fax:	856.435.0440
E-mail:	chess@bowmanllp.com		

FIRE DISTRICT INFORMATIONAL QUESTIONNAIRE

Gloucester Township Fire District No.4

FISCAL YEAR: January 1, 2019 to December 31, 2019

Answer all questions below completely and attach additional information as required.

- 1) Provide the number of regular voting members of the governing body: **5**
- 2) Provide the number of alternate voting members of the governing body: **0**
- 3) Did any current or former commissioner or officer have a family or business relationship with any other current or former commissioner or officer during the current fiscal year? **No** If "yes," attach a description of the relationship including the names of the individuals involved and their positions at the Fire District.
- 4) Did all individuals that were required to file a Financial Disclosure Statement for the current fiscal year because of their relationship with the Fire District file the form as required? **N/A** If "no," provide a list of those individuals who failed to file a Financial Disclosure Statement and an explanation as to the reason for their failure to file.
- 5) Does the Fire District have any amounts receivable from current or former commissioners, officers, or employees? **No** If "yes," attach a list of those individuals, their position, the amount receivable, and a description of the amount due to the Fire District.
- 6) Was the Fire District a party to a business transaction with one of the following parties:
 - a. A current or former commissioner, officer, or employee? **No**
 - b. A family member of a current or former commissioner, officer, or employee? **No**
 - c. An entity of which a current or former commissioner, officer, or employee (or family member thereof) was an officer or direct or indirect owner? **No**

If the answer to any of the above is "yes," attach a description of the transaction including the name of the commissioner, officer, or employee (or family member thereof) of the Fire District; the name of the entity and relationship to the individual or family member; the amount paid; and whether the transaction was subject to a competitive bid process.
- 7) Did the Fire District provide any of the following to or for a commissioner, officer, or any other employee of the Fire District:
 - a. First class or charter travel **No**
 - b. Travel for companions **No**
 - c. Tax indemnification and gross-up payments **No**
 - d. Discretionary spending account **No**
 - e. Housing allowance or residence for personal use **No**
 - f. Payments for business use of personal residence **No**
 - g. Vehicle/auto allowance or vehicle for personal use **No**
 - h. Health or social club dues or initiation fees **No**
 - i. Personal services (i.e.: maid, chauffeur, chef) **No**

If the answer to any of the above is "yes," attach a description of the transaction including the name and position of the individual and the amount expended.

FIRE DISTRICT INFORMATIONAL QUESTIONNAIRE (CONTINUED)

Gloucester Township Fire District No.4

FISCAL YEAR: January 1, 2019 to December 31, 2019

- 8) Attach a list of the Fire District's vehicles including make, model and year, and indicate to whom the vehicles are assigned and their positions. If a vehicle is not assigned to a specific individual and is available to all authorized District personnel, indicate "motor pool."

See Appendix D

- 9) Did the Fire District make any payments to current or former commissioners or employees for severance or termination? **No**
- 10) Did the Fire District make any payments to current or former commissioners or employees that were contingent upon the performance of the Fire District or that were considered discretionary bonuses? **No**
- 11) Does the Fire District contract with another entity (i.e.: volunteer fire company, neighboring municipality, etc.) to provide fire protection or EMS services within the Fire District? **No**
- 12) If the answer to #11 above is "yes," did the Fire District execute a written agreement with the entity that details the services that the entity will provide and the amount to be paid by the Fire District to the entity for the services provided? No *If "yes," attach a copy of the agreement. If "no," attach a description of the arrangement for services with the entity including the services provided and the basis for the amount paid by the Fire District to the entity. Also explain why the Fire District does not have a formal written agreement with the entity.*
- 13) Does the Fire District have a Length of Service Award Program (LOSAP) plan? Yes *If "yes," indicate a) the year it was implemented; b) the total number of volunteer members presently eligible to participate; c) the total number of volunteer members presently vested; d) whether the annual contribution for each vested member is fixed or based on an automatic increase; e) the total LOSAP budgeted for the current year; and f) whether the Fire District has required the Plan Contractor to submit its annual financial statement to the Director of the Division of Local Government Services pursuant to N.J.A.C. 5:30-14.49.*

See Appendix D

FIRE DISTRICT INFORMATIONAL QUESTIONNAIRE

Gloucester Township Fire District No. 4

FISCAL YEAR: January 1, 2019 to December 31, 2019

Appendix D

8. Vehicle Listing

<u>Year</u>	<u>Make</u>	<u>Model</u>	<u>Designation</u>
1994	Murray	Pumper LDH	Motor Pool
1994	Murray	Pumper LDH	Motor Pool
1997	Murray	Rescue HVY	Motor Pool
2002	Spartan	Aerial	Motor Pool
2007	Ford	Service	Motor Pool
2008	Dodge	Chief's Car	Motor Pool
2008	Dodge	Chief's Car	Motor Pool
2016	Ford	Fire Prevention	Motor Pool

13. LOSAP Answers:

- A) It was implemented in 1999
- B) In 2018 there were 27 volunteer members eligible.
- C) The total number of volunteers vested is 33 and the total number of volunteers in the program is 65.
- D) Based on an automatic increases.
- E) The total current year budget is \$45,000
- F) Yes

FIRE DISTRICT SCHEDULE OF COMMISSIONERS AND OFFICERS
Gloucester Township Fire District No.4
(Fire District Name and Number)

FISCAL YEAR: January 1, 2019 to December 31, 2019

Complete the attached table for all persons required to be listed per #1-2 below.

- 1) List all of the Fire District's current commissioners and officers and amount of compensation from the Fire District and any other public entities as defined below. Enter zero if no compensation was paid.
- 2) List all of the Fire District's former commissioners and officers who received more than \$10,000 in reportable compensation from the Fire District and any other public entities during the most recent fiscal year completed.

Commissioner: A member of the governing body of the Fire District with voting rights. Include alternates for purposes of this schedule.

Officer: A person elected or appointed to manage the Fire District's daily operations at any time during the year, such as the chairperson, vice-chairperson, secretary, or treasurer. For the purposes of this schedule, treat the Fire District's top management official and top financial official as officers, if applicable. A member of the governing body may be both a commissioner and an officer for the purposes of this schedule.

Compensation: All forms of cash and non-cash payments or benefits provided in exchange for services, including salaries and wages, bonuses, severance payments, deferred payments, retirement benefits, fringe benefits, and other financial arrangements or transactions such as personal vehicles, meals, housing, personal and family education benefits, below-market loans, payment of personal or family travel, entertainment, and personal use of the Fire District's property. Compensation includes payments and other benefits provided to both employees and independent contractors in exchange for services.

Reportable compensation: The aggregate compensation that is reported (or is required to be reported) on Form W-2, box 1 or 5, whichever amount is greater, and/or Form 1099-MISC, box 7, for the calendar year 2016.

Other Public Entity: Any municipality, county, local authority, fire district, or other government unit, regardless of whether it is related in any way to the Fire District either by function or by physical location.

Fire District Schedule of Commissioners and Officers (Continued)

Gloucester Township Fire District No.4
Camden County

Name	Title	Average Hours per Week Dedicated to Position	Commissioner	Former Officer	Reportable Compensation from Fire District (W-2/ 1099)			Estimated amount of other compensation from the Fire District (health benefits, pension, etc.)	Names of Other Public Entities where Individual is an Employee or Member of the Governing Body	Positions held at Other Public Entities Listed in Column N	Average Hours per Week Dedicated to Other Public Entities Listed in Column N	Reportable Compensation from Other Public Entities (W-2/ 1099)	Estimated amount of other compensation from Other Public Entities (health benefits, pension, payment in lieu of health benefits, etc.)	Total Compensation All Public Entities
					Base Salary/ Stipend	Other (auto allowance, expense account, payment in lieu of health benefits, etc.)	Bonus							
1 David Vannoni	Chairman	1 x			\$ 5,000								\$ 5,000	
2 Michael Jones	Vice-Chairman	1 x			\$ 5,000								5,000	
3 Warren Stout	Treasurer	1 x			\$ 5,000								5,000	
4 Ernest R. Jones	Secretary	1 x			\$ 5,000								5,000	
5 John McCann	Commissioner	1 x			\$ 5,000								5,000	
6														
7														
8														
9														
10														
11														
12														
13														
14														
15														
Total:					\$ 25,000	\$ -	\$ -	\$ -			\$ -	\$ -	\$ 25,000	

Enter the total number of employees/ independent contractors who received more than \$100,000 in total reportable compensation for the most recent fiscal year completed:

Schedule of Health Benefits - Detailed Cost Analysis

Gloucester Township Fire District No.4
Camden County

	# of Covered Members (Medical & Rx)		Annual Cost		# of Covered Members		Annual Cost		% Increase (Decrease)	
	Budget	Proposed	Employee Proposed Budget	Estimate	Current Year	Current Year	per Employee Current Year	Year Cost	(Decrease)	(Decrease)
Active Employees - Health Benefits - Annual Cost										
Single Coverage	1	\$ 11,114	\$ 11,114	\$ 11,114	2	\$ 10,687	\$ 21,374	\$ (10,260)	-	-48.0%
Parent & Child										#DIV/0!
Employee & Spouse (or Partner)	2	22,228	44,456	44,456	0	21,374	44,456	44,456		#DIV/0!
Family	3	33,229	99,687	99,687	3	29,816	89,448	10,239		11.4%
Employee Cost Sharing Contribution (enter as negative -)			(27,384)				(20,615)	(6,769)		32.8%
Subtotal	6		127,873		5		90,207	37,666		41.8%
Commissioners - Health Benefits - Annual Cost										
Single Coverage										#DIV/0!
Parent & Child										#DIV/0!
Employee & Spouse (or Partner)										#DIV/0!
Family										#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)										#DIV/0!
Subtotal	0				0					#DIV/0!
Retirees - Health Benefits - Annual Cost										
Single Coverage										#DIV/0!
Parent & Child										#DIV/0!
Employee & Spouse (or Partner)										#DIV/0!
Family										#DIV/0!
Employee Cost Sharing Contribution (enter as negative -)										#DIV/0!
Subtotal	2	40,776	81,552	81,552	2	40,121	80,242	1,310		1.6%
Subtotal	2		81,552	81,552	2		80,242	1,310		1.6%
GRAND TOTAL	8		\$ 209,425		7		\$ 170,449	\$ 38,976		22.9%

Is medical coverage provided by the SHBP (Yes or No)?
 Is prescription drug coverage provided by the SHBP (Yes or No)?

yes
yes

2019 FIRE DISTRICT BUDGET

Financial Schedules Section

2019 Budget Summary

Gloucester Township Fire District No.4 Camden County

	<i>2019 Proposed Budget</i>	<i>2018 Adopted Budget</i>	<i>\$ Increase (Decrease) Proposed vs. Adopted</i>	<i>% Increase (Decrease) Proposed vs. Adopted</i>
REVENUES AND FUND BALANCE UTILIZED				
Total Fund Balance Utilized	\$ 121,716	\$ 145,220	\$ (23,504)	-16.2%
Total Miscellaneous Anticipated Revenues	-	-	-	#DIV/0!
Total Sale of Assets	-	-	-	#DIV/0!
Total Interest on Investments & Deposits	2,000	300	1,700	566.7%
Total Other Revenue	-	-	-	#DIV/0!
Total Operating Grant Revenue	4,450	4,450	-	0.0%
Total Revenues Offset with Appropriations	<u>133,800</u>	<u>91,650</u>	<u>42,150</u>	46.0%
Total Revenues and Fund Balance Utilized	261,966	241,620	20,346	8.4%
Amount to be Raised by Taxation to Support Budget	<u>1,618,919</u>	<u>1,548,265</u>	<u>70,654</u>	4.6%
Total Anticipated Revenues	<u>1,880,885</u>	<u>1,789,885</u>	<u>91,000</u>	5.1%
APPROPRIATIONS				
Total Administration	177,404	171,181	6,223	3.6%
Total Cost of Operations & Maintenance	1,404,681	1,210,241	194,440	16.1%
Total Appropriations Offset with Revenue	133,800	91,650	42,150	46.0%
Total Appropriated for Duly Incorporated First Aid/Rescue Squad	-	-	-	#DIV/0!
Total Deferred Charges	-	-	-	#DIV/0!
Cash Deficit, Preceding Year (N.J.S.A. 40A:14-78.6)	-	-	-	#DIV/0!
Length of Service Award Program (LOSAP) Contribution (P.L.1997,c.388)	45,000	45,000	-	0.0%
Total Capital Appropriations	120,000	271,813	(151,813)	-55.9%
Total Principal Payments on Debt Service	-	-	-	#DIV/0!
Total Interest Payments on Debt	<u>-</u>	<u>-</u>	<u>-</u>	#DIV/0!
Total Appropriations	<u>1,880,885</u>	<u>1,789,885</u>	<u>91,000</u>	5.1%
ANTICIPATED SURPLUS (DEFICIT)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	#DIV/0!

2019 Revenue Schedule

Gloucester Township Fire District No.4 Camden County

	2019 Proposed Budget	2018 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
<i>Fund Balance Utilized</i>				
Unrestricted Fund Balance	\$ 121,716	\$ 83,407	\$ 38,309	45.9%
Restricted Fund Balance	-	61,813	(61,813)	-100.0%
Total Fund Balance Utilized	<u>121,716</u>	<u>145,220</u>	<u>(23,504)</u>	-16.2%
<i>Miscellaneous Anticipated Revenues</i>				
Shared Services (N.J.S.A. 40A:65-1 et seq.)			-	#DIV/0!
Joint Purchasing Agreements (N.J.S.A. 40A:10 & 11)			-	#DIV/0!
Emergency Assistance (N.J.S.A. 40A:14-26)			-	#DIV/0!
Municipal Assistance (N.J.S.A. 40A:14-34)			-	#DIV/0!
Municipal Assistance - Adjoin (N.J.S.A. 40A:14-35)			-	#DIV/0!
Contracts - Volunteer Fire Co (N.J.S.A. 40A:14-68)			-	#DIV/0!
Leases - Local Municipality (N.J.S.A. 40A:14-83)			-	#DIV/0!
Rental Income			-	#DIV/0!
Total Miscellaneous Anticipated Revenues	<u>-</u>	<u>-</u>	<u>-</u>	#DIV/0!
<i>Sale of Assets (List Individually)</i>				
Asset #1			-	#DIV/0!
Asset #2			-	#DIV/0!
Asset #3			-	#DIV/0!
Asset #4			-	#DIV/0!
Total Sale of Assets	<u>-</u>	<u>-</u>	<u>-</u>	#DIV/0!
<i>Interest on Investments & Deposits (List Accounts Separately)</i>				
Bank Interest	2,000	300	1,700	566.7%
Investment Account #2			-	#DIV/0!
Investment Account #3			-	#DIV/0!
Investment Account #4			-	#DIV/0!
Total Interest on Investments & Deposits	<u>2,000</u>	<u>300</u>	<u>1,700</u>	566.7%
<i>Other Revenue (List in Detail)</i>				
Other Revenue #1			-	#DIV/0!
Other Revenue #2			-	#DIV/0!
Other Revenue #3			-	#DIV/0!
Other Revenue #4			-	#DIV/0!
Total Other Revenue	<u>-</u>	<u>-</u>	<u>-</u>	#DIV/0!
<i>Operating Grant Revenue (List in Detail)</i>				
Supplemental Fire Service Act (P.L.1985,c.295)	4,450	4,450	-	0.0%
Other Grant #1			-	#DIV/0!
Other Grant #2			-	#DIV/0!
Other Grant #3			-	#DIV/0!
Other Grant #4			-	#DIV/0!
Other Grant #5			-	#DIV/0!
Total Operating Grant Revenue	<u>4,450</u>	<u>4,450</u>	<u>-</u>	0.0%
<i>Revenues Offset with Appropriations</i>				
<u>Uniform Fire Safety Act (P.L.1983,c.383)</u>				
Reserves Utilized			-	#DIV/0!
Annual Registration Fees	13,800	12,050	1,750	14.5%
Penalties and Fines	4,000	4,000	-	0.0%
Other Revenues	14,000	15,000	(1,000)	-6.7%
Total Uniform Fire Safety Act	<u>31,800</u>	<u>31,050</u>	<u>750</u>	2.4%
<u>Other Revenues Offset with Appropriations (List)</u>				
Smoke Detector Fees	7,000	5,600	1,400	25.0%
Safe Grant Fire Fighter #4	95,000	55,000	40,000	72.7%
Other Offset Revenues #3			-	#DIV/0!
Other Offset Revenues #4			-	#DIV/0!
Total Other Revenues Offset with Appropriations	<u>102,000</u>	<u>60,600</u>	<u>41,400</u>	68.3%
Total Revenues Offset with Appropriations	<u>133,800</u>	<u>91,650</u>	<u>42,150</u>	46.0%
TOTAL REVENUES AND FUND BALANCE UTILIZED	<u>\$ 261,966</u>	<u>\$ 241,620</u>	<u>\$ 20,346</u>	8.4%

2019 Appropriations Schedule

Gloucester Township Fire District No.4 Camden County

	2019 Proposed Budget	2018 Adopted Budget	\$ Increase (Decrease) Proposed vs. Adopted	% Increase (Decrease) Proposed vs. Adopted
<i>Administration - Personnel</i>				
Salary & Wages (excluding Commissioners)	\$ 54,400	\$ 50,845	\$ 3,555	7.0%
Commissioners	\$ 25,000	\$ 20,400	4,600	22.5%
Fringe Benefits	37,704	39,936	(2,232)	-5.6%
Total Administration - Personnel	<u>117,104</u>	<u>111,181</u>	<u>5,923</u>	<u>5.3%</u>
<i>Administration - Other (List)</i>				
See Appendix A	60,300	60,000	300	0.5%
Other Admin Expense #2			-	#DIV/0!
Other Admin Expense #3			-	#DIV/0!
Contingent Expenses			-	#DIV/0!
Other Assets, Non-Bondable #1			-	#DIV/0!
Other Assets, Non-Bondable #2			-	#DIV/0!
Other Assets, Non-Bondable #3			-	#DIV/0!
Total Administration - Other	<u>60,300</u>	<u>60,000</u>	<u>300</u>	<u>0.5%</u>
Total Administration	<u>177,404</u>	<u>171,181</u>	<u>6,223</u>	<u>3.6%</u>
<i>Cost of Operations & Maintenance - Personnel</i>				
Salary & Wages	417,807	341,498	76,309	22.3%
Fringe Benefits	417,674	313,743	103,931	33.1%
Total Operations & Maintenance - Personnel	<u>835,481</u>	<u>655,241</u>	<u>180,240</u>	<u>27.5%</u>
<i>Cost of Operations & Maintenance - Other (List)</i>				
See Appendix A	569,200	555,000	14,200	2.6%
Other Operations & Maintenance Expense #2			-	#DIV/0!
Other Operations & Maintenance Expense #3			-	#DIV/0!
Contingent Expenses			-	#DIV/0!
Other Assets, Non-Bondable #1			-	#DIV/0!
Other Assets, Non-Bondable #2			-	#DIV/0!
Other Assets, Non-Bondable #3			-	#DIV/0!
Total Operations & Maintenance - Other	<u>569,200</u>	<u>555,000</u>	<u>14,200</u>	<u>2.6%</u>
Total Operations & Maintenance	<u>1,404,681</u>	<u>1,210,241</u>	<u>194,440</u>	<u>16.1%</u>
<i>Appropriations Offset with Revenue - Personnel</i>				
Salary & Wages	131,800	85,780	46,020	53.6%
Fringe Benefits	-	3,870	(3,870)	-100.0%
Total Appropriations Offset with Revenue - Personnel	<u>131,800</u>	<u>89,650</u>	<u>42,150</u>	<u>47.0%</u>
<i>Appropriations Offset with Revenue - Other (List)</i>				
UFSA Suppression	1,000	1,000	-	0.0%
USFA Prevention	1,000	1,000	-	0.0%
Other Expense #3			-	#DIV/0!
Contingent Expenses			-	#DIV/0!
Other Assets, Non-Bondable #1			-	#DIV/0!
Other Assets, Non-Bondable #2			-	#DIV/0!
Other Assets, Non-Bondable #3			-	#DIV/0!
Total Appropriations Offset with Revenue - Other	<u>2,000</u>	<u>2,000</u>	<u>-</u>	<u>0.0%</u>
Total Appropriations Offset with Revenue	<u>133,800</u>	<u>91,650</u>	<u>42,150</u>	<u>46.0%</u>
<i>Duly Incorporated First Aid/Rescue Squad Associations</i>				
Vehicles			-	#DIV/0!
Equipment			-	#DIV/0!
Materials & Supplies			-	#DIV/0!
Total Duly Incorporated First Aid/Rescue Squad Associations	<u>-</u>	<u>-</u>	<u>-</u>	<u>#DIV/0!</u>
<i>Emergency Appropriations & Deferred Charges (List)</i>				
Emergency Appropriation #1			-	#DIV/0!
Emergency Appropriation #2			-	#DIV/0!
Emergency Appropriation #3			-	#DIV/0!
Deferred Charge #1 (cite statute)			-	#DIV/0!
Deferred Charge #2 (cite statute)			-	#DIV/0!
Declared State of Emergency (N.J.S.A. 40A:4-45.45 10b)			-	#DIV/0!
Total Deferred Charges	<u>-</u>	<u>-</u>	<u>-</u>	<u>#DIV/0!</u>
Cash Deficit, Preceding Year (N.J.S.A. 40A:14-78.6)			-	#DIV/0!
Length of Service Award Program (LOSAP) Contribution (N.J.S.A. 40A:14-78.6)	45,000	45,000	-	0.0%
Total Capital Appropriations	120,000	271,813	(151,813)	-55.9%
Total Principal Payments on Debt Service	-	-	-	#DIV/0!
Total Interest Payments on Debt	-	-	-	#DIV/0!
TOTAL APPROPRIATIONS	<u>\$ 1,880,885</u>	<u>\$ 1,789,885</u>	<u>\$ 91,000</u>	<u>5.1%</u>

2019 Schedule of Salaries and Benefits

Gloucester Township Fire District No.4
Camden County

Administrative Positions Excluding Commissioners (List Individually)	Number of Staff	Annual Wages	2019 Proposed Budget Salary & Wages	PERS Contribution	PFRS Contribution	Employee Group Health Insurance	Other Fringe Benefits	2019 Proposed Budget Fringe Benefits
Administrative Clerk	1	\$ 50,000	\$ 50,000	\$ 6,504	\$ -	\$ 23,000	\$ 8,200	\$ 37,704
Administrative OT	1	4,000	4,000	-	-	-	-	-
Temporary Secretary	1	400	400	-	-	-	-	-
Position #4	-	-	-	-	-	-	-	-
Position #5	-	-	-	-	-	-	-	-
Position #6	-	-	-	-	-	-	-	-
Position #7	-	-	-	-	-	-	-	-
Position #8	-	-	-	-	-	-	-	-
Total Administration			\$ 54,400	\$ 6,504	\$ -	\$ 23,000	\$ 8,200	\$ 37,704

Operation & Maintenance Positions (List Individually)	Number of Staff	Annual Wages	2019 Proposed Budget Salary & Wages	PERS Contribution	PFRS Contribution	Employee Group Health Insurance	Other Fringe Benefits	2019 Proposed Budget Fringe Benefits
See Appendix B	1	\$ 417,807	\$ 417,807	\$ -	\$ 90,264	\$ 206,000	\$ 121,410	\$ 417,674
Position #2	-	-	-	-	-	-	-	-
Position #3	-	-	-	-	-	-	-	-
Position #4	-	-	-	-	-	-	-	-
Position #5	-	-	-	-	-	-	-	-
Position #6	-	-	-	-	-	-	-	-
Position #7	-	-	-	-	-	-	-	-
Position #8	-	-	-	-	-	-	-	-
Position #9	-	-	-	-	-	-	-	-
Position #10	-	-	-	-	-	-	-	-
Position #11	-	-	-	-	-	-	-	-
Position #12	-	-	-	-	-	-	-	-
Position #13	-	-	-	-	-	-	-	-
Position #14	-	-	-	-	-	-	-	-
Total Operation & Maintenance			\$ 417,807	\$ -	\$ 90,264	\$ 206,000	\$ 121,410	\$ 417,674

Salary Offset by Revenue Positions (List Individually)	Number of Staff	Annual Wages	2019 Proposed Budget Salary & Wages	PERS Contribution	PFRS Contribution	Employee Group Health Insurance	Other Fringe Benefits	2019 Proposed Budget Fringe Benefits
Fire Official - UFSA	1	\$ 36,800	\$ 36,800	\$ -	\$ -	\$ -	\$ -	\$ -
Fire Fighter # 4	1	45,000	45,000	-	-	-	-	-
Fire Fighter # 5	1	50,000	50,000	-	-	-	-	-
Position #4	-	-	-	-	-	-	-	-
Position #5	-	-	-	-	-	-	-	-
Position #6	-	-	-	-	-	-	-	-
Position #7	-	-	-	-	-	-	-	-
Position #8	-	-	-	-	-	-	-	-
Total Offset by Revenue			\$ 131,800	\$ -	\$ -	\$ -	\$ -	\$ -
Total Administration, Operations & Offset by Revenue			\$ 604,007	\$ 6,504	\$ 90,264	\$ 229,000	\$ 129,610	\$ 455,378

2019 Proposed Capital Budget

Gloucester Township Fire District No.4
Camden County

CAPITAL IMPROVEMENTS (N.J.S.A. 40A:14-84)

<i>List Project Separately</i>	<i>Asset Type</i>	<i>Date of Local Finance Board Approval</i>	<i>Date of Voter Approval</i>	<i>Affirmative Vote Percentage</i>	<i>2019 Proposed Budget</i>	<i>2018 Adopted Budget</i>
STATION #2 IMPROVEMENTS	IMPROVEMENTS	11/08/18	12/19/18	100%	\$ 120,000	\$ 80,000
GENERATOR			11/29/17	100%		30,000
AIRPACKS			11/29/17	100%		61,813
Capital Improvement #4						
Capital Improvement #5						
Capital Improvement #6						
Capital Improvement #7						
Total Capital Improvements					120,000	171,813

DOWN PAYMENTS (N.J.S.A. 40A:14-85)

<i>List Project Separately</i>	<i>Asset Type</i>	<i>Date of Local Finance Board Approval</i>	<i>Date of Voter Approval</i>	<i>Affirmative Vote Percentage</i>	<i>2019 Proposed Budget</i>	<i>2018 Adopted Budget</i>
Capital Improvement #1					-	-
Capital Improvement #2						
Capital Improvement #3						
Capital Improvement #4						
Capital Improvement #5						
Capital Improvement #6						
Capital Improvement #7						
Total Down Payments					-	-
Total Capital Improvements & Down Payments					120,000	171,813
RESERVE FOR FUTURE CAPITAL OUTLAYS					-	100,000
TOTAL CAPITAL APPROPRIATIONS					\$ 120,000	\$ 271,813

Capital Appropriations Offset with Restricted Fund
Capital Appropriations Offset with Grants
Capital Appropriations Offset with Unrestricted Fund

	\$	61,813

Debt Service Schedule - Principal

Gloucester Township Fire District No.4
Camden County

	Date of Voter Approval	% of Voter Approval	Date of Local Finance Board Approval	Current Year (2018)	2019	2020	2021	2022	2023	2024	Thereafter	Total Principal Outstanding
<i>General Obligation Bonds</i>												
General Obligation Bond #1												\$ -
General Obligation Bond #2												-
General Obligation Bond #3												-
General Obligation Bond #4												-
Total Principal - General Obligation Bonds												\$ -
<i>Bond Anticipation Notes</i>												
BAN #1												-
BAN #2												-
BAN #3												-
BAN #4												-
Total Principal - BANS												-
<i>Capital Leases</i>												
Capital Lease #1												-
Capital Lease #2												-
Capital Lease #3												-
Capital Lease #4												-
Total Principal - Capital Leases												-
<i>Intergovernmental Loans</i>												
Intergovernmental #1												-
Intergovernmental #2												-
Intergovernmental #3												-
Intergovernmental #4												-
Total Principal - Intergovernmental Loans												-
<i>Other Bonds or Notes Payable</i>												
Other Bonds or Notes #1												-
Other Bonds or Notes #2												-
Other Bonds or Notes #3												-
Other Bonds or Notes #4												-
Total Principal - Other Bonds or Notes												-
TOTAL PRINCIPAL ALL OBLIGATIONS												\$ -

Enter each debt issuance separately according to type of debt obligation above. Enter the principal due for each year indicated and thereafter until maturity.

Capital Appropriations Offset with Restricted Fund
 Capital Appropriations Offset with Grants
 Capital Appropriations Offset with Unrestricted Fund

Debt Service Schedule - Interest

Gloucester Township Fire District No.4
Camden County

	Current Year (2018)	2019	2020	2021	2022	2023	2024	Thereafter	Total Interest Payments Outstanding
<i>General Obligation Bonds</i>									
General Obligation Bond #1									\$
General Obligation Bond #2									
General Obligation Bond #3									
General Obligation Bond #4									
Total Interest - General Obligation Bonds									
<i>Bond Anticipation Notes</i>									
BAN #1									
BAN #2									
BAN #3									
BAN #4									
Total Interest Payments - BANS									
<i>Capital Leases</i>									
Capital Lease #1									
Capital Lease #2									
Capital Lease #3									
Capital Lease #4									
Total Interest Payments - Capital Leases									
<i>Intergovernmental Loans</i>									
Intergovernmental #1									
Intergovernmental #2									
Intergovernmental #3									
Intergovernmental #4									
Total Interest Payments - Intergovernmental									
<i>Other Bonds or Notes Payable</i>									
Other Bonds or Notes #1									
Other Bonds or Notes #2									
Other Bonds or Notes #3									
Other Bonds or Notes #4									
Total Interest Payments - Other Bonds or Notes									
TOTAL INTEREST ALL OBLIGATIONS	\$	\$	\$	\$	\$	\$	\$	\$	\$

Enter each debt issuance separately according to type of debt obligation on the "Debt Service - Principal" tab. The debt issuance description will carry to this schedule from data entered on that worksheet. Enter the interest payment due for each year indicated and thereafter until maturity.

Capital Appropriations Offset with Restricted Fund
 Capital Appropriations Offset with Grants
 Capital Appropriations Offset with Unrestricted Fund

2019 Fund Balance Reconciliation

Gloucester Township Fire District No.4 Camden County

UNRESTRICTED FUND BALANCE

Beginning balance January 1, 2018 (1)	\$ 395,509
Less: Utilized in 2018 Adopted Budget	83,407
Proposed balance available	<u>312,102</u>
Estimated results of operations for the year ending December 31, 2018	45,000
Anticipated balance December 31, 2018	<u>357,102</u>
Less: Fund Balance utilized in 2019 Proposed Budget	121,716
Plus: Accrued Unfunded Pension Liability (1)	1,067,786
Plus: Accrued Unfunded Other Post-Employment Benefit Liability (1)	8,500
Proposed balance after utilization in 2019 Proposed Budget	<u><u>\$ 1,311,672</u></u>

RESTRICTED FUND BALANCE

Beginning balance January 1, 2018 (1)	\$ 149,813
Less: Utilized in 2018 Adopted Budget	61,813
Proposed balance available	<u>88,000</u>
Estimated results of operations for the year ending December 31, 2018	
Anticipated balance December 31, 2018	<u>88,000</u>
Less: Restricted Fund Balance used in 2019 Proposed Budget for Capital Purposes	
Less: Restricted Fund Balance released via Referendum Resolution	-
Proposed balance after utilization in 2019 Proposed Budget	<u><u>\$ 88,000</u></u>

(1) This line item must agree to audited financial statements.

2019 Referendums

**Gloucester Township Fire District No.4
Camden County**

Summary of Referendum Line Items	2019 Proposed Budget Amount Requested	2018 Final Budget
Total Referendum Line Items	\$ -	\$ -

Tax Levy Requested minus Maximum Allowable Levy \$ 0
 As this page is adjusted this amount changes, should = \$0
 (For Reference Purposes Only - from Levy Cap Summary based on
 Information provided by the district- see instructions.)

Summary of Release of Restricted Fund Balance Referendum Line Items	2019 Proposed Budget Amount Requested	2018 Final Budget
Total Release of Restricted Fund Balance	\$ -	\$ -

2019 Levy Cap Summary

Gloucester Township Fire District No.4 Camden County

LEVY CAP CALCULATION

Prior Year Amount to be Raised by Taxation for Fire District Purposes	\$	1,548,265
Changes in Service Provider (+/-)		-
DLGS Approved Adjustments		-
Net Prior Year Tax Levy for Municipal Purposes for Cap Calculation		1,548,265
Plus: 2% Cap Increase		30,965
ADJUSTED TAX LEVY PRIOR TO EXCLUSIONS		1,579,230

Exclusions

Shared Service Exclusion		-
Change in Total Debt Service Appropriation		-
Allowable Pension Increases		30,819
Allowable Increase in Health Care Costs		(3,300)
Changes in LOSAP Contributions (+/-)		-
Extraordinary Costs due to a "Declared" Emergency		-
Net Capital Improvement Fund and/or Down Payment on Improvements and Reserve for Future Capital Outlays		-
Total Exclusions		27,519
Less: Cancelled or Unexpended Referendum Amounts		-
Increase in Ratable Valuation (New Construction/Additions)	\$	5,028,700
Prior Year Local Fire District Tax Rate (3 decimals/\$100)	\$0.242	12,169

ADJUSTED TAX LEVY

Amount Utilized from Levy Cap Bank from 2016		-
Amount Utilized from Levy Cap Bank from 2017		-
Amount Utilized from Levy Cap Bank from 2018		-
Maximum Tax Levy Before Referendum		1,618,919
Amount Proposed for Levy Cap Referendum		-
MAXIMUM ALLOWABLE AMOUNT TO BE RAISED BY TAXATION	\$	1,618,919

CAP BANK CALCULATION

Amount to be Raised by Taxation	\$	1,618,919
Cap Bank Available from Prior Year (2016) for 2019 Budget		-
Cap Bank Available from Prior Year (2017) for 2019 Budget		-
Revised Cap Bank from Prior Year (2018) Available for 2019 Budget		-
Cap Bank Available from Prior Year (2018) for 2019 Budget		-
Revised Cap Bank from Prior Year (2018) Available for 2020 Budget		-
Cap Bank from Current Year (2019) Available for 2020 Budget		(0)
Cap Bank Available from 2019 for 2020 Budget	\$	-

2019 Levy Cap Exclusion Calculations

Gloucester Township Fire District No.4 Camden County

PENSION CONTRIBUTION CALCULATION

2019 Proposed Budget PERS Contribution Appropriated	\$ 6,504
2019 Proposed Budget PFRS Contribution Appropriated	90,264
Anticipated Revenues for Fringe Benefits Directly Offsetting Pension Costs	-
Net 2019 Base Amount	96,768
2018 Adopted Budget PERS Contribution	4,736
2018 Adopted Budget PFRS Contribution	61,213
Realized Revenues for Fringe Benefits Directly Offsetting Pension Costs	-
Net 2018 Base Amount	65,949
Pension Contribution Exclusion	\$ 30,819

LOSAP CALCULATION

2019 Proposed Budget LOSAP Appropriation	\$ 45,000
2018 Adopted Budget LOSAP Appropriation	45,000
LOSAP Exclusion (+/-)	\$ -

DEBT SERVICE CALCULATION

2019 Proposed Budget Total Debt Service Appropriation	\$ -
2019 Proposed Budget Debt Service Appropriation Offset from Restricted Fund	-
2019 Proposed Budget Debt Service Appropriation Offset from Grant Revenue	-
2019 Proposed Budget Debt Service Appropriation Offset from Unrestricted Fund	-
2019 Base Amount	-
2018 Adopted Budget Total Debt Service Appropriation	-
2018 Adopted Budget Capital Appropriation Offset from Restricted Fund	-
2018 Adopted Budget Capital Appropriation Offset from Grant Fund	-
2018 Adopted Budget Capital Appropriation Offset from Unrestricted Fund	-
2018 Base Amount	-
Debt Service Exclusion	\$ -

CAPITAL APPROPRIATION CALCULATION

2019 Proposed Budget Total Capital Appropriation	\$ 120,000
2019 Proposed Budget Capital Appropriation Offset from Restricted Fund	-
2019 Proposed Budget Capital Appropriation Offset from Grant Revenue	-
2019 Proposed Budget Capital Appropriation Offset from Unrestricted Fund	-
2019 Base Amount	120,000
2018 Adopted Budget Total Capital Appropriation	271,813
2018 Adopted Budget Capital Appropriation Offset from Restricted Fund	61,813
2018 Adopted Budget Capital Appropriation Offset from Grant Revenue	-
2018 Adopted Budget Capital Appropriation Offset from Unrestricted Fund	-
2018 Base Amount	210,000
Capital Expenditure Exclusion	\$ -

HEALTH INSURANCE EXCLUSION CALCULATION

SFY 2019	
2019 Proposed Budget Administration Health Insurance Appropriation	\$ 23,000
2019 Proposed Budget Operations & Maintenance Health Insurance Appropriation	206,000
2019 Proposed Budget Group Health Insurance	229,000
2018 Adopted Budget Administration Health Insurance Appropriation	27,000
2018 Adopted Budget Operations & Maintenance Health Insurance Appropriation	138,000
2018 Adopted Budget Group Health Insurance	165,000
Net Increase (Decrease)	64,000
Net Increase Divided by 2018 Amount Budgeted = % Increase	38.79%
SFY 2019 State Health Average 0% Less 2% = % Increase Added to Current Levy	-2.00%
% Increase less % Increase Exclusion = % Increase Inside Cap	40.79%
% Increase Inside Cap * 2018 Expended = Added Amount Inside Cap	\$ 67,300
% Increase Exclusion * 2018 Expended = 2019 Appropriation Added to Levy	\$ (3,300)
Amount Above the Levy Exclusion (Actual Increase - State Health Benefit Average)	\$ 64,000
2019 Increase in Appropriation	\$ 64,000



FEMA

Mr. Frank P Reiss
Gloucester Twp. Fire District 4
P.O. Box 541
Blackwood , New Jersey 08012-2901

Re: Award No.EMW-2017-FH-00436

Dear Mr. Reiss:

Congratulations, on behalf of the Department of Homeland Security, your application for financial assistance submitted under the Fiscal Year (FY) 2017 Staffing for Adequate Fire and Emergency Response (SAFER) Grant has been approved in the amount of \$250,968.00. As a condition of this award, you are required to contribute a cost match in the amount of \$96,204.00 of non-Federal funds. The Federal share is \$154,764.00 of the approved total project cost of \$250,968.00.

Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award through the Assistance to Firefighters Grant Programs' e-grant system. By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Summary Award Memo
- Agreement Articles (attached to this Award Letter)
- Obligating Document (attached to this Award Letter)
- FY 2017 Staffing for Adequate Fire and Emergency Response (SAFER) Grant Notice of Funding Opportunity

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award.

Prior to requesting Federal funds, all recipients are required to register in the System for Award Management (SAM.gov). As the recipient, you must register and maintain current information in SAM.gov until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that the recipient review and update the information annually after the initial registration, and more frequently for changes in your information. There is no charge to register in SAM.gov. Your registration must be completed on-line at <https://www.sam.gov/portal/public/SAM/>. It is your entity's responsibility to have a valid DUNS number at the time of registration.

In order to establish acceptance of the award and its terms, please follow these instructions:

Step 1: Please go to <https://portal.fema.gov> to accept or decline your award. This will take you to the Assistance to Firefighters eGrants system. Enter your User Name and Password as requested on the login screen. Your User Name and Password are the same as those used to complete the application on-line.

Once you are in the system, the Status page will be the first screen you see. On the right side of the Status screen, you will see a column entitled Action. In this column, please select the View Award Package from the drop down menu. Click Go to view your award package and indicate your acceptance or declination of award. PLEASE NOTE: your recruitment period has begun. If you wish to accept your grant, you should do so immediately. When you have finished, we recommend printing your award package for your records.

Step 2: If you accept your award, you will see a link on the left side of the screen that says "Update 1199A" in the Action column. Click this link. This link will take you to the SF-1199A, Direct Deposit Sign-up Form. Please complete the SF-1199A on-line if you have not done so already. When you have finished, you must submit the form electronically. Then, using the Print 1199A Button, print a copy and keep the original form in your grant files. Once approved you will be able to request payments online. If you have any questions or concerns regarding your 1199A, or the process to request your funds, please call (866) 274-0960.

Sincerely,

Summary Award Memo

INSTRUMENT: GRANT
AGREEMENT NUMBER: EMW-2017-FH-00436
GRANTEE: Gloucester Twp. Fire District 4
DUNS NUMBER: 103742557
AMOUNT: \$250,968.00, Hiring

Project Description

The purpose of the Staffing for Adequate Fire and Emergency Response Program is to protect the health and safety of the public and firefighting personnel against fire and fire-related hazards.

After careful consideration, FEMA has determined that the recipient's project or projects submitted as part of the recipient's application, and detailed in the project narrative as well as the request details section of the application - including budget information - was consistent with the Staffing for Adequate Fire and Emergency Response Grant program's purpose and worthy of award. The projects approved for funding are indicated by the budget or negotiation comments below. The recipient shall perform the work described in the grant application for the recipient's approved project or projects as itemized in the request details section of the application and further described in the grant application narrative. The content of the approved portions of the application - along with any documents submitted with the recipient's application - are incorporated by reference into the terms of the recipient's award. The recipient may not change or make any material deviations from the approved scope of work outlined in the above referenced sections of the application without prior written approval, via amendment request, from FEMA.

Period of Performance

13-FEB-19 to 12-FEB-22

Amount Awarded

The amount of the award is detailed in the attached Obligating Document for Award. The following are the budgeted estimates for object classes for this grant (including Federal share plus recipient match):

Personnel:	\$124,977.00
Fringe Benefits	\$125,991.00
Travel	\$0.00
Equipment	\$0.00
Supplies	\$0.00
Contractual	\$0.00
Construction	\$0.00
Other	\$0.00
Indirect Charges	\$0.00
Total	\$250,968.00

NEGOTIATION COMMENTS IF APPLICABLE (max 8000 characters)

Any questions pertaining to your award package, please contact your GPD Grants Management Specialist: Nancy Cannon at nancy.cannon@fema.dhs.gov.

FEMA Officials

Program Officer: The Program Specialist is responsible for the technical monitoring of the stages of work and technical performance of the activities described in the approved grant application. If you have any programmatic questions regarding your grant, please call the AFG Help Desk at 866-274-0960 to be directed to a program specialist.

Grants Assistance Officer: The Assistance Officer is the Federal official responsible for negotiating, administering, and executing all grant business matters. The Officer conducts the final business review of all grant awards and permits the obligation of federal funds. If you have any questions regarding your grant please call ASK-GMD at 866-927-5646 to be directed to a Grants Management Specialist.

**FEDERAL EMERGENCY MANAGEMENT AGENCY
OBLIGATING DOCUMENT FOR AWARD/AMENDMENT**

1. AGREEMENT NO. EMW-2017-FH-00436	2. AMENDMENT NO. 0	3. RECIPIENT NO. 22-2123166	4. TYPE OF ACTION AWARD	5. CONTROL NO. WX03041N2018T
6. RECIPIENT NAME AND ADDRESS Gloucester Twp. Fire District 4 14 W. Central Ave Blackwood New Jersey, 08012-2901	7. ISSUING OFFICE AND ADDRESS Grant Programs Directorate 500 C Street, S.W. Washington DC, 20472 POC: Arlyce Powell 202-786-9523	8. PAYMENT OFFICE AND ADDRESS FEMA, Financial Services Branch 500 C Street, S.W., Room 723 Washington DC, 20472		
9. NAME OF RECIPIENT PROJECT OFFICER Frank P Reiss	PHONE NO. 8562277731	10. NAME OF PROJECT COORDINATOR Catherine Patterson	PHONE NO. 1-866-274-0960	
11. EFFECTIVE DATE OF THIS ACTION 13-FEB-19	12. METHOD OF PAYMENT SF-270	13. ASSISTANCE ARRANGEMENT Cost Sharing	14. PERFORMANCE PERIOD From:13-FEB-19 To:12-FEB-22	

Budget Period
From:13-MAY-18 To:29-SEP-18

15. DESCRIPTION OF ACTION

a. (Indicate funding data for awards or financial changes)

PROGRAM NAME ACRONYM	CFDA NO.	ACCOUNTING DATA (ACCS CODE) XXXX-XXX-XXXXXX-XXXXX- XXXX-XXXX-X	PRIOR TOTAL AWARD	AMOUNT AWARDED THIS ACTION + OR (-)	CURRENT TOTAL AWARD	CUMULATIVE NON- FEDERAL COMMITMENT
SAFER	97.083	2018-F7-C211-P4310000-4101- D	\$0.00	\$154,764.00	\$154,764.00	\$96,204.00
TOTALS			\$0.00	\$154,764.00	\$154,764.00	\$96,204.00

b. To describe changes other than funding data or financial changes, attach schedule and check here.
N/A

16a. FOR NON-DISASTER PROGRAMS: RECIPIENT IS REQUIRED TO SIGN AND RETURN THREE (3) COPIES OF THIS DOCUMENT TO FEMA (See Block 7 for address)

SAFER recipients are not required to sign and return copies of this document. However, recipients should print and keep a copy of this document for their records.

16b. FOR DISASTER PROGRAMS: RECIPIENT IS NOT REQUIRED TO SIGN

This assistance is subject to terms and conditions attached to this award notice or by incorporated reference in program legislation cited above.

17. RECIPIENT SIGNATORY OFFICIAL (Name and Title)
N/A

DATE
N/A

18. FEMA SIGNATORY OFFICIAL (Name and Title)
Rosalie Vega

DATE
09-AUG-18

Entire Application

DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency
**Staffing for Adequate Fire and Emergency Response (SAFER)
(General Questions All Applicants)**

OMB
Collection
Number: 1660-
0135
Expiration Date: 08/31/2017

PAPERWORK BURDEN DISCLOSURE NOTICE
FEMA Form 080-0-4

Public reporting burden for this data collection is estimated to average 9 hours per response for FEMA Form 080-0-4, Staffing for Adequate Fire and Emergency Response (SAFER) (General Questions All Applicants). The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW., Washington, DC 20472-3100, Paperwork Reduction Project (1660-0135) NOTE: Do not send your completed form to this address.

Applicant's Acknowledgements

- * I certify the DUNS number in this application is our only DUNS number and we have confirmed it is active in SAM.gov as the correct number.
- * As required per 2 CFR § 25, I certify that prior to submission of this application I have checked the DUNS number listed in this application against the SAM.gov website and it is valid and active at time of submission.
- * I certify that the applicant organization has consulted the appropriate Notice of Funding Opportunity and that all requested activities are programmatically allowable, technically feasible and can be completed within the award's Period of Performance (POP).
- * I certify that the applicant organization is aware that this application period is open from 03/26 to 04/27/2018 and will close at 5 PM EST; further that the applicant organization is aware that once an application is submitted, even if the application period is still open, a submitted application cannot be changed or released back to the applicant for modification.
- * I certify that the applicant organization is aware that it is solely the applicant organization's responsibility to ensure that all activities funded by this award(s) comply with Federal Environmental planning and Historic Preservation (EHP) regulations, laws, and Executive Orders as applicable. The EHP Screening Form designed to initiate and facilitate the EHP Review is available at: http://www.fema.gov/media-library-data/1431970163011-80ce3cd907072a91295b1627c56d8fd2/gpd_ehp_screening_form_51815.pdf.
- * I certify that the applicant organization is aware that the applicant organization is ultimately responsible for the accuracy of all application information submitted. Regardless of the applicant's intent, the submission of information that is false or misleading may result in actions by FEMA that include, but are not limited to: the submitted application not being considered for award, an existing award being locked pending investigation, or referral to the Office of the Inspector General.
- * I certify that the applicant organization is aware that the grants awarded under this funding opportunity are provided a recruitment period, which begins when the application is approved for award. The recruitment period for grants awarded under the Hiring of Firefighters Activity is 180-days and the period of performance automatically starts after the recruitment period, regardless of whether the grantee has successfully hired the requested firefighters. The recruitment period for Recruitment & Retention of Volunteer Firefighters Activity is 90-days and the period of performance automatically starts after the recruitment period.

Application Number: EMW-2017-FH-00436
* I certify that the applicant organization will, to the extent practicable, seek, recruit, and hire members of racial and ethnic minority groups and women to increase their ranks within their organization.

* I certify that, if awarded under the Hiring of Firefighters Activity, the applicant organization, will assure a policy will be put into place, or is currently in place, ensuring that positions filled under this grant are not discriminated against, or prohibited from, engaging in volunteer firefighting activities in another jurisdiction during off-duty hours. (If applying under the Recruitment and Retention of Volunteer Firefighters Activity, this does not apply, however, in order to move forward in the application process, you must complete this question).

Signed by **Frank P Reiss** on **2018-04-27 15:30:00.0**

Overview

* Are you a member, or are you currently involved in the management of the fire department or organization applying for this grant with this application?	
Yes, I am a member/officer of this applicant	

If you answered **No**, you must please complete the preparer information below. If you answered **Yes**, please skip the Preparer Information section.

Note: Fields marked with an asterisk (*) are required.

Preparer Information	
Preparer's Name	
Address 1	
Address 2	
City	
State	
Zip	Need help for ZIP+4?
Primary Phone	Ext. Select
Email	

In the space below please list the person your fire department or organization has selected to be the **Primary Point of Contact** for this grant. This should be an officer, member, or employee of the fire department or organization applying for the grant that will see the grant through completion, has the authority to make decisions on and to act upon this grant application.

The Primary Contact, as listed below, is the person for which all exchanges of information will be made relative to the application; all information provided must be specific to the contact listed. The Primary Contact must be an employee of the fire department or organization applying for the grant and shall not be a grant writer or a non-employee of the fire department or organization.

In addition to the Primary Contact information, you will be asked to provide two (2) Alternate Points of Contact on the next page. The Alternate Contacts must be familiar with the application and must be able to answer any questions relative to this application in the event that Primary Point of Contact is unavailable. When you are finished, click the Save and Continue button below.

Reminder: Please list only phone numbers and an email address where we can get in *direct contact* with the respective point of contact(s). If this contact changes at any time during the period of performance please update this information.

Note: Fields marked with an asterisk (*) are required.

Primary Point of Contact	
* Title	Captain
Prefix	Select
* First Name	Frank
Middle Initial	P
* Last Name	Reiss
* Primary Phone	8562277037 Ext. Type work

* Secondary Phone	6099291037 Ext. Type cell
Optional Phone	Ext. Type Select
Fax	
* Email	freiss@gbfd4.org

FEMA Form 080-0-4

Contact Information

Alternate Contact 1 Information	
* Title	Commissioner
Prefix	N/A
* First Name	David
Middle Initial	J
* Last Name	Vannoni
* Primary Phone	8562277798 Ext. Type work
* Secondary Phone	8564042661 Ext. Type cell
Optional Phone	Ext. Type Select
Fax	
* Email	dvannoni@gbfd4.org

Alternate Contact 2 Information	
* Title	Commissioners
Prefix	N/A
* First Name	Mike
Middle Initial	
* Last Name	Jones
* Primary Phone	8562286918 Ext. Type work
* Secondary Phone	6098206100 Ext. Type cell
Optional Phone	Ext. Type Select
Fax	
* Email	mrjones@gbfd4.org

FEMA Form 080-0-4

Applicant Information

EMW-2017-FH-00436

Originally submitted on 04/27/2018 by Frank P Reiss (Userid: fpr9982)

Contact Information:

Address: 513 2nd Ave
City: Bellmawr
State: New Jersey
Zip: 08031
Day Phone: 8562277731
Evening Phone:
Cell Phone: 6099291037
Email: freiss@gbfd4.org

Application number is EMW-2017-FH-00436

Applicant Information

* Organization Name	Gloucester Twp. Fire District 4
* What kind of organization do you represent?	Combination (Majority Volunteer)
If you answered "Combination" above, what is the percentage of career members in your organization?	15.00%
* Type of Jurisdiction Served	Township
If "Other", please enter the type of jurisdiction served	
* In what county/parish is your organization physically located? If you have more than one station, in what county/parish is your main station located?	Camden
SAM.gov (System For Award Management)	
* What is the legal name of your Entity as it appears in SAM.gov? Note: This information must match your SAM.gov profile if your organization is using the DUNS number of your Jurisdiction.	Gloucester Twp. Fire District 4
* What is the legal business address of your Entity as it appears in SAM.gov? Note: This information must match your SAM.gov profile if your organization is using the DUNS number of your Jurisdiction.	
* Mailing Address 1	P.O. Box 541
Mailing Address 2	
* City	Blackwood
* State	New Jersey
* Zip	08012 - 2901 Need help for ZIP+4?
* Employer Identification Number (e.g. 12-3456789) Note: This information must match your SAM.gov profile.	22-2123166
* Is your organization using the DUNS number of your Jurisdiction?	Yes
* I certify that my organization is authorized to use the DUNS number of my Jurisdiction provided in this application. (Required if you select Yes above)	<input checked="" type="checkbox"/>
* What is your 9 digit DUNS number?	103742557 (call 1-866-705-5711 to get a DUNS number)
If you were issued a 4 digit number (DUNS plus 4) by your Jurisdiction in addition to your 9 digit number please enter it here. Note: This is only required if you are using your Jurisdiction's DUNS number and have a separate bank account from your Jurisdiction. Leave the field blank if you are using your Jurisdiction's bank account or have your own DUNS number and bank account separate from your Jurisdiction.	
* Is your DUNS Number registered in SAM.gov (System for Award Management previously CCR.gov)?	Yes
* I certify that my organization/entity is registered and active at SAM.gov and registration will be renewed annually in compliance with Federal regulations. I acknowledge that the information submitted in this application is accurate, current and consistent with my organization's/entity's SAM.gov record.	<input checked="" type="checkbox"/>
Headquarters or Main Station Physical Address	
* Physical Address 1	14 W. Central Ave
Physical Address 2	
* City	Blackwood
* State	New Jersey
* Zip	08012 - 2901 Need help for ZIP+4?
Mailing Address	
* Mailing Address 1	P.O. Box 541

Mailing Address 2	
* City	Blackwood
* State	New Jersey
* Zip	08012 - 2901 Need help for ZIP+4?
Bank Account Information	
* The bank account being used is: (Please select one from right)	Maintained by my Jurisdiction
Note: The following banking information must match your SAM.gov profile.	
* Type of bank account	Checking
* Bank routing number - <u>9 digit</u> number on the bottom left hand corner of your check	036002247
* Your account number	1051261
Additional Information	
* For this fiscal year (Federal) is your jurisdiction receiving Federal funding from any other grant program that may duplicate the purpose and/or scope of this grant request?	Yes
* Is the applicant <u>delinquent on any federal debt</u> ?	No
If you answered "Yes" to any of the additional questions above, please provide an explanation in the space provided below (4000 characters) :	
Our district is currently in the period of performance for a 2016 SAFER funds. Our application submitted in 2017 was awarded for a total cost of \$248,457 (federal & applicants share). This current application, if awarded will not exceed \$750,000. Also, we are not currently delinquent on any reporting or requirements under FEMA guidelines.	

FEMA Form 080-0-4

Applicant Characteristics (Part I)

* Is this application being submitted on behalf of a Federal Fire Department or organization contracted by the Federal government which is solely responsible for the suppression of fires on Federal property?	No
* Please indicate the type of community your organization serves.	Suburban
* Please describe your organization and/or the community that you serve (2000 characters) .	Our department is comprised of five full time career firefighters and thirty three active volunteer firefighters operating from two fire stations. The career firefighters are represented by the Camden County Firefighters Association, International Association of Fire Fighters Local 3249. Our career firefighters are on duty Monday through Saturday from 8am to 8am (24 hour shifts, 2 firefighters per shift) to ensure an apparatus responds to emergency calls with volunteer members supplementing that crew. Our volunteer firefighters are the primary responders on Sunday from 8am to 8am on Monday. Our apparatus consists of two Class A pumpers, one tower ladder, and one heavy rescue. In addition to fire suppression, we provide technical rescue services and medical first responder services. We also participate in a number of county-wide regional task forces and/or strike teams for fires, rescues, and hazardous material incidents. We average between 675-800 calls per year. Responses include structure fires, vehicle fires, vehicle crashes/extrications, brush fires, natural gas leaks and hazardous material incidents. Our calls for mutual and automatic aid have increased over the past few years due to a declining volunteer base in the area. We currently respond

	to automatic or mutual aid to ten surrounding departments. Our district is located in Gloucester Township, Camden County, and our first due response area is 4 square miles with 15,000 residents. Our district is a mix of residential uses, including nine apartment complexes, retail and industrial uses, and some open land. There are three elementary schools, one public middle school, one K-8 private school, one public high school, and three pre-school/day care facilities. We also have the township public library, township recreation center, and one adult day care center. Our district also directly borders a county area with a hospital, a senior center, and the Camden County Regional Emergency Training Center.
* What is the square mileage of your first-due response area? Primary/First Due Response Area is a geographical area proximate to a fire or rescue facility and normally served by the personnel and apparatus from that facility in the event of a fire or other emergency and does not include daily or seasonal population surges.	4
* What percentage of your primary response area is protected by hydrants?	100 %
* Does your organization protect critical infrastructure?	Yes
If Yes, please describe the critical infrastructure protected (3000 characters) .	
Our department responds to incidents in a number of facilities that are vital to the safety of our citizens and governmental continuity. Included is the township municipal building, which houses all municipal offices, the municipal courtroom and the 120 member police department. Also in this building is the police department dispatch center, which serves as the township Public Safety Answering Point. The four public schools in our first due response district are designated as evacuation centers within our townships emergency management plan. We have a number of water pumping stations within our district and several waterways that feed into the Delaware River. Our first response district is home to a large United States Postal Facility. As a member of the township hazardous materials team which responds with the Camden County HazMat Task Force, we can respond to a major commuter rail line serving South Jersey and the City of Philadelphia, the ports in Camden and Gloucester City NJ, which are identified by the Department of Homeland Security as major at-risk infrastructure. Our career firefighters are certified Hazardous Material Technicians and can respond to all hazardous materials team calls 24 hours a day. The addition of a career firefighters would enhance our hazardous materials response capabilities and assist us in protecting these vital facilities.	
(Percentages in three answers below must sum up to 100%)	
* How much of your primary response area is for agriculture, wildland, open space, or undeveloped properties?	5%
* What percentage of your primary response area is for commercial and industrial purposes?	40 %
* What percentage of your primary response area is used for residential purposes?	55 %
* How many occupied structures (commercial, industrial, residential, or institutional) in your primary response area are more than three (3) stories tall? Do not include structures which are not regularly occupied such as silos, towers, steeples, etc.	22
* What is the permanent resident population of your Primary/First-Due Response Area or jurisdiction served?	15000
* Do you have a seasonal increase in population?	No
If Yes what is your seasonal increase in population?	
* How many stations are operated by your organization?	2
* Please indicate if your department has a formal automatic/mutual aid agreement with another community or fire department and the type of agreement that exists.	Both automatic and mutual aid
* What services does your organization provide?	

Emergency Medical Responder
 Haz-Mat Operational Level
 Haz-Mat Technical Level

Rescue Operational Level
 Rescue Technical Level
 Structural Fire Suppression

SAFER intends to improve local fire departments' staffing and deployment capabilities so they may more effectively respond to emergencies. With the enhanced staffing, a SAFER grantee's response time will be reduced sufficiently and an appropriate number of trained personnel will be assembled at the incident scene.

The following questions are designed to help us understand the staffing changes that have occurred in your department over the past several years and how the grant will assist in improving your staffing levels. The information provided must be a true and accurate depiction of your department on the timelines listed below.

Use the following definitions when completing the table below.

Total # of Operational Career Personnel — this number represents the total number of **authorized and funded active, full-time uniformed/operational career personnel** employed by your department on the dates indicated. (Note: only operational personnel — including operational officers - should be included)

Operational Officers — of the operational career personnel indicated in the "Total # of Operational Career Personnel" question, how many of those serve in **operational officer-level (both command and company) positions**?

NFPA Compliance — of the "Total # of Operational Career Personnel" indicated, how many are assigned to **field or response apparatus positions that directly support the department's compliance** with NFPA 1710 (Section 5.2.4.1 — Single-Family Dwelling Initial Full Alarm Assignment Capability) or NFPA 1720 (Section 4.3 — Staffing and Deployment)? (Note: Officers should **only** be included in this number if they **directly support the department's compliance** with NFPA 1710 or NFPA 1720 compliance)

Note: The number of **career personnel** in any of these fields should include positions which are job-shared. Job-shared positions will be counted as one (1) regardless of how many personnel fill those positions.

For more information regarding these standards please see the Notice of Funding Opportunity or go to www.nfpa.org/freeaccess

	Total # of Operational Career Personnel	# Operational Officers	# NFPA Support
* Staffing levels at the start of the application period	5	1	5
* Staffing levels at one year prior to the start of the application period	4	1	4
* Staffing levels at two years prior to the start of the application period	3	0	3
* If awarded this grant, what will the staffing levels be in your department? Note: These numbers should reflect the staffing levels at the start of the application period plus the number of positions being requested in the application. (Whole Numbers only)	6	1	6

* Please provide details on the department's existing staffing model to include the number of shifts, number of positions per shift, chief level officer staffing per shift (i.e., Battalion Chief, District Chief, etc.), and contracted work hours. (3000 characters)

In December of 2017 our department responded to a fire in which a civilian death occurred. Additionally, the primary response for this fire was all volunteer companies, in which the first arriving fire apparatus arrived at 21 minutes into the incident. With that, our district took emergency measures to change our staffing model. The five current full time firefighters were moved off of a 4 firefighter crew working Mon-Fri (6a-4p) to a modified 24 hour, 6 day per week model. Two of the three full time firefighter shifts have 2 firefighters assigned, and the third shift has 1 full time firefighter assigned and one volunteer fill in firefighter is assigned to that shift in 12 hour increments. When an alarm is received, the on duty crew, will wait for any volunteers to respond from home. If no volunteers turn out at or around the 4 minute mark of the incident the apparatus will respond with only 2 firefighters. In summary, there are 6 shifts per week, two positions per shift, and the full time firefighters assigned work a minimum 48 hour work week. The full time Fire Captain is assigned to one of the three shifts and the other two shifts do not have a supervisor on their shift. There is no Chief level officer assigned to any of the shifts. Our department maintains a volunteer Chief and he responds when available. This grant award will provide our department with a 6th full time firefighter to be assigned in lieu of the volunteer fill in firefighters that are currently be utilized on the third shift. Additionally we are working in tandem with our neighboring department to co mingle our career firefighters. Once an agreement is reached with that district, each district will maintain a minimum of 6 career

firefighters. With that a combined crew will be 4 firefighter positions per shift, with 3 being the minimum staffing, and we will then respond on a 24 hour per day 7 day per week cycle.

* Does your department utilize part-time paid firefighters? Yes

If Yes, please provide details on how the part-time firefighters are used within your department to include the number of part-time firefighters, the number of full-time, NFPA compliant positions these part-time firefighters occupy, if applicable, and how they are scheduled to meet your staffing needs (3000 characters).

At this time, due to the change in our staffing model in December 2017, we were forced to utilize "fill in firefighters" in order to complete our 2 firefighter per shift staffing model. At the time of the change we employed 5 full time firefighters and 6 are needed to complete our current staffing model. The part time paid firefighters, or fill ins, are a pool of our departments volunteer firefighters, whom meet a minimum standard developed in by our department. The fill in firefighters are used on the third shift, in 12 hour maximum shifts. Additionally if a full time firefighter is off duty for vacation, training, or otherwise, and he notifies the department more than 24 hours prior to the shift, a fill in is offered the vacant shift. If the shift remains vacant 24 hours prior to the start of the shift, a full time firefighter is offered the shift for overtime (per applicable FLSA guidelines). At this time we have a list of approximately 14 volunteers that meet the requirement to work as part time firefighters, but only 6-8 on average supply the department with availability per month. There are on average 16-18 vacancies per month that are offered to the part time firefighters, and they staff approximately 12-16 of these shifts per month with the remaining, unfilled shifts go to full time firefighters for overtime. As previously stated the part time firefighters, or fill ins, occupy one position, on one shift. This position may or may not help the department reach NFPA compliance as the crew is still required to await volunteers to complete an NFPA compliant crew prior to responding. Our NFPA compliance can be met once we combine our full time force with that from Gloucester Township Fire District 2 (whom also submitted a SAFER application). At such time our two departments will be able to have a NFPA compliant crew without the use of regular part time paid positions, on a 24/7 basis.

* Does your department utilize reserve/relief paid firefighters? No

If yes, please provide details on how the reserve/relief firefighters are used within your department to include the number of reserve/relief firefighters, the number of full-time, NFPA compliant positions these part-time firefighters occupy, if applicable, and how they are scheduled to meet your staffing needs (3000 characters).

* Do you currently report to the National Fire Incident Reporting System (NFIRS)? Yes

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Applicant Characteristics (Part II)

	2017	2016	2015
* What is the total number of fire-related civilian fatalities in your jurisdiction over the last three calendar years?	1	0	0
* What is the total number of fire-related civilian injuries in your jurisdiction over the last three calendar years?	3	0	1
* What is the total number of line of duty member fatalities in your jurisdiction over the last three calendar years?	0	0	0
* What is the total number of line of duty <u>member injuries</u> in your jurisdiction over the last three calendar years?	3	1	3
* What is your department's operating budget (e.g., personnel, maintenance of apparatus, equipment, facilities, utility costs, purchasing expendable items, etc.) for the current (at time of application) fiscal year?	Fiscal Year: 2018 Budget: \$ 1,548,265		
* What was your department's operating budget (e.g., personnel, maintenance of apparatus, equipment, facilities, utility costs, purchasing expendable items, etc.) for the 2001, 2002, and 2003 fiscal years?	Fiscal Year 2003 Budget : \$ 749,249 Fiscal Year 2002 Budget : \$ 836,416 Fiscal Year 2001 Budget : \$ 853,509		
This must be true and accurate budget information for the fiscal years 2001, 2002, and 2003. If you are unable to provide any of the information please ONLY enter a 0 into each of the applicable budget fields and explain in the text box below why you are unable to provide this information.			

If you entered 0 for any of the budget fields above, please explain (1000 characters) .	Understanding that the request for budget information from 2001-2003 is a glitch in the system, please see listed the budget information for the past 3 years. 2017: \$1,381,174 2016: \$1,330,018 2015: \$1,229,501
* What percentage of your operating budget is dedicated to personnel costs (salary, benefits, overtime costs, etc.)?	55 %
* Does your department have any rainy day reserves, emergency funds, or capital outlay?	No
If yes, what is the total amount currently set aside?	
If yes, describe the planned purpose of these funds (1000 characters) .	Does not apply
* What percentage of your annual operating budget is derived from: Enter numbers only, percentages must sum up to 100%	

<u>Taxes?</u>	94 %
Bond Issues?	0 %
<u>EMS Billing?</u>	0 %
Grants?	3 %
Donations?	0 %
Fund drives?	0 %
<u>Fee for Service?</u>	3 %
Other?	0 %
If you entered a value other than 0 into the "Other" field, please explain (1000 characters) :	

* How many **frontline** vehicles does your organization have in each of the types or classes of vehicle listed below that respond to **first alarm assignments in support of NFPA 1710/1720**? You must include vehicles that are leased or on long-term loan as well as any vehicles that have been ordered or otherwise currently under contract for purchase or lease by your organization but not yet in your possession. Enter numbers only and enter 0 if you do not have any of the vehicles below.

Type or Class of Vehicle	Number of Frontline Vehicles	Total Number of Available Riding Positions	Total Number of Filled Riding Positions per Frontline Vehicle
Engines or Pumpers (pumping capacity of 750 gpm or greater and water capacity of 300 gallons or more): Pumper, Pumper/Tanker, Rescue/Pumper, Foam Pumper, CAFS Pumper, Type I or Type II Engine Urban Interface	2	6	3
Ambulances for transport and/or emergency response	0	0	0
Tankers or Tenders (pumping capacity of less than 750 gallons per minute (gpm) and water capacity of 1,000 gallons or more)	0	0	0
Aerial Apparatus: Aerial Ladder Truck, Telescoping, Articulating, Ladder Towers, Platform, Tiller Ladder Truck, Quint	1	6	4
Brush/Quick attack (pumping capacity of less than 750 gpm and water carrying capacity of at least 300 gallons): Brush Truck, Patrol Unit (Pickup w/ Skid Unit), Quick Attack Unit, Mini-Pumper, Type III Engine, Type IV Engine, Type V Engine, Type VI Engine, Type VII Engine	0	0	0
Rescue Vehicles: Rescue Squad, Rescue (Light, Medium, Heavy), Technical Rescue Vehicle, Hazardous Materials Unit	1	6	4
Additional Vehicles: EMS Chase Vehicle, Air/Light Unit, Rehab Units, Bomb Unit, Technical Support (Command, Operational Support/Supply), Hose	4	2	1

Please use this comments section if you wish to provide any additional information with regards to the **Type or Class of Vehicle** section above (2000 characters) .

No additional comments.

Department Call Volume

	2017	2016	2015
* Summary of responses per year by category (Enter whole number only. If you have no calls for any of the categories, Enter 0)			
Fire - NFIRS Series 100	110	102	114
Overpressure Rupture, Explosion, Overheat (No Fire) - NFIRS Series 200	3	2	0
Rescue & Emergency Medical Service Incident - NFIRS Series 300	193	151	137
Hazardous Condition (No Fire) - NFIRS Series 400	127	96	112
Service Call - NFIRS Series 500	71	60	62
Good Intent Call - NFIRS Series 600	92	115	85
False Alarm & False Call - NFIRS Series 700	151	153	168
Severe Weather & Natural Disaster - NFIRS Series 800	2	0	14
Special Incident Type - NFIRS Series 900	2	1	1
Total	751	680	693

FIRES

* How many responses per year by category? (Enter whole number only. If you have no calls for any of the categories, Enter 0)

Of the NFIRS Series 100 calls, how many are "Structure Fire" (NFIRS Codes 111-120)	58	63	85
Of the NFIRS Series 100 calls, how many are "Vehicle Fire" (NFIRS Codes 130-138)	18	14	8
Of the NFIRS Series 100 calls, how many are "Vegetation Fire" (NFIRS Codes 140-143)	16	13	13
Total	92	90	106
What is the total acreage of all vegetation fires?	1	1	1

RESCUE AND EMERGENCY MEDICAL SERVICE INCIDENTS

* How many responses per year by category? (Enter whole number only. If you have no calls for any of the categories, Enter 0)

Of the NFIRS Series 300 calls, how many are "Motor Vehicle Accidents" (NFIRS Codes 322-324)	146	117	93
Of the NFIRS Series 300 calls, how many are "Extrications from Vehicles" (NFIRS Code 352)	6	4	6
Of the NFIRS Series 300 calls, how many are "Rescues" (NFIRS Codes 300, 351, 353-381)	15	6	11
How many EMS-BLS Response Calls	0	0	0
How many EMS-ALS Response Calls	0	0	0
How many EMS-BLS Scheduled Transports	0	0	0
How many EMS-ALS Scheduled Transports	0	0	0
How many Community Paramedic Response Calls	0	0	0
Total	167	127	110

MUTUAL AND AUTOMATIC AID

* How many responses per year by category? (Enter whole number only. If you have no calls for any of the categories, Enter 0)

How many times did your organization receive Mutual Aid?	42	23	20
How many times did your organization receive Automatic Aid?	58	39	43
How many times did your organization provide Mutual Aid?	96	86	67
How many times did your organization provide Automatic Aid?	212	149	140
Of the Mutual and Automatic Aid responses, how many were structure fires?	74	66	85

FEMA Form 080-0-4

Request Details

The activities for your organization are listed in the table below.

Activity	Number of Entries	Total Cost
Hiring of Firefighters	1	250,968

FEMA Form 080-0-4

Hiring of Firefighters

* 1. Select which line-item below best describes your organization and the NFPA standard you are attempting to meet.

NFPA Requirements

Check One	NFPA Standard (see the Notice of Funding Opportunity for more detail regarding these standards)	Department Characteristics	Demographic	Assembly Staffing	Response Time	Frequency of Time
	1710	Career	With Aerial	15	8 min	90%
	1710	Career	Without Aerial	14	8 min	90%
	1720 - Urban	Urban Combo/Vol	> 1,000 pop/square mile	15	9 min	90%
X	1720 - Suburban	Suburban Combo/Vol	500 - 1,000 pop/square mile	10	10 min	80%
	1720 - Rural	Rural Combo/Vol	< 500 pop/square mile	6	14 min	80%
	1720 - Remote	Remote Combo/Vol	Travel > 8 mi	4	n/a	90%

* 2. Given your **current staffing** levels, how often does your department meet the NFPA assembly requirements as indicated in the table above for the department's primary/first due response area? [Help](#)

NOTE: If your department utilizes overtime to fill positions to ensure you are meeting applicable NFPA staffing and deployment standards, you will want to remove the number of positions filled by overtime from your calculations.

* 2a. If awarded the number of positions requested in this application, how often do you anticipate that your department will meet the NFPA assembly requirements as indicated in the table above? [Help](#)

* 3. Given your **current staffing** levels and **without** using overtime to fill vacant positions, what is the average actual staffing level on your first arriving engine company or vehicle? 3

<p>capable of initiating suppression activities on the number of structure fires indicated in the "Department Call Volume" section of your application? (Up to one decimal i.e., 2.5)</p> <p>NOTE: If your department utilizes overtime to fill positions to ensure you are meeting applicable NFPA staffing and deployment standards, you will want to remove the number of positions filled by overtime from your calculations.</p>	
<p>* 3a. If awarded the number of positions requested in this application, what will be the average actual staffing level on your first arriving engine company or vehicle capable of initiating suppression activities on the number of structure fires indicated in the "Department Call Volume" section of your application? (Up to one decimal i.e. 2.5)</p>	4
<p>* 4. Please describe the departments hiring practices and timelines including how long after award will you be able to start a recruit class and how many recruits can be trained in one class. If you are requesting more positions than can be trained in one recruit class, please discuss when you will be able to hold the second class. If your department will need governing body approval before the award can be accepted, please be sure to include details on the timeline needed for acceptance (2000 characters) .</p>	<p>Our department falls under the jurisdiction of the New Jersey Civil Service Commission (CSC), which maintains a list of candidates eligible for hiring based on knowledge and physical testing. The current list, posted mid 2016 is valid for approximately three years. The list has a number of our townships active volunteer firefighters. A number of these candidates have already obtained NJ Firefighter 1 certifications as a volunteers, and are already familiar with our departments operations. These firefighter candidates could be hired almost immediately and have a positive impact on our ability to meet the staffing requirements of NFPA 1720. In the unlikely event that something negative arises in the number one candidate's background investigation which causes us to pass him over, the list consists of a number of other NJ Firefighter 1 certified candidates from our townships active volunteer firefighter ranks that would be eligible, per CSC guidelines, for immediate hiring.</p>
<p>* 5. Is your request for hiring firefighters based on a risk analysis, staffing needs analysis, or an Insurance Services Office (ISO) rating?</p>	Yes
<p>5a. If Yes, describe how the analysis was conducted and the outcome of the analysis or ISO rating. (1000 characters)</p>	<p>Our staffing study was done internally. Our study considered our career staff roster, our regularly increasing call volume, and our decreasing volunteer firefighter roster over the past 10 years. In 2014, our career firefighter staffing was 3. We are currently operating with a roster of 5 firefighters, 4 of which our budgeted and 1 of which is in the period of performance from SAFER funds. Approval of this SAFER application will allow us to improve our roster to 6 firefighters, and complete our NFPA 1720 compliance in tandem with Gloucester Twp. Fire District 2.</p>
<p>* 6.If awarded a grant, will you provide the new hires with entry-level physicals in accordance with NFPA 1582: Standard on Comprehensive Occupational Medical Program for Fire Departments 2013 Edition, Chapter 6?</p>	Yes, NFPA 1582 compliant
<p>* 7. Do you currently provide annual medical/physical exams in accordance with NFPA 1582: Standard on Comprehensive Occupational Medical Program for Fire Departments 2013 Edition, Chapter 6?</p>	Yes, NFPA 1582 compliant
<p>* 8. Will the personnel hired meet the minimum EMS training and certification as required by your Authority Having Jurisdiction (AHJ)?</p>	N/A - do not provide EMS
<p>* 9. Does your department currently have a policy in place to recruit and hire veterans?</p>	Yes
<p>9a. If yes, please provide a brief description of the policy in place (1000 characters) .</p>	<p>Hiring is governed by the NJ Civil Service Commission (CSC). The CSC grants veterans hiring preference for disabled veterans and veterans respectively. If awarded the</p>

	SAFER funds it is our districts intention to hire a veteran if one remains on the active civil service list.
* 10. Is it your department's intent to sustain the positions filled under this grant after the completion of the period of performance?	Yes
10a. If yes, please provide a brief description on how the positions will be sustained.	Our department will sustain all positions filled during and upon completion of the period of performance. The departments staffing roster goal of 6 will be the standard moving forward. Over the course of the 3 year period of performance, we will budget appropriately in order to sustain all roster positions. We have already made strides through collective bargaining with IAFF Local 3249 to make starting firefighter pay more affordable to the district in order to sustain more roster positions.

FEMA Form 080-0-4a

Budget Item

<p>As you are aware, grants awarded under the Hiring of Firefighters Activity requires grantees to maintain their staffing levels and incur no lay-offs during the period of performance of the grant. Therefore, it is imperative that your department have the support of your governing body.</p> <p>In order to ensure that there is a clear understanding of the long-term obligations of a SAFER grant and that, if awarded, all parties involved are committed to fulfilling those requirements upon acceptance of the award; we are requesting a letter from your governing body stating their commitment of the above requirement.</p> <p>The letter should be prepared on your governing body's letterhead and addressed to:</p> <p>Catherine Patterson, Branch Chief Assistance to Firefighters Grants Branch</p> <p>If you have received the letter, you may attach it here. (Note: only .doc and .pdf files will be accepted)</p> <p>If you do not have the letter at this time, you may submit a signed copy of the letter as soon as you are able via fax to 1-866-274-0942 or via e-mail to firegrants@fema.dhs.gov.</p>	<p>◆ File Name: 20180424125459.pdf Description:</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>20180424125459.pdf</td> <td></td> </tr> </tbody> </table>	Name	Description	20180424125459.pdf	
Name	Description				
20180424125459.pdf					
<p>* How many full-time firefighter positions, including positions that will be job-shared, are you requesting?</p> <p>"Full-time" is considered 2,080 hours or more worked per year and entitles the employee to receive benefits earned by the other full-time employees in the organization. "Job-share" is the term used to describe the hiring of more than one person to fill one full-time position. Part-time positions are less than 2,080 hours per year. Often part-time employees do not earn benefits or do not earn them at the same rate or level as full-time employees</p>	1				
<p>If you are requesting to fund a full-time position(s) that will be "job-shared" by more than one individual please indicate how many individuals will fill that position, how they will be used and scheduled to fill the position(s), and provide an explanation as to why the position will be shared. (800 characters)</p>	Does not apply.				
<p>* What are the current usual annual costs of a first-year firefighter in your department?</p>	<p>Annual Salary: \$ 41,659 Annual Benefits: \$ 41,997</p>				

"Usual annual costs" include base salary and the typical benefits package offered to a first-year firefighter.

* What costs are included in the typical benefits package your department provides to first-year firefighters? Please provide details on the dollar amounts or percentages for each benefit being provided. (2000 characters)

The benefits package is the same as is outlined in the FEMA guidelines. It includes all necessary and mandated benefits and coverage for a local government employee. They receive, pay with full health benefits, training, equipment, workmans compensation coverage, leave time, etc.

FEMA Form 080-0-4a

Budget

Hiring of Firefighters:

There is a three-year period of performance for grants awarded under the Hiring of Firefighters Actlvity. The amount of Federal funding provided to a recipient for hiring a firefighter in any fiscal year may not exceed -

- Year One: 75 percent of the usual annual costs of a first-year firefighter as provided in the Request Details section;
- Year Two: 75 percent of the usual annual cost of a first-year firefighter as provided in the Request Details section;
- Year Three: 35 percent of the usual annual cost of a first-year firefighter as provided in the Request Details section.

The additional funds requested for training are not subject to the funding limitations above. However, the costs may only be used to provide training and cannot be used toward the salary and benefits of requested firefighters. Costs for training must be expended within the three-year period of performance.

Review and confirm the budget information below. If you need to change any of the budget amounts on the matrix, you will need to update the information on the previous Request Details screen.

When you are finished, press the *Save and Continue* button below.

Budget Matrix				
	First 12-Month Period	Second 12-Month Period	Third 12-Month Period	Total
Personnel	41,659	41,659	41,659	124,977
Benefits	41,997	41,997	41,997	125,991
Other - Additional Funding	0	0	0	0
Total:	83,656	83,656	83,656	250,968
Total Applicant Share	20,914	20,914	54,376	96,204
Total Federal Share	62,742	62,742	29,280	154,764

FEMA Form 080-0-4a

Narrative Statement for Hiring of FireFighters

*** Element #1 - Project Description (30%):**

*** 1a. Why does the department need the positions requested in this application? (2000 characters)**

Our department is requesting \$154,764 in federal funds to hire one career firefighter to assist us with complying with NFPA 1720. Our current combination department staffing model only staffs an apparatus with 2 firefighters on a 24 hour 6 day per week basis and relies on volunteers responding from home to complete the NFPA 1710 compliant crew. In the last 3 years our call volume has increased by 9% from 2015 through 2017. And in 2018, we are on pace for 836 calls for service which would be another increase of approximately 10%. Our department volunteer staffing has regularly decreased over the past 10 years. With volunteer members aging out of the department, moving to other areas, or simply

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separating from service for other reasons, our reliability on volunteer firefighters is becoming ever more difficult. We also experienced a decrease in new members joining the department, similar to national trends. This decrease in volunteers has resulted in a number of delayed responses to calls for service during hours where there is no career firefighters on duty. Additionally there have been a number of instances where we are unable to respond due to a lack of a qualified crew and a mutual aid company has been dispatched to the assignment. One particular incident that triggered our department to move to our current staffing model occurred on 12/3/2017. Our department was dispatched for a single company automatic fire alarm. Upon arrival, the department volunteer Chief at 12 minutes after dispatch, he found a working fire with people trapped in the 2nd floor apartment of a multi-family apartment. The assignment was upgraded but the first arriving fire apparatus did not arrive until 21 minutes from the time of the initial alarm, this apparatus was staffed with only 2 firefighters. The fire resulted in 1 civilian fatality and 2 serious civilian injuries.

*** 1b. How will the positions requested in this application be used within the department (e.g., 4th on engine, open a new station, eliminate browned out stations, reduce overtime)? (2000 characters)**

If the SAFER funds are awarded, the one firefighter will be our 6th rostered firefighter and the 12th firefighter among our two districts. This will create a 3 platoon system with 4 firefighters on each platoon. The future goal of the respective fire districts staffing model is to continue to hire firefighters to reach a shift staffing goal of 5 firefighters per shift, with a 4 firefighter minimum. This will allow for leave time, injuries/sick leave, and outside training obligations without the need for overtime. The addition of a grant award for Gloucester Twp. Fire District 2 will assist us in reaching the 5 firefighter per shift goal. Outside of hiring within our own two districts it is our intention to encourage the other two surrounding fire districts to assist us with this program. Due to our proximity our staffed apparatus would be providing automatic aid on a regular basis to these two districts as they do not operate with career firefighters. We would ask these districts to assist us with funding of the remaining positions in order to reach our goal of five firefighters per shift. This will provide a staffed fire apparatus to the 4 districts on the northern half of our township. This would increase our combined first due fire response to approximately 30 square miles and 40,000 residents. This staffed apparatus would also respond on all fires and rescues within the entire township which expands 60 square miles and 65,000 residents. This would also include our obligation for automatic and mutual aid which expands to 5 other municipalities within 2 counties.

*** 1c. What are the specific benefits that the requested positions will provide to the department and community? (2000 characters)**

The funding of at least one career position through SAFER contribute to our current work of providing a 24/7 staffed apparatus to our residents. We currently only provide 6 day coverage with career firefighters, and frequently this apparatus is understaffed with only 2 firefighters. SAFER funds will permit us to hire a firefighter that will work within our new 24/7, 3 platoon system. The firefighter is needed to make a combined, multi-jurisdictional roster of 12 firefighters. The community will experience the benefits of a 24/7 staffed apparatus and reduced response times for all incidents. At this time, our response times are often delayed due to our crews awaiting volunteers to respond from home to complete a crew. At times, it is extremely difficult to motivate volunteers to respond from home, during sleep hours, when they have regular jobs, children, and other obligations. It is additionally difficult to motivate volunteers to respond to routine incidental calls for service such as alarms and fumes and frequently these calls are answered by a crew of only 2 firefighters and require additional companies be added simply to meet NFPA requirements. This delayed response has caused our public image to be diminished and criticized at times. In many cases the delayed response has caused no harm. But in December of 2017 the lack of a staffed apparatus on duty was evident. A seemingly routine alarm resulted in one fatality and 2 serious injuries, the addition of this award and the transition to a new staffing model will allow us to vastly decrease the chances of delayed response to incidents like this in the future. We will be able to provide a timely, dependable, and consistent response to all incidents. An additional benefit of this grant award will offset our budgeting process and allow us to improve staffing immediately while budgeting over time for these positions rather than having to levy tax increases to our residents.

*** 1d. Please describe how the awarding of this grant would enhance the department's ability to protect critical infrastructure within the department's primary response area. (2000 characters)**

The greatest threat to our nation is terrorism which can manifest itself in the form of hazardous materials incidents or active shooter incidents. Gloucester Township Hazardous Materials Unit is one of only 4 teams comprising the Camden County Haz Mat Task Force. We are the first team responding to all haz mat incidents in our region of the county, and to any elevated incident county wide. All of our career firefighters are assigned to obtain hazardous materials technician level training in order to be active with the task force. In the past year our county has also completed the formation and training for a county wide Rescue Task Force for active shooter, hostile events or ASHE. All career firefighters are trained and respond with this task force as well. Should we receive this grant the additional career firefighter would receive training and respond to hazardous materials, ASHE, and other terrorist related events as part of a county wide task force. These task force responses are critical for protecting not only our immediate counties critical infrastructure but our entire

Element #2 - Impact on Daily Operations (30%):*** 2a. How are the community and the current firefighters employed by the department at risk without the positions requested in this application? (2000 characters)**

I have outlined previously the incident that occurred on December 3, 2017. The 21 minute delay and subsequent civilian injuries are proof that an increased response by a 24/7 staffed apparatus, will decrease the risk to our community. The addition of this SAFER funded position is the only way that we are able to meet this staffing requirement in the near future. This incident reminds of two articles I have read recently. One, "The Volunteer Fire Rescue Gamble" in October's Fire Rescue Magazine. Second, a recent article about a fatal fire in Utica, NY where the response from an all-volunteer company was 18 minutes while a staffed apparatus was not dispatched for the incident. Our firefighters currently working on shift, with only 2 firefighters per shift will also experience reduced risk. Our staffing will increase per shift providing the departments firefighters with consistency and stability. These consistent crews will allow the firefighters to learn their job as well as their brother firefighter's tendencies rather than having a mixed crew for each incident. Delayed and understaffed responses often result in increases in injuries to firefighters as well as an increase to exposure to structural degradation, advanced fires, and flashovers. These current understaffed crews cannot always complete all of the tasks required and they do not always meet NFPA standards. The addition of this firefighter through SAFER funds will assist us in reducing risk and increasing compliance.

*** 2b. How will that risk be reduced if awarded? (1000 characters)**

This grant award and shared service agreement with Gloucester Twp. Fire District 2 will result in the first NFPA 1720 crew in our townships history. At this time we sometimes meet the requirement of NFPA 1710. Our current combined roster of 11 firefighters would leave one of the three platoons with only 3 firefighters assigned, and this shortage would negatively impact staffing and increase the need for overtime, therefore straining our career firefighters with extra hours of work. Simply adding one firefighter to our roster will alleviate this greatly and reduce risk to all of our working firefighters. As previously stated the additional firefighter would be assigned to a shift to complete their minimum staffing and reduce the need for regular overtime, as well as allow this crew to reach 2 in/2 out compliance for ever incident. With the assistance of automatic aid we expect to improve our Sometimes(20%-39%) rating to Most of The Time(80%-99%).

Element #3 - Financial Need (30%):*** 3a. Please provide an income versus expenses breakdown of the current annual budget as indicated in the Applicant Characteristics section of the application. (2000 characters)**

Gloucester Twp. Fire District 4 (Blackwood Fire Company) receives 94% of its funding from taxes. The remaining 6% is from fees for inspections by our Bureau of Fire Prevention and one current SAFER grant. The amount raised by taxation for 2018 is \$1,548,265. Approximately 55% of our budget (\$856,072) is committed to salaries and benefits for employees. The required increases by medical providers and increased pension contributions levied by the State of NJ have caused our budget to increase over the past 5 years. The remaining funds are spent as listed below: \$120,000 (7.5%) - Facilities, maintenance and repair \$107,000 (6.5%) - Hydrant rentals charges \$90,000 (5.5%) - Building rent/lease \$90,500 (5.5%) - Volunteer firefighter expenses (workman's comp, LOSAP, clothing incentive, stipends) \$62,000 (4.0%) - Apparatus maintenance & repair \$57,700 (3.5%) - Professional services (Legal representation, computer experts) \$37,600 (2.5%) - Utilities \$33,600 (2.0%) - Insurance \$30,000 (2.0%) - New fire equipment The remaining 6% (approximate) of the budget is spent on miscellaneous daily operating expenses and required expenses.

*** 3b. Please describe the department's budget shortfalls and why the department is unable to address their financial needs without federal assistance. (2000 characters)**

Our funding is 96% obtained from property tax revenue. New Jersey's property tax rate is amongst the highest in the nation, and there is a strong voter sentiment against tax increases. Recently our township imposed an 8% increase in property taxes due to a myriad of reasons. The State of New Jersey passed a law in 2010 capping annual public budget increases at 2%. Considering these factors it is imperative for us to seek grant funding. At the same time, our operating costs continue to rise. Health care costs and insurance premiums remain significant costs to the district.

Our budget will continue to be stressed further due to the aging equipment that, by NFPA standards, is required to be replaced. Our first out apparatus is also aging to the point of replacement and funds have been shifted to these accounts over the past few annual budgets. Our Class A pumpers are both 23 years old, our heavy rescue is 22 years old, and our tower ladder is 16 years old. Certain funds have started to be moved into these line items in order to replace the aging apparatus over the course of the next few years. Sacrifices are being made in all areas, as our current career firefighters reach the top of their respective pay scales, our budget is stretched once again in salaries and overtime. We have also been forced to shift funds from other areas to fund the current fill in or part time program in order to simply staff an apparatus with 2 firefighters only 6 days a week. Our current budget cannot afford additional staffing nor an additional day of coverage. As a group we have worked together and the collective bargaining agreement has been adjusted to allow for us to hire a fourth career firefighter as a replacement for a retiree and current SAFER funds were the sole reason we could hire a 5th firefighter. Additional work to improve our stations to provide necessities for 24 hour crews, such as bunk rooms, sprinkler system improvements, and restroom/locker room upgrades.

*** 3c. What other actions has your department taken to obtain funding elsewhere (e.g., state assistance programs, other grant programs, etc.)? (2000 characters)**

Recently our department has implemented a regular grant application process. This task was assigned to the Career Captain to apply for any and all grant sources available to us. Thankfully we recently received a regional AFG grant to replace our SCBA, face pieces and air cylinders. Prior to the receipt of this grant our budget would only permit for the replacement of the cylinders, not the SCBA or face pieces. Due to FEMA restrictions we were only awarded 60% of our request which caused our department to alter the specifications for the equipment and also fund part of the shortfall from our own budget. We also applied for and received a private grant from South Jersey Industries, or areas natural gas supplier. They assisted us in completing the SCBA project so that the share our budget had to incur was not as great. This project was able to be completed and implemented in early 2018. We now shift our focus back to staffing and are faced with obtaining funding once again from SAFER. We are unaware of any additional grant sources for staffing and personnel. It is our intention to continue to work and encourage our two other fire districts in the northern half of the township to assist us with financing personnel but due to political constraints, there is no assurance of success with this venture. Though we will remain diligent in our attempts to acquire grant funding wherever possible, it is imperative that we request these funds from FEMA via SAFER.

*** 3d. How are other critical functions in your department affected without this funding? (2000 characters)**

Without these funds we will be unable to fund an NFPA 1720 compliant fire apparatus in the near future. This will result in the department continuing to have delayed responses which in turn affect firefighter safety. Increased property damage and a potential loss of life may also occur. The budget will also continue to be strained and affected as overtime costs will go up and negatively impact the health of our firefighters as well as their ability to provide quality service. The necessary upgrades to our facilities for our on duty firefighters will also be put on hold as we adjust our budget to meet the staffing needs. This will all have a trickle down affect to all aspects of our operation.

***Element #4 - Cost Benefit (10%):**

*** Please describe the benefits (i.e., anticipated savings, efficiencies) the department and community will realize if awarded the positions requested in this application. (3000 characters)**

The benefits to our department are clear. We are currently spending funds that we did not budget for to staff a fire apparatus on a 24 hour per day basis. This emergency staffing change has the potential to cost our department \$66000 of funds, that are necessary, but we did not budget for. By receiving a SAFER award we will be able to discontinue the "fill in program" immediately, and experience a cost savings. We will also solidify our current 2 firefighter (full time) per shift, 24 hour, 6 day per week model. The all full time firefighter model is more efficient and routine that having multiple part time, or fill in, firefighters on a week to week basis. By the time this grant is reviewed we anticipate having a multi department (Gloucester Twp. Districts 2 & 4) staffing model. At that time, SAFER funds that are awarded to our department will directly contribute to a full time, NFPA compliant position, working in a 24/7 staffing model. The firefighters would respond more hours per week for the same salary, the residents would receive more service for the same fire tax rate. This would be the first 24/7, NFPA compliant staffed apparatus within our townships history.

Element #5 - Additional Information : If you have any additional information you would like to include about the department and/or this application in general, please provide below. (2000 characters)

On behalf of all of the stakeholders within our fire district, the members of Gloucester Township Fire District 4 and the represented members IAFF Local 3249, I thank you for taking the time to read this application and for your consideration of this request.

Hiring Narrative Supplemental Information

FEMA Form 080-0-4a

Assurances and Certifications

FEMA Form SF 424B

You must read and sign these assurances. These documents contain the Federal requirements attached to all Federal grants including the right of the Federal government to review the grant activity. You should read over the documents to become aware of the requirements. The Assurances and Certifications must be read, signed, and submitted as a part of the application.

Note: Fields marked with an asterisk (*) are required.

O.M.B Control Number 4040-0007

Assurances Non-Construction Programs

Note: Certain of these assurances may not be applicable to your project or program. If you have any questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. Section 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. Sections 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Acts of 1968 (42 U.S.C. Section 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination

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- provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
 7. Will comply, or has already complied, with the requirements of Title II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interest in real property acquired for project purposes regardless of Federal participation in purchases.
 8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
 9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
 10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
 11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
 12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. Section 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
 13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
 14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
 15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
 16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. Section 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
 17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
 18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

Signed by **Frank P Reiss** on **04/27/2018**

You must read and sign these assurances.

Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters and Drug-Free Workplace Requirements.

Note: Fields marked with an asterisk (*) are required.

O.M.B Control Number 1660-0025

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 44 CFR Part 18, "New Restrictions on Lobbying" and 44 CFR Part 17, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Homeland Security (DHS) determines to award the covered transaction, grant, or cooperative agreement.

1. Lobbying

A. As required by the section 1352, Title 31 of the US Code, and implemented at 44 CFR Part 18 for persons (entering) into a grant or cooperative agreement over \$100,000, as defined at 44 CFR Part 18, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement and extension, continuation, renewal amendment or modification of any Federal grant or cooperative agreement.

(b) If any other funds than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities", in accordance with its instructions.

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

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

A. As required by Executive Order 12549, Debarment and Suspension, and implemented at 44 CFR Part 67, for prospective participants in primary covered transactions, as defined at 44 CFR Part 17, Section 17.510-A, the applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency.

(b) Have not within a three-year period preceding this application been convicted of or had a civilian judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or perform a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

(c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application. (4000 characters)

3. Drug-Free Workplace (Grantees other than individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 44 CFR Part 17, Subpart F, for grantees, as defined at 44 CFR part 17, Sections 17.615 and 17.620:

(A) The applicant certifies that it will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug free awareness program to inform employees about:

- (1) The dangers of drug abuse in the workplace;
- (2) The grantee's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant to be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:

- (1) Abide by the terms of the statement; and
- (2) Notify the employee in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

(e) Notifying the agency, in writing within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to the applicable awarding office.

(f) Taking one of the following actions, against such an employee, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement or other appropriate agency.

(g) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

(B) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance

Street	City	State	Zip	Action
14 W. Central Ave	Blackwood	New Jersey	08012 -2901	

If your place of performance is different from the physical address provided by you in the Applicant Information, press **Add Place of Performance** button above to ensure that the correct place of performance has been specified. You can add multiple addresses by repeating this process multiple times.

Section 17.630 of the regulations provide that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for FEMA funding. States and State agencies may elect to use a Statewide certification.

Signed by Frank P Reiss on 04/27/2018

Application Number: EMW-2017-FH-00436
Only complete if applying for a grant for more than \$100,000 and have lobbying activities. See Form 20-16C for lobbying activities definition.

Submit Application

Application 100% complete, Submitted

Please click on any of the following links to visit a particular section of your application. Once all areas of your application are complete, you may submit your application.

Application Area	Status
Applicant's Acknowledgements	Complete
Overview	Complete
Contact Information	Complete
Applicant Information	Complete
Applicant Characteristics (I)	Complete
Applicant Characteristics (II)	Complete
Department Call Volume	Complete
Request Details	Complete
Budget	Complete
Narrative Statement	Complete
Assurances and Certifications	Complete

PLEASE READ THE FOLLOWING STATEMENTS BEFORE YOU SUBMIT.

- YOU WILL NOT BE ALLOWED TO EDIT THIS APPLICATION ONCE IT HAS BEEN SUBMITTED.** Therefore, please be sure you have thoroughly reviewed the application before you submit; if "placeholders" were used, be sure to update with the correct information before submitting. If you are not yet ready to submit this application, save it, and log out until you feel that you have no more changes.
- When you submit this application, you, as an authorized representative of the organization applying for this grant, are certifying that the following statements are true:

To the best of my knowledge and belief, all data submitted in this application are true and correct.

This application has been duly authorized by the governing body of the applicant and the applicant will comply with the terms of the Notice of Funding Opportunity, comply with all the terms and conditions of the grant award, including any special conditions in accordance with the articles of agreement, and comply with all applicable Federal statutory and regulatory requirements, if awarded.

To sign your application, check the box below and enter your password in the space provided. To submit your application, click the Submit Application button below to officially submit your application to FEMA.

Note: The primary contact will be responsible for signing and submitting the application. Fields marked with an asterisk (*) are required.

I, Frank P Reiss, am hereby providing my signature for this application as of 27-Apr-2018.