



## CITY COUNCIL ACTION REPORT

February 7, 2007

TO: Phillip L. Nelson, City Manager  
FROM: William S. Nelson, Fire Chief *WSN*  
SUBJECT: Acceptance grant award from U. S. Fire Administration

### Background:

- The U.S.F.A has an annual competitive grant program to provide assistance to fire departments.
- The Troy Fire Department has applied annually for a grant since the inception of the program.
- The Troy Fire Department has been notified that a grant has been awarded in the amount of \$309,000 for the purchase of replacement self-contained breathing apparatus.

### Financial Considerations:

- The grant has a 20% match requirement (\$61,800 local share \$247,200 federal share)
- Funds are available in the fire department equipment budget to cover the local match.

### Legal Considerations:

- There are no legal considerations.

### Policy Considerations:

- I Enhance the livability and safety of the community
- II Minimize the cost and increase the efficiency and effectiveness of City government

### Options:

- Accept the USFA grant.

Office of Grants and Training  
Preparedness Directorate  
U.S. Department of Homeland Security  
Washington, D.C. 20531



## Homeland Security

Mr. Richard Sinclair  
Troy Fire Department  
500 W. Big Beaver  
Troy, Michigan 48084-5254

Re: Grant No.EMW-2006-FG-02734

Dear Mr. Sinclair:

On behalf of the Office of Grants and Training, I am pleased to inform you that your grant application submitted under the FY 2006 Assistance to Firefighters Grant has been approved. Along with the U.S. Fire Administration and the Federal Emergency Management Agency, we carry out the federal responsibilities of administering your grant. The approved project costs total to \$309,000.00. The Federal share is \$247,200.00 of the approved amount and your share of the costs is \$61,800.00.

As part of your award package, you will find Grant Agreement Articles. Please make sure you read and understand the Articles as they outline the terms and conditions of your Grant award. Maintain a copy of these documents for your official file. **You establish acceptance of the Grant and Grant Agreement Articles when you request and receive any of the Federal Grant funds awarded to you.**

The first step in requesting your grant funds is to confirm your correct Direct Deposit Information. Please go on-line to the AFG eGrants system at [www.firegrantsupport.com](http://www.firegrantsupport.com) and if you have not done so, complete and submit your SF 1199A, Direct Deposit Sign-up Form. Please forward the original, completed SF 1199A, Direct Deposit Sign-up Form, signed by your organization and the banking institution to the address below:

Department of Homeland Security  
Emergency Preparedness and Response Directorate (FEMA)  
Grants Management Branch  
500 C Street, SW, Room 334  
Washington, DC 20472

Attn: Assistance to Firefighters Grant Program

After your SF 1199A is reviewed and you receive an email indicating the form is approved, you will be able to request payments online. Remember, you should basically request funds when you have an immediate cash need (i.e. you have a bill in-hand that is due within 30 days).

If you have any questions or concerns regarding the awards process, donations, or how to request your grant funds, please call 1-866-274-0960.

Sincerely,

A handwritten signature in black ink, appearing to read "Corey Gruber".

Corey Gruber

Acting Assistant Secretary  
Office of Grants and Training

## Agreement Articles



U.S. Department of Homeland Security  
Washington, D.C. 20531

**AGREEMENT ARTICLES****ASSISTANCE TO FIREFIGHTERS GRANT PROGRAM - Operations and Safety program****GRANTEE: Troy Fire Department****PROGRAM: Operations and Safety****AGREEMENT NUMBER: EMW-2006-FG-02734****AMENDMENT NUMBER:****TABLE OF CONTENTS**

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**Article I - Project Description**

The purpose of the Assistance to Firefighters Program is to protect the health and safety of the public and firefighting personnel against fire and fire-related hazards. After careful consideration, DHS has determined that the grantee's project submitted as part of the grantee'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 program's purpose and worthy of award. The grantee shall perform the work described in the approved grant application as itemized in the request details section of the application and further described in the grant application's narrative. These sections of the application are made a part of these grant agreement articles by reference. The grantee 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.

However, in keeping with this year's program guidance, grantees that have grant funds left over after completing the approved scope of work prior to the end of the period of performance have three options for the use of the excess funds: 1) they may return the unused funds to the Federal government, 2) they may use a maximum of \$5,000 to expand the activities for which they were awarded, or 3) create or expand an existing fire prevention program. Grantees are encouraged to review the program guidance for more information in this area.

#### **Article II - Grantee Concurrence**

By requesting and receiving Federal grant funds provided by this grant program, the grantee accepts and agrees to abide by the terms and conditions of the grant as set forth in this document and the documents identified below. All documents submitted as part of the application are made a part of this agreement by reference.

#### **Article III - Period of Performance**

The period of performance shall be from **26-JAN-07 to 25-JAN-08**.

The grant funds are available to the grantee for obligation only during the period of performance of the grant award. The grantee is not authorized to incur new obligations after the expiration date unless the grantee has requested, and DHS has approved, a new expiration date. The grantee has 90 days after period of performance to incur costs associated with closeout or to pay for obligations incurred during period of performance. Award expenditures are for the purposes detailed in the approved grant application only. The grantee cannot transfer funds or assets purchased with grant funds to other agencies or departments without prior written approval from DHS.

#### **Article IV - Amount Awarded**

The amount of the award is detailed on the Obligating Document for Award attached to these articles. Following are the budgeted estimates for each object classes of this grant (including Federal share plus grantee match):

Personnel	\$0.00
Fringe Benefits	\$0.00
Travel	\$0.00
Equipment	\$309,000.00
Supplies	\$0.00
Contractual	\$0.00
Construction	\$0.00
Other	\$0.00
Indirect Charges	\$0.00
Total	\$309,000.00

#### **Article V - Requests for Advances or Reimbursements**

Grant payments under the Assistance to Firefighters Grant Program are made on an advance or reimbursable basis for immediate cash needs. When the grantee needs grant funds and has obtained a user account, the grantee fills out the on-line Request for Advance or Reimbursement. If the grantee has not obtained a user account, an account may be obtained by calling the help desk at 1-866-274-0960.

#### **Article VI - Budget Changes**

Generally, grantees may make changes in funding levels between the object classes (as detailed in Article IV above), as long as the grant's project or scope of work is accomplished. The grant's scope of work is outlined in the project narrative and in the request details of the grant application. The only exception to this provision is for grants where the Federal share is in excess of \$100,000. In grants where the Federal share exceeds \$100,000,

the funding levels of the object classes can be changed, but if the cumulative changes exceed ten (10) percent of the total budget, changes must be pre-approved. The provisions of this article are not applicable to changes in the budgeted line-items listed in the request details section of the application.

### **Article VII - Financial Reporting**

The Request for Advance or Reimbursement mentioned above will also be used for interim financial reporting purposes. At the end of the performance period, or upon completion of the grantee's program narrative, the grantee must complete, on-line, a final financial report that is required to close out the grant. The Financial Status Report is due within 90 days after the end of the performance period.

### **Article VIII - Performance Reports**

The grantee must submit a semi-annual and a final performance report to DHS. The final performance report should provide a short narrative on what the grantee accomplished with the grant funds and any benefits derived there from. The semi-annual report is due six months after the award date.

### **Article IX - DHS Officials**

**Program Officer:** Tom Harrington, Deputy Chief of the Grants Program Office, is the Program Officer for this grant program. The Program Officer is responsible for the technical monitoring of the stages of work and technical performance of the activities described in the approved grant application.

**Grants Assistance Officer:** Christine Torres is the Assistance Officer for this grant program. The Assistance Officer is the Federal official responsible for negotiating, administering, and executing all grant business matters.

**Grants Management Branch POC:** Tamia Minor is the point of contact for this grant award and shall be contacted for all financial and administrative grant business matters. If you have any questions regarding your grant please call 703-605-0708.

### **Article X - Other Terms and Conditions**

Pre-award costs directly applicable to the awarded grant are allowable if approved in writing by the DHS Program Office.

### **Article XI - General Provisions**

The following are hereby incorporated into this agreement by reference:

44 CFR, Emergency Management and Assistance

- Part 7 Nondiscrimination in Federally-Assisted Programs
- Part 13 Uniform administrative requirements for grants and cooperative agreements to state and local governments
- Part 17 Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-free Workplace (Grants)
- Part 18 New Restrictions on Lobbying

31 CFR 205.6 Funding Techniques

OMB Circular A-21 Cost Principles for Educational Institutions

OMB Circular A-87 Cost Principles for State/local Governments, Indian tribes

**Article XII- Audit Requirements**

All grantees must follow the audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. The main requirement of this OMB Circular is that grantees that expend \$500,000.00 or more in Federal funds (from all Federal sources) must have a single audit performed in accordance with the circular.

As a condition of receiving funding under this grant program, you must agree to maintain grant files and supporting documentation for three years upon the official closeout of your grant. You must also agree to make your grant files, books, and records available for an audit by DHS, the General Accounting Office (GAO), or their duly authorized representatives to assess the accomplishments of the grant program or to ensure compliance with any requirement of the grant program.

**Article XIII- Additional Requirements (if applicable)**

- Vehicle awardees for FY 2006 will be required to include a performance bond as part of the contract with the vehicle manufacturer. The performance bond MUST include a delivery date to be acceptable under this requirement. Extensions to a grant's period of performance may not be considered if a performance bond is not included in the purchase contract. Note: This is a new requirement for this program year.
- Grantees that are the hosts of regional projects as provided for in the annual program guidance will not be responsible for equipment purchased with grant funds if that equipment is disbursed to other first-responder organizations under a memorandum of understanding which places the responsibility for the equipment in the hands of the recipient.

**Additional Requirements if applicable**

# OMB Circular A-122 Cost Principles for Non-Profit Organizations

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

1a. AGREEMENT NO. EMW-2006-FG-02734	2. AMENDMENT NO. 0	3. RECIPIENT NO. 38-6027333	4. TYPE OF ACTION AWARD	5. CONTROL NO. W437660N
6. RECIPIENT NAME AND ADDRESS Troy Fire Department 500 W. Big Beaver Troy Michigan, 48084-5254	7. ISSUING OFFICE AND ADDRESS ODP/Financial and Grants Management Division 500 C Street, S.W., Room 350 Washington DC, 20472 POC: Tamia Minor 703-605-0708	8. PAYMENT OFFICE AND ADDRESS ODP/Financial Services Branch 500 C Street, S.W., Room 723 Washington DC, 20472		
9. NAME OF RECIPIENT PROJECT OFFICER Richard Sinclair	PHONE NO. 2485243419	10. NAME OF PROJECT COORDINATOR Tom Harrington	PHONE NO. 1-866-274-0960	
11. EFFECTIVE DATE OF THIS ACTION 26-JAN-07	12. METHOD OF PAYMENT SF-270	13. ASSISTANCE ARRANGEMENT Cost Sharing	14. PERFORMANCE PERIOD From:26-JAN-07 To:25-JAN-08	

Budget Period  
From:20-OCT-06 To:30-SEP-07

15. DESCRIPTION OF ACTION

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

PROGRAM NAME ACRONYM	CFDA NO.	ACCOUNTING DATA (AACCS CODE) XXXX-XXX-XXXXXX-XXXXX-XXXX-XXXX-X	PRIOR TOTAL AWARD	AMOUNT AWARDED THIS ACTION + OR (-)	CURRENT TOTAL AWARD	CUMMULATIVE NON-FEDERAL COMMITMENT
AFG	97.044	2007-62-0632RE-63000000-4101-R	\$0.00	\$247,200.00	\$247,200.00	\$61,800.00
TOTALS			\$0.00	\$247,200.00	\$247,200.00	\$61,800.00

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)

Assistance to Firefighters Grant 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)  
Pamela Greene

DATE  
24-JAN-07

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