

DATE: September 1, 2005

TO: John Szerlag, City Manager

FROM: William S. Nelson, Fire Chief

SUBJECT: **AGENDA ITEM** – Standard Purchasing Resolution 6: Grant Approval And Authorization to Expend City Funds – Radio Equipment

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### **Recommendation**

City management recommends that the Troy City Council approve the use of funds received from a U. S. Fire Administration Grant and authorizes the purchase of radio equipment under existing Oakland County contract, at an estimated cost of \$131,000.

### **Background**

The City of Troy has received a U.S. Fire Administration FIRE Act grant for \$131,000 for the purchase of mobile and portable radios to operate with the new Oakland County 800 MHz digital trunked radio system. The equipment to be purchased is covered under the existing Oakland County contract with M/A-Com Inc. the system provider.

This is a 70% federally funded project with a 30% local match. Oakland County has agreed to reimburse the 30% local match.

### **Budget**

This resolution amends the Fire department capital budget to receive the grant funding and allows it to be expended on the designated items.

## RADIO EQUIPMENT PRICE BREAKDOWN

6 each	VTAC vehicular Tactical Repeaters @9,000	\$54,000.00
23 each	P7200 portable radios, intrinsically safe with 110 volt single unit chargers, without leather cases @ \$3,328.70	<u>\$76,560.10</u>
	Total	\$130,560.10



U.S. Department of Homeland Security  
Office for Domestic Preparedness  
Washington, D.C. 20531

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

Re: Grant No.EMW-2004-FG-06159

Dear Mr. Sinclair:

Congratulations, on behalf of the Department of Homeland Security and the Office for Domestic Preparedness. Your grant application submitted under the FY 04 Assistance to Firefighters Grant has been approved. The approved project costs amount to \$134,294.00. The Federal share is 70 percent or \$94,006.00 of the approved amount and your share of the costs is 30 percent or \$40,288.00.

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 <https://portal.fema.gov> 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. If you have any questions or concerns regarding the process to request your grant funds, please call 1-877-510-6762.

Sincerely,

A handwritten signature in black ink, appearing to read "Matt A. Mayer".

Matt A. Mayer  
Acting Executive Director  
Office of State and Local Government  
Coordination and Preparedness

## Agreement Articles



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

**AGREEMENT ARTICLES****ASSISTANCE TO FIREFIGHTERS GRANT PROGRAM - Operations and Firefighter Safety program**

**GRANTEE:** Troy Fire Department

**PROGRAM:** Operations and Firefighter Safety

**AGREEMENT NUMBER:** EMW-2004-FG-06159

**AMENDMENT NUMBER:**

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**Article I - Project Description**

The grantee shall perform the work described in the approved grant application's Program Narrative. That narrative is made a part of these grant agreement articles by reference. 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, as detailed in submitted project narrative and budget information, submitted as part of the grantee's application (and considered part of this agreement by reference), was consistent with the program's purpose and worthy of award. As such, any material deviation from the approved program narrative must have prior written approval.

**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 10-FEB-05 to 09-FEB-06.

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 object classes for this grant (including Federal share plus grantee match):

Personnel	\$0.00
Fringe Benefits	\$0.00
Travel	\$0.00
Equipment	\$134,294.00
Supplies	\$0.00
Contractual	\$0.00
Construction	\$0.00
Other	\$0.00
Indirect Charges	\$0.00
Total	\$134,294.00

### **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, changes in the budget-line items are permitted, as long as the original program narrative is accomplished. The only exception to this provision is for grants where the Federal share is in excess of \$100,000.00. In grants where the Federal share exceeds \$100,000.00, the budgeted line items can be changed, but if the cumulative changes exceed ten (10) percent of the total budget, Changes must be pre-approved.

### **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:** Arlyce Powell 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 202-646-3973.

### 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

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

OMB Circular A-102 Uniform Administrative Requirements for Grants and Agreements With State and Local Governments Assistance to Firefighters Grant Application and Assurances contained therein.

OMB Circular A-110 Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals, and Other NonProfit Organizations Assistance to Firefighters Grant Application and Assurances contained therein.

### 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.

**Additional Requirements if applicable**

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

1a. AGREEMENT NO. EMW-2004-FG-06159	2. AMENDMENT NO. 0	3. RECIPIENT NO. 38-6027333	4. TYPE OF ACTION AWARD	5. CONTROL NO. W397589N
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: Arlyce Powell 202-646-3973	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. 248-524-3419	10. NAME OF PROJECT COORDINATOR Tom Harrington	PHONE NO. (202) 307-2790	
11. EFFECTIVE DATE OF THIS ACTION 10-FEB-05	12. METHOD OF PAYMENT SF-270	13. ASSISTANCE ARRANGEMENT Cost Sharing	14. PERFORMANCE PERIOD From:10-FEB-05 To:09-FEB-06	

Budget Period  
From:01-OCT-04 To:30-SEP-05

15. DESCRIPTION OF ACTION  
a. (Indicate funding data for awards or financial changes)

PROGRAM NAME ACRONYM	CFDA NO.	ACCOUNTING DATA (AAC 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	2005-62-0364RE-63000000- 4101-R	\$0.00	\$94,006.00	\$94,006.00	\$40,288.00
TOTALS			\$0.00	\$94,006.00	\$94,006.00	\$40,288.00

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

16 a. 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 - Fire Prevention and Safety Program 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)  
Arlyce Powell

DATE  
04-FEB-05

