



SOUTH DAKOTA
DEPARTMENT
OF PUBLIC SAFETY

prevention • protection • enforcement

EMERGENCY MANAGEMENT

February 14, 2017

Rapid City Fire Department
c/o Tom Bielmaier
10 Main Street
Rapid City, SD 57701

Dear Tom,

I am pleased to announce you have been awarded the FFY 2016 grant funds you requested. Enclosed is the formal award agreement allowing you to use the HMEP funds for planning or training as specified in the agreement. Please have the appropriate authority sign, date, and mail the **original** document back to me at:

Autumn Stout
South Dakota Office of Emergency Management
221 S. Central Avenue
Pierre, SD 57501-2000

Our office will then sign the contract and send you a copy. If you require an original, please mail me two hard copies.

Please remember the reporting timelines issued in the terms and conditions. Also note that if your match includes labor costs, that labor must be non-SLA time to qualify as a match as it is not allowed to match one federal grant with another. Please keep rosters with signatures and time spent of any volunteers if you plan to use them as soft match in the event there is an audit. Your match must be a minimum of 20% of the total project cost. You must include receipts for all expenses and county vouchers showing that funds have been expended in order to receive reimbursement. **This is a reimbursement-based grant, so you must show expenditures in order to receive payment from the grant.** Read your agreement thoroughly to prevent delay or possible non-payment in reimbursement.

If you have any questions, please feel free to contact me.

Sincerely,

Autumn Stout
HMEP Grant Administrator
221 S. Central Avenue
Pierre, SD 57501-2000
(605) 773-3231
Autumn.Stout@state.sd.us

Enclosures (2)