



# CITY of NOVI CITY COUNCIL

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**Agenda Item 7  
January 22, 2007**

**SUBJECT:** Approval of the Department of Homeland Security "SAFER" Grant for Paid-On-Call Recruitment and Training in the amount of \$101,715 to be used over five (5) years.

**SUBMITTING DEPARTMENT:** Fire

**CITY MANAGER APPROVAL** 

<b>EXPENDITURE REQUIRED</b>	<b>\$20,343 per year, total \$101,715</b>
<b>AMOUNT BUDGETED</b>	<b>N/A</b>
<b>APPROPRIATION REQUIRED</b>	<b>\$20,343 per year, total \$101,715 (Grant Revenue)</b>
<b>LINE ITEM NUMBER</b>	<b>N/A</b>

**BACKGROUND INFORMATION:**

City Council approved staff to apply for the 2006 *Staffing for Adequate Fire and Emergency Response* (SAFER) Grant for the purpose of enhancing recruitment of Paid-On-Call (POC) at their May 8, 2006 meeting. The Fire Department applied for the grant in June 2006. The application requested funding for recruitment costs involving recruiting new POC Firefighters, entry-level physicals, and reimbursement for attending required training. The marketing/advertising budget includes printing and publishing of a new recruitment brochure, creation of a direct mail piece, placement of the POC recruitment video on screen at a local theatre, and advertising.

<b>Projected Budget</b>	
Marketing/Advertising	\$17,400
Physical/Agility Testing	5,645
EMT/Fire Training Materials	<u>7,650</u>
<b>TOTAL</b>	<b>\$30,000</b>

On January 4, 2007 the Fire Department was notified that the SAFER grant was approved. A total of \$101,715 would be spread over five years (\$20,343 per year) to supplement the POC recruiting efforts. The Grant period is March 21, 2007 through March 20, 2011. The Federal share of this grant is 100% and local costs are \$0.

**RECOMMENDED ACTION:** Approval of the Department of Homeland Security "SAFER" Grant for Paid-On-Call Recruitment and Training in the amount of \$101,715 to be used over five (5) years.

	1	2	Y	N
Mayor Landry				
Mayor Pro Tem Capello				
Council Member Gatt				
Council Member Margolis				

	1	2	Y	N
Council Member Mutch				
Council Member Nagy				
Council Member Paul				

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



# Homeland Security

1/5/07

To: Mayor and City Council Members

Mr. Jeffery Johnson  
City of Novi Fire Department  
42975 Grand River Avenue  
Novi, Michigan 48375-1731

Re: Grant No.EMW-2006-FF-04643

Great resource to promote  
paid on call portion of our  
combination system. *[Signature]*

Dear Mr. Johnson:

On behalf of the Office of Grants and Training, I am pleased to inform you that your grant application submitted under the FY 2006 Staffing for Adequate Fire and Emergency Response (SAFER) grants has been approved. The Office of Grants and Training is responsible for carrying out the Federal responsibilities of administering your grant. The approved project costs total to \$101,715.00. The Federal share is \$101,715.00 of the approved amount and your share of the costs is \$0.00.

#21,000/year for five years

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: Staffing Adequate Fire and Emergency Response (SAFER)

After your SF 1199A is reviewed and you receive an email indicating the form is approved, you will be able to request payments online. . Awardees will draw the Federal Share of the awarded amount on a reimbursement basis no more frequently than quarterly. If you have any questions or concerns regarding the process to request your grant funds, please call 1-877-274-0960.

Sincerely,

Corey Gruber  
Acting Assistant Secretary  
Office of Grants and Training

## Agreement Articles



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

**AGREEMENT ARTICLES****STAFFING ADEQUATE FIRE AND EMERGENCY RESPONSE - Recruitment program**

**GRANTEE:** City of Novi Fire Department

**PROGRAM:** Staffing for Adequate Fire and Emergency Response (SAFER) - Recruitment

**AGREEMENT NUMBER:** EMW-2006-FF-04643

**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 SAFER Program is to award grants directly to volunteer, combination, and career fire departments to help the departments increase their cadre of firefighters.

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. Any material deviation from the approved program narrative will result in the grantee being in default of the grant agreement. This may result in requiring the recipient to return a portion or the entire grant funding.

#### **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 original grant application are made a part of this agreement by reference.

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

The period of performance shall be from **21-MAR-07 to 20-MAR-11**.

Grantees under the Hiring of Firefighters Activity must agree to a five-year commitment during which the Federal contribution toward the costs of the salaries and benefits will diminish over the course of the performance period. Grantees under the Recruitment and Retention Activity will have a period of performance up to four years depending on the scope of work outlined in their original grant application.

The grant funds are available to the grantee for obligation only during the period of performance of the grant award. A "recruitment period" of ninety (90) days will be provided for all grantees under both activities. Under the Hiring of Firefighters Activity as well as the Recruitment and Retention Activity, the five-year period of performance will start after this recruitment period. Under the Hiring of Firefighters Activity, if an awardee fills their awarded firefighter positions during the 90-day recruiting period, they will be afforded credit toward the final 12 months of the grant performance period, when the grantee must fund the entire salary. There will be no extensions to any SAFER grants. 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 applicable grantee match):

Personnel	\$0.00
Fringe Benefits	\$0.00
Travel	\$0.00
Equipment	\$0.00
Supplies	\$101,715.00
Contractual	\$0.00
Other	\$0.00
Indirect Charges	\$0.00
Total	\$101,715.00

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

Grant payments under the SAFER grants are made on a reimbursable basis only. Awardees will draw the Federal share of the awarded amount on a reimbursable basis, i.e., grant funds will reimburse the grantee for actual expenses incurred in the previous quarter. When the grantee needs grant funds, the grantee fills out the on-line Request for Reimbursement which is in the Manage Grant module of the on-line grant application.

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

Occasionally, due to successful competitive bid processes, breaks in service etc, some grantees have funds remaining after the completion of their obligations outlined above. Grantees awarded under the Hiring of Firefighters Activity that completes the approved scope of work and still has grant funds available must return all excess funds to the grants program office. Grantees awarded under the Recruitment and Retention Activity that have completed the approved scope of work and still has grant funds available may use the excess funds to continue with recruitment or retention activities consistent with the original scope of work, as long as it is within the originally approved period of performance. No extensions to the period of performance will be granted.

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

The Request for 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 provide periodic performance reports in conjunction with the quarterly payment requests to the AFG program office. Performance reports must be submitted after each quarter even if funds are not requested. In the fifth and final grant year for grants involving the Hiring of Firefighters, grantees will have to submit a performance report at the mid-point of the year and then at grant closeout. All grantees will be required to produce a final report on how grant funding was used and the benefits realized from the award. An accounting of the grant funds must also be included in the performance reports. The quarterly reports are due within 30 days of the end of each quarter (every three months) of the performance period.

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

**Program Officer:** Glenn Gaines 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. Any member of the SAFER program staff may be contacted at 1-866-274-0960.

**Grants Assistance Officer:** Sheila Parker-Darby 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. If you have any questions regarding your grant please contact Sheila Parker-Darby at 1-866-274-0960.

**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 are not allowable under the SAFER grant program.

### **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-102 Uniform Administrative Requirements for Grants and Cooperative Agreements with State and Local Governments

OMB Circular A-110 Uniform Administrative Requirements for Grants and Cooperative Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations

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

#### **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 in one year (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** (max 4000 characters)

This SAFER grant was reduced by \$23,261. The physical line items did not meet sufficient standards for funding. The reductions have already been made in the grant award and e-mailed to Jeffrey Johnson on December 12, 2006 for approval.

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

1. AGREEMENT NO. EMW-2006-FF-04643	2. AMENDMENT NO. 0	3. RECIPIENT NO. 38-8032551	4. TYPE OF ACTION AWARD	5. CONTROL NO. W437661N
6. RECIPIENT NAME AND ADDRESS City of Novi Fire Department 42975 Grand River Avenue Novi Michigan, 48375-1731	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 Jeffery Johnson	PHONE NO. 2483492182	10. NAME OF PROJECT COORDINATOR Tom Harrington	PHONE NO. 1-866-274-0960	
11. EFFECTIVE DATE OF THIS ACTION 21-MAR-07	12. METHOD OF PAYMENT SF-270	13. ASSISTANCE ARRANGEMENT Cost Sharing	14. PERFORMANCE PERIOD From:21-MAR-07 To:20-MAR-11  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 (AACs CODE) XXXX-XXX-XXXXXX-XXXX-XXXX-XXXX-X	PRIOR TOTAL AWARD	AMOUNT AWARDED THIS ACTION + OR (-)	CURRENT TOTAL AWARD	CUMMULATIVE NON-FEDERAL COMMITMENT
SAFER	97.044	2007-62-0633RE-63000000-4101-R	\$0.00	\$101,715.00	\$101,715.00	\$0.00
TOTALS			\$0.00	\$101,715.00	\$101,715.00	\$0.00

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

18a. 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.

18b. 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)  
Sheila Parker Darby

DATE  
12-DEC-06

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