

## **RESOLUTION NO. 383**

**A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE ALL DOCUMENTS NECESSARY TO OBTAIN A 2007 ASSISTANCE TO FIREFIGHTERS GRANT FROM THE UNITED STATES FEDERAL EMERGENCY MANAGEMENT AGENCY - UNITED STATES FIRE ADMINISTRATION, GRANT NUMBER EMW-2007-FV-03609.**

**WHEREAS,** the safety and well-being of the citizens and employees of the Town of Mount Carmel is of the greatest importance; and

**WHEREAS,** all efforts shall be made to provide a fully equipped and properly trained fire department; and

**WHEREAS,** the Federal Emergency Management Agency and the United States Fire Administration seeks to assist local fire departments in helping fund the costs for a fire apparatus by offering the Assistance to Firefighters Grant Program; and

**WHEREAS,** the Town of Mount Carmel now seeks to participate in this important grant; and

**WHEREAS,** the public welfare requiring it;

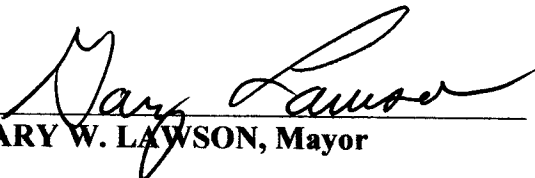
**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF MOUNT CARMEL, TENNESSEE, as follows:**

**Section I.** The Mount Carmel Volunteer Fire Department is hereby authorized to apply for and accept the 2007 Department of Homeland Security Assistance to Firefighters Grant Program through the Federal Emergency Management Agency; and

**Section II.** When awarded, the Town of Mount Carmel is prepared to provide a matching sum not to exceed the amount of thirteen thousand seven hundred fifty dollars (\$13,750.00) to serve as a five (5%) percent match for monies provided by this grant, a copy of which is attached.

**Section III.** This Resolution shall take effect upon its passage the public welfare requiring it.

**A D O P T E D** this the 27th day of November, 2007.

  
\_\_\_\_\_  
GARY W. LAWSON, Mayor

**ATTEST:**

  
\_\_\_\_\_  
**MARIAN SANDIDGE, Recorder**

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
**LAW OFFICE OF MAY & COUP**

| FIRST READING                  | AYES | NAYS | OTHER  |
|--------------------------------|------|------|--------|
| Vice Mayor Eugene Christian    | ✓    |      |        |
| Alderman Richard Gabriel       | ✓    |      |        |
| Alderman Tresa Mawk            | ✓    |      |        |
| Alderman Thomas Wheeler        | ✓    |      |        |
| Alderman Carl Wolfe            | ✓    |      |        |
| Alderman Wanda Worley-Davidson |      |      | absent |
| Mayor Gary Lawson              | ✓    |      |        |
| <b>TOTALS</b>                  | 6    | 0    | 1      |

PASSED: November 27, 2007

**Award Package**

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



# FEMA

Mr. Christopher Jones  
Mount Carmel Volunteer Fire Dpt.  
P.O. Box 1421  
Mount Carmel, Tennessee 37645-1421

Re: Grant No.EMW-2007-FV-03609

Dear Mr. Jones:

On behalf of the Department of Homeland Security (DHS), I am pleased to inform you that your grant application submitted under the FY 2007 Assistance to Firefighters Grant has been approved. The DHS Federal Emergency Management Agency's National Preparedness Directorate, in consultation with the U.S. Fire Administration, carry out the Federal responsibilities of administering your grant. The approved project costs total to \$275,000.00. The Federal share is 95 percent or \$261,250.00 of the approved amount and your share of the costs is 5 percent or \$13,750.00.

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.

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  
FEMA, National Preparedness Directorate  
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 the helpdesk at 1-866-274-0960.

Sincerely,

A handwritten signature in black ink, appearing to read "R. David Paulison".

R. David Paulison

Administrator

## Agreement Articles

**FEMA**U.S. Department of Homeland Security  
Washington, D.C. 20531**AGREEMENT ARTICLES****ASSISTANCE TO FIREFIGHTERS GRANT PROGRAM - Vehicle Acquisition program****GRANTEE: Mount Carmel Volunteer Fire Dpt.****PROGRAM: Vehicle Acquisition****AGREEMENT NUMBER: EMW-2007-FV-03609****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. By receiving funds under this grant, grantees agree that they will use the funds provided through the Fiscal Year 2007 Assistance to Firefighters Grant Program in accordance with the guidelines provided in the Fiscal Year 2007 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 **26-OCT-07 to 25-OCT-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        | \$275,000.00 |
| Supplies         | \$0.00       |
| Contractual      | \$0.00       |
| Construction     | \$0.00       |
| Other            | \$0.00       |
| Indirect Charges | \$0.00       |
| Total            | \$275,000.00 |

## **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. 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 semi-annual 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:** 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:** Lawrence White 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 703-605-0756.

#### **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.

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 2007 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 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.

**Modification to Facilities Requirements:**

DHS is required to ascertain how proposed modifications to any facilities that will have sprinkler installation may be impacted by requirements related to the National Historic Preservation Act and the National Flood Insurance Program regulations. Modification projects must be evaluated for compliance with applicable statutory and regulatory environmental/historic preservation requirements and must be approved by DHS prior to project implementation. No funds may be requested for construction until all these requirements are fulfilled. If the installation site is a building that is 50 years old or older they shall not proceed with proposed modification projects, other than planning, until being notified by DHS that all reviews have been completed. Noncompliance may jeopardize receipt of federal funding.

This grant award was reduced by \$44,975. The approved amount for the vehicle is \$275,000 instead of the \$289,975 indicated in the initial application. Also, the \$30,000 for equipment was not approved for this grant. The reduction has already been made in the grant award and in the application as agreed by Christopher Jones via e-mail on 10.10.07. The total project cost was reduced from \$319,975 to \$275,000. The federal share was reduced from \$303,977 to \$261,250. The applicant's match was reduced from \$15,998 to \$13,750. All other costs after reduction appear reasonable.

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

|                                                                                                                               |                                                                                                                                                                                  |                                                                                                                         |                                                       |                            |
|-------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|----------------------------|
| 1a. AGREEMENT NO.<br>EMW-2007-FV-03609                                                                                        | 2. AMENDMENT NO.<br>0                                                                                                                                                            | 3. RECIPIENT NO.<br>62-0961519                                                                                          | 4. TYPE OF ACTION<br>AWARD                            | 5. CONTROL NO.<br>W437673N |
| 6. RECIPIENT NAME AND ADDRESS<br>Mount Carmel Volunteer Fire Dpt.<br>211Hammond Ave.<br>Mount Carmel<br>Tennessee, 37645-1421 | 7. ISSUING OFFICE AND ADDRESS<br>Grants Management, Operations Directorate<br>245 Murray Line - Building 410,SW<br>Washington DC, 20528-7000<br>POC: Lawrence White 703-605-0756 | 8. PAYMENT OFFICE AND ADDRESS<br>FEMA,Financial Services Branch<br>500 C Street, S.W., Room 723<br>Washington DC, 20472 |                                                       |                            |
| 9. NAME OF RECIPIENT PROJECT OFFICER<br>Christopher Jones                                                                     | PHONE NO.<br>4233577311                                                                                                                                                          | 10. NAME OF PROJECT COORDINATOR<br>Tom Harrington                                                                       | PHONE NO.<br>1-866-274-0960                           |                            |
| 11. EFFECTIVE DATE OF THIS ACTION<br>26-OCT-07                                                                                | 12. METHOD OF PAYMENT<br>SF-270                                                                                                                                                  | 13. ASSISTANCE ARRANGEMENT<br>Cost Sharing                                                                              | 14. PERFORMANCE PERIOD<br>From:26-OCT-07 To:25-OCT-08 |                            |
|                                                                                                                               |                                                                                                                                                                                  |                                                                                                                         | Budget Period<br>From:01-OCT-07 To:30-SEP-08          |                            |

## 15. DESCRIPTION OF ACTION

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

| PROGRAM NAME<br>ACRONYM | CFDA NO. | ACCOUNTING DATA<br>(ACCS CODE)<br>XXXX-XXX-XXXXXX-XXXXX-XXXX-XXXX-X | PRIOR TOTAL AWARD | AMOUNT AWARDED THIS ACTION<br>+ OR (-) | CURRENT TOTAL AWARD | CUMMULATIVE NON-FEDERAL COMMITMENT |
|-------------------------|----------|---------------------------------------------------------------------|-------------------|----------------------------------------|---------------------|------------------------------------|
| AFG                     | 97.044   | 2008-M7-0001GF-25000000-4101-D                                      | \$0.00            | \$261,250.00                           | \$261,250.00        | \$13,750.00                        |
| TOTALS                  |          |                                                                     | \$0.00            | \$261,250.00                           | \$261,250.00        | \$13,750.00                        |

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

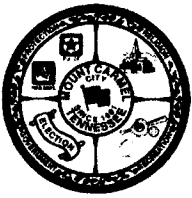
16a. FOR NON-DISASTER PROGRAMS: RECIPIENT IS REQUIRED TO SIGN AND RETURN THREE (3) COPIES OF THIS DOCUMENT TO FEMA (See Block 7 for address)

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/ADATE  
N/A18. FEMA SIGNATORY OFFICIAL (Name and Title)  
Pamela GreeneDATE  
25-OCT-07



# TOWN OF MOUNT CARMEL MOUNT CARMEL FIRE COMMITTEE

100 East Main Street, Mount Carmel, Tennessee 37645

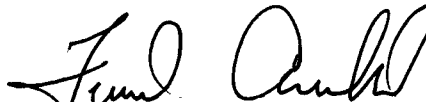
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## R E C O M M E N D A T I O N

NOVEMBER 1, 2007

### Mount Carmel Fire Committee

By unanimous vote the Mount Carmel Fire Committee recommends to the Mount Carmel Board of Mayor and Aldermen to accept the FEMA Grant and budget for the matching funds of \$13,750. However, in the future the Fire Committee recommends that the Fire Chief be required to receive prior approval from the Fire Committee and the Board of Mayor and Aldermen before applying for any grant. It is a further recommendation of the Fire Committee that if the new fire truck does not come fully equipped, and should the budget not allow for the funding to purchase the equipment that an older truck be taken out of service and sold to provide the necessary revenue to purchase said equipment.

  
Fred Arnold, Fire Committee Chairman

11-19-07  
Date