

ST. PETERSBURG CITY COUNCIL
Consent Agenda
Meeting of August 20, 2009

TO: The Honorable Jeff Danner, Chair, and Members of City Council

SUBJECT: A resolution authorizing the Mayor or his designee to accept a Federal Emergency Management Agency, Department of Homeland Security Assistance to Firefighters subgrant in the amount of \$641,620 for the specific purpose of the purchase of a video/ visual communications system for the Fire and Rescue Department under the grantor's Operations and Safety Program, and to execute all documents necessary to effectuate this transaction; approving a supplemental appropriation of \$428,000 from the increase in the unappropriated balance of the General Fund resulting from these additional revenues to the Fire Department; and providing an effective date.

EXPLANATION: St. Petersburg Fire & Rescue Department ("Department") intends to purchase a video/visual communications system ("System"). The Department is faced with the need to provide a comprehensive daily training program to its cross-trained/dual role firefighter emergency medical technicians and paramedics while keeping them in their primary response districts to ensure adequate coverage and minimize response times. The training will be instructor led, provide for direct delivery of training that meets NFPA standards, focus on state and national certification and recertification, benefit all Department personnel, and provide specialized training in the areas of natural disaster.

The System provides the means for training and also opens interoperable communications systems that are essential in emergencies. The System will be used in local catastrophic events to conference between the Emergency Operations Center at Water Resources, Police Headquarters, and Fire Headquarters enhancing communication and command. The System will enhance regional communication integration with Tampa and other video conferencing sites nationally.

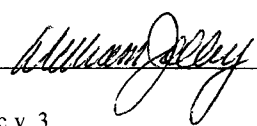
The System cost is \$535,000. The City's required 20% match is \$107,000. The vendor has agreed to participate in the match requirement in the amount of \$85,000 leaving a balance of \$22,000, which will come from the Department's existing FY09 Budget. The difference between the grant award and the System cost will be returned to the Federal Emergency Management, Department of Homeland Security at the conclusion of the project.

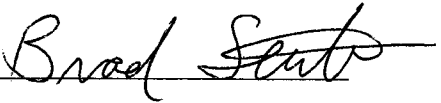
RECOMMENDATION: Administration recommends adoption of the attached resolution authorizing the Mayor or his designee to accept a Federal Emergency Management Agency, Department of Homeland Security Assistance to Firefighters subgrant in the amount of \$428,000 for the specific purpose of the purchase of a video/ visual communications system for the Fire and Rescue Department under the grantor's Operations and Safety Program, and to execute all documents necessary to effectuate this transaction; approving a supplemental appropriation of \$428,000 from the increase in the unappropriated balance of the General Fund resulting from these additional revenues to the Fire Department; and providing an effective date.

COST/FUNDING/ASSESSMENT INFORMATION: Revenues of \$428,000 will be received from the subgrant. Funding is available with a supplemental appropriation in the amount of \$428,000 from the increase in the unappropriated fund balance of the General Fund (0001) resulting from these additional revenues to the Fire Department, Fire Operations (150-1497), and \$22,000 from the Department's existing FY09 budget.

ATTACHMENTS: Resolution
Subgrant Award Package.

Approvals:

Administration: 

Budget: 

Legal: 00111632.doc v. 3

Resolution No. 2009 - _____

A RESOLUTION AUTHORIZING THE MAYOR OR HIS DESIGNEE TO ACCEPT A FEDERAL EMERGENCY MANAGEMENT AGENCY, DEPARTMENT OF HOMELAND SECURITY ASSISTANCE TO FIREFIGHTERS SUBGRANT IN THE AMOUNT OF \$641,620 FOR THE SPECIFIC PURPOSE OF THE PURCHASE OF A VIDEO/ VISUAL COMMUNICATIONS SYSTEM FOR THE FIRE AND RESCUE DEPARTMENT UNDER THE GRANTOR'S OPERATIONS AND SAFETY PROGRAM, AND TO EXECUTE ALL DOCUMENTS NECESSARY TO EFFECTUATE THIS TRANSACTION; APPROVING A SUPPLEMENTAL APPROPRIATION OF \$428,000 FROM THE INCREASE IN THE UNAPPROPRIATED BALANCE OF THE GENERAL FUND RESULTING FROM THESE ADDITIONAL REVENUES TO THE FIRE DEPARTMENT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, THE City wishes to accept a grant from the Federal Emergency Management, Department of Homeland Security in the amount of \$641,620 to be used for the purchase of a video/ visual communications system ("System") for the Fire & Rescue Department ("Department"); and

WHEREAS, the System will be used for a comprehensive daily training program to the Department's cross-trained/dual role firefighter emergency medical technicians and paramedics while keeping them in their primary response districts to ensure adequate coverage and minimize response times; and

WHEREAS, the System will also be used in local catastrophic events to conference between the Emergency Operations Center at Water Resources, Police Headquarters, and Fire Headquarters enhancing communication and command and regional communication integration with Tampa and other video conferencing sites nationally; and

WHEREAS, the System cost is \$535,000; and

WHEREAS, the difference between the grant award and the System cost will be returned to the Federal Emergency Management, Department of Homeland Security at the conclusion of the project.

WHEREAS, the vendor has agreed to participate in the City's required 20% match of \$107,000 in the amount of \$85,000 leaving a balance of \$22,000, which will come from the Department's existing FY09 Budget.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of St. Petersburg, Florida, that the Mayor or his designee is authorized to accept a Federal Emergency

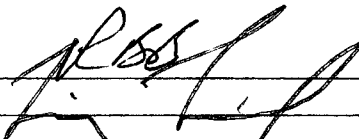
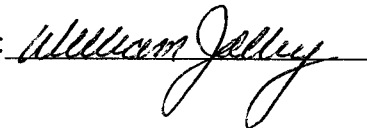
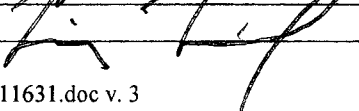
Management Agency, Department of Homeland Security Assistance to Firefighters subgrant in the amount of \$428,000 for the specific purpose of the purchase of a video/ visual communications system for the Fire and Rescue Department under the grantor's Operations and Safety Program, and to execute all documents necessary to effectuate this transaction; and

BE IT FURTHER RESOLVED that there is hereby approved from the increase in the unappropriated balance of the General Fund resulting from these additional revenues the following supplemental appropriation for FY 2009:

<u>General Fund (0001)</u>	
Fire Department, Fire Suppression (150-1497)	\$428,000

This resolution shall become effective immediately upon its adoption.

Approvals:

Legal:  Administration: 
Budget: 

Legal: 00111631.doc v. 3

Award Package

U.S. Department of Homeland Security
Washington, D.C. 20472



FEMA

Mr. Todd Livingston
St. Petersburg Fire & Rescue
400 Dr. M.L.King Street South
St. Petersburg, Florida 33701-4472

Re: Grant No.EMW-2008-FO-05825

Dear Mr. Livingston:

On behalf of the Federal Emergency Management Agency (FEMA) and the Department of Homeland Security (DHS), I am pleased to inform you that your grant application submitted under the FY 2008 Assistance to Firefighters Grant has been approved. FEMA's Grant Programs Directorate, in consultation with the U.S. Fire Administration, carries out the Federal responsibilities of administering your grant. The approved project costs total to \$641,620.00. The Federal share is 80 percent or \$513,296.00 of the approved amount and your share of the costs is 20 percent or \$128,324.00.

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.** By accepting the grant, you agree not to deviate from the approved scope of work without prior written approval from DHS.

If your SF 1199A has been reviewed and 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 or how to request your grant funds, please call the helpdesk at 1-866-274-0960.

Sincerely,

A handwritten signature in black ink, appearing to read "W. Ross Ashley, III".

W. Ross Ashley, III, Assistant Administrator
Grant Programs Directorate

Agreement Articles



FEMA

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

AGREEMENT ARTICLES

ASSISTANCE TO FIREFIGHTERS GRANT PROGRAM - Operations and Safety program

GRANTEE: St. Petersburg Fire & Rescue

PROGRAM: Operations and Safety

AGREEMENT NUMBER: EMW-2008-FO-05825

AMENDMENT NUMBER:

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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. Therefore, 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 from DHS.

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 on this topic.

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. By receiving funds under this grant, grantees agree that they will use the funds provided through the Fiscal Year 2008 Assistance to Firefighters Grant Program in accordance with these Articles of Agreement and the program guidelines provided in the Fiscal Year 2008 Assistance to Firefighters Grants program guidance. The grantee agrees that Federal funds under this award will be used to supplement, but not supplant, State or local funds for first responder preparedness. 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 **30-JAN-09 to 29-JAN-10**.

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	\$641,620.00
Supplies	\$0.00
Contractual	\$0.00
Construction	\$0.00
Other	\$0.00
Indirect Charges	\$0.00
Total	\$641,620.00

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. In order to request funds, the grantee must logon to the Fire Grant System using their user id/password (used to submit the application) the grantee fills out the on-line Request for Advance or Reimbursement. If an authorized user needs access to the application but does not have the user id or password, they may be obtained by calling the help desk at 1-866-274-0960.

Article VI - Budget Changes

With prior DHS approval, grantees may make changes in funding levels between the object classes (as detailed

in Article IV above), in order to accomplish the grant's scope of work. The grant's scope of work is outlined in the project narrative and in the request details of the grant application. The provisions of this article are not applicable to changes in the budgeted line-items listed in the request details section of the application as the line-items in the request details section (i.e., scope of work) cannot be changed.

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. If a grantee's performance period is extended beyond the initial 12-month period, a periodic performance report is due every six month increment until closeout.

Article IX - DHS Officials

Program Officer: Tom Harrington, Deputy Director 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: DONNA SIMMONS 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: Jacqueline Lee 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 202-786-9538.

Article X - Other Terms and Conditions

A. Pre-award costs directly applicable to the awarded grant are allowable if approved in writing by the DHS program office. In order to be reimbursed for items purchased prior to award, grantees must submit a payment request and provide rationale for incurring the costs prior to award. All pre-award expenses should have been disclosed during the award negotiation process. Failure to disclose pre-award expenses during the award negotiation process may affect the costs' eligibility.

B. Quotes obtained prior to submittal of the application - for the purposes of applying for this grant - are not considered to be sufficient to satisfy the requirements for competition as outlined in OMB Circular A-110 below. All bidding activities implemented for competition must be sought and obtained after award, i.e., during the period of performance. Grantees may be jeopardizing their awards if the requirements set forth are not adhered to.

Article XI - General Provisions

The following are hereby incorporated into this agreement by reference:

The program's annual Program Guidance.

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.

Article XIII- Additional Requirements (if applicable)

Vehicle Awardees:

Vehicle awardees for FY 2008 will be required to include an advance payment bond as part of the contract with their vehicle manufacturer. An advance payment bond is like an insurance policy that protects you in the event that the manufacturer with whom you contracted to build your vehicle cannot fulfill the contract, i.e., cannot finish building your vehicle for any reason. An advance payment bond is a financial tool used to guarantee that, in the event of manufacturer/contractor default, funds will be available to finish the construction of your vehicle and ensure its proper operation. From the vehicle grantee's point of view, the insolvency of a contractor during the construction of a vehicle will most likely result in delayed completion of the vehicle, additional expenses for a different manufacturer/contractor to finish the work, or even loss of grant funds. For this reason, we now require manufacturers/contractors to provide a bond from an independent bank, insurance company or bonding agency so that the vehicle grantees can recover damages they may sustain if the manufacturer/contractors default during the construction of a vehicle. The amount of the bond should be equal to, or greater than, the sum of any payments, compensation and/or consideration provided prior to the delivery of the vehicle. If no down payment is required in the purchase contract, an advance payment bond is not required.

Regardless of whether a performance bond is obtained, each vehicle purchase contract must include a

performance clause. The performance clause stipulates a certain date when the vehicle will be delivered by the vendor. If the vendor does not deliver the vehicle by the date stipulated in the performance clause, penalties are administered to the vendor. These penalties should be of a severity sufficient to provide the vendor with incentive to deliver the vehicle at the earliest possible date but no less than \$100 per day.

Regional Hosts:

Grantees that are the hosts of regional projects as provided for in the annual program guidance are accountable for the equipment purchased with grant funds and disbursed to other first-responder organizations under a memorandum of understanding. Responsibility for maintenance of the equipment may be placed in the hands of the recipient if specifically delineated in the memorandum of understanding between the host and the recipient.

Modification to Facilities Requirements:

Modification to facility projects (including renovations associated with equipment installations) are subject to all applicable environmental and historic preservation requirements. Applicants seeking assistance to modify their facilities or to install equipment requiring renovations may undergo additional screening. Specifically, DHS is required to ascertain to what degree the proposed modifications and renovations might affect an applicant's facility relative to the National Environmental Policy Act, National Historic Preservation Act of 1966, National Flood Insurance Program regulations, and any other applicable laws and Executive Orders. No project that involves a modification to facility can proceed – except for project planning – prior to formal written approval from DHS. If your award includes a modification to a facility, you are responsible for contacting the Program Office so you can be given direction on how to proceed; your contact in the AFG Program Office is Stephen.pezzetti@dhs.gov. Noncompliance with these provisions may jeopardize an applicant's award and subsequent funding.

Grants Management Adjustments to Original Application (if applicable):

null

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

1a. AGREEMENT NO. EMW-2008-FO-05825	2. AMENDMENT NO. 0	3. RECIPIENT NO. 59-6000424	4. TYPE OF ACTION AWARD	5. CONTROL NO. W462110N
6. RECIPIENT NAME AND ADDRESS St. Petersburg Fire & Rescue 400 Dr. M.L.King Street South St. Petersburg Florida, 33701-4472	7. ISSUING OFFICE AND ADDRESS Grants Management, Operations Directorate 245 Murray Lane - Building 410, SW Washington DC, 20528-7000 POC: Jacqueline Lee 202-786-9538	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 Todd Livingston	PHONE NO. 7278925590	10. NAME OF PROJECT COORDINATOR Tom Harrington	PHONE NO. 1-866-274-0960	
11. EFFECTIVE DATE OF THIS ACTION 30-JAN-09	12. METHOD OF PAYMENT SF-270	13. ASSISTANCE ARRANGEMENT Cost Sharing	14. PERFORMANCE PERIOD From:30-JAN-09 To:29-JAN-10	

Budget Period
From:01-OCT-08 To:30-SEP-09

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	CUMMULATIVE NON-FEDERAL COMMITMENT
AFG	97.044	2009-M8-0001GF-25000000-4101-D	\$0.00	\$513,296.00	\$513,296.00	\$128,324.00
TOTALS			\$0.00	\$513,296.00	\$513,296.00	\$128,324.00

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)
Sylvia Carroll

DATE
28-JAN-09

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